

March 1, 2006

MEETING MINUTES

Snow Hill Board of Commissioners Regular Meeting

Wednesday, March 1, 2006–9:30 am

Snow Hill Town Hall

201 North Greene Street, North Carolina 28580

The Snow Hill Board of Commissioners regular meeting convened at 9:30 am on Wednesday, March 1, 2006 in the Snow Hill Town Hall with the following present: Mayor Don Davis; Commissioners Phyllis Burruss, Percy Edwards, Geraldine Shackelford, Allison Thomas, Lorraine Washington; Town Clerk-Finance Officer Mauren Baker, Town Administrator Bob Clark, Interim Town Attorney Jim Cauley. Frank Warren was also present.

1. Call to Order—Mayor Davis sounded the gavel and called the meeting to order.
2. Prayer—Commissioner Edwards offered prayer.
3. Pledge of Allegiance—The Pledge of Allegiance was recited.
4. Roll Call—all members were present. A quorum was established.
5. Consider Approving Meeting Agenda—Motion was made by Commissioner Washington, seconded by Commissioner Edwards and carried unanimously to approve the March 1, 2006 Agenda with two modifications: 1) add #11 — Report of the Fire Chief; 2) correct Item 7-b-2 to read Budget Amendment #3
6. Consider Approving Meeting Minutes:
 - a. January 25, 2006 regular meeting minutes—Motion was made by Commissioner Thomas, seconded by Commissioner Shackelford and carried unanimously to approve the minutes of January 25, 2006.
 - b. February 13, 2006 regular meeting minutes—Motion was made by Commissioner Thomas, seconded by Commissioner Washington and carried unanimously to approve the minutes of February 13, 2006.
7. Report of Officers:
 - a. Town Administrator—Report received by consent of the Board.
 1. Recommend approving job description for the position of Administrative Assistant and position classification as recommended by the MAPS Group—the attached job description and reclassification for the position of Administrative Assistant was discussed. The MAPS Group recommends that the classification be 11 for the proposed job description.

2. Eastern Carolina Council vacancy on the executive committee (more information forthcoming)—Mr. Clark explained that this position had to be filled with an elected official and asked that the commissioners consider representation on this council. He also distributed an e-mail from Larry Moolenaar, Director of ECC, that explains the purpose of the Executive Committee.

3. Present communication from North Carolina Housing Finance Agency (Snow Hill's 2006 Urgent Repair Program application unfunded)—Mr. Clark informed the Board that the town's application for this grant was not funded, however the town will consider making application in the next round.

4. North Carolina Rural Center's Small Town Economic Prosperity Demonstration program announcements forthcoming—The town is waiting to hear from the Rural Center on this application any time.

5. Discuss rescheduling Board retreat—Mr. Clark will continue to work on this schedule.

6. By Consent the Board allowed Commissioner Washington to bring to the table citizen concerns about gang activity in the town and the county. After discussion, Mr. Clark suggested that the matter be forwarded to the Safety Committee for study. The board concurred with Mr. Clark.

b. Finance Officer—Report received by consent of the Board.

1. Recommend approval of a project budget ordinance to appropriate 2005 tree grant funds—Mrs. Baker presented the 2005 Tree Grant Project Budget Ordinance.

2. Recommend approval of Budget Amendment #3—Mrs. Baker presented Budget Amendment #3.

8. Reports of Boards, Commissions, Committees and/or Taskforce: N/A

9. Unfinished Business and General Orders: N/A

10. New Business:

a. Consider approving job description for the position of Administrative Assistant and position classification as recommended by the MAPS Group—Motion was made by Commissioner Washington, seconded by Commissioner Shackelford and carried unanimously to approve the new job description for the position of Administrative Assistant (hereby incorporated by reference and made a part of these minutes); and to approve the MAPS recommendation for reclassification at Grade 11.

b. Consider approving a project budget ordinance to appropriate 2005 tree grant funds—Motion was made by Commissioner Burruss, seconded by Commissioner Edwards and carried unanimously to approve the 2005 Tree Grant Project Budget Ordinance (hereby incorporated by reference and made a part of these minutes).

c. Consider approving Budget Amendment #3—Motion was made by Commissioner Washington, seconded by Commissioner Burruss and carried unanimously to approve Budget Amendment #3 (hereby incorporated by reference and made a part of these minutes).

d. Consider entering a closed session to discuss a personnel matter pursuant to NCGS 143-318.11(6)—Motion was made by Commissioner Washington, seconded by Commissioner Burruss and carried unanimously to move to closed session pursuant to NCGS 143-318.11(6). Motion was made by Commissioner Thomas, seconded by Commissioner Edwards and carried unanimously to return to open session.

11. Program: Fire Chief Dana Hill presented his report to the Board. He stated that the Snow Hill Fire Department was inspected by the North Carolina Department of Insurance, Office of the State Fire Marshall on Monday. This inspection is considered a “courtesy inspection”. The SHVFD and the Rural SHVFD share the same equipment. This practice will no longer be allowed. Each volunteer holds dual membership in both departments and each department will be required to provide equipment for each volunteer. A Plan of Action must be in place in 30 days and the plan must be implemented in 90 days. The departments will be “officially” inspected in approximately 15 months, giving the departments time to complete the implementation of corrective action. Chief Hill stated that there are two options to be considered: 1) stock 2 departments with duplicate equipment; 2) create a contractual agreement to allow the Rural SHVFD to provide fire protection for the Town. Chief Hill stated that he will also make this report to the Board of Directors of the Rural Department so that every one is on the same page. He will return to the Board with a recommendation for a plan of action which is due in 30 days to the State Fire Marshall’s Office.

12. Announcements and Public Comments—there were none.

13. Adjournment—Motion was made by Commissioner Shackleford, seconded by Commissioner Washington and carried unanimously to adjourn this session of the Board of Commissioners.