

The Snow Hill Board of Commissioners regular meeting convened at 7:00 pm on Monday, September 11, 2006, in the Snow Hill Town Hall with the following members present: Mayor Don Davis; Commissioners Phyllis Burruss, Percy Edwards, Geraldine Shackelford, Allison Thomas; Town Clerk-Finance Officer Mauren Baker; Town Administrator Bob Clark.

1. Call to Order—Mayor Davis sounded the gavel and called the meeting to order
2. Prayer—Commissioner Edwards offered prayer. The Board observed a moment of silence for the 5th anniversary of the 9/11 destruction of the Twin Towers and the Pentagon.
3. Pledge of Allegiance—Mayor Davis led the Pledge of Allegiance
4. Roll Call—Commissioner Washington was excused by consent of the Board. A quorum was declared, as all other members were present.
5. Consider Approving Meeting Agenda—Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to approve the agenda as drafted.
6. Consider Approving Meeting Minutes:
  - a. August 14, 2006 Regular Meeting—Motion was made by Commissioner Edwards, seconded by Commissioner Burruss and carried unanimously to approve the minutes of August 14, 2006.
  - b. August 30, 2006 Regular Meeting—Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to approve the minutes of August 30, 2006.
7. Public Hearings:
  - a. Ordinance of the Board of Commissioners amending the abandoned structures provisions as recommended by the Planning Board—Motion was made by Commissioner Edwards, seconded by Commissioner Burruss and carried unanimously to open a public hearing to hear comments from the public on amending the abandoned structures provisions as recommended by the Planning Board.

There were no public comments.

Motion was made by Commissioner Burruss, seconded by Commissioner Shackelford, and carried unanimously to close this public hearing.

b. Ordinance of the Board of Commissioners amending the zoning code as recommended by the Planning Board-- Motion was made by Commissioner Edwards, seconded by Commissioner Burruss and carried unanimously to open a public hearing to hear comments from the public on amending the zoning code as recommended by the Planning Board.

There were no public comments.

Motion was made by Commissioner Edwards, seconded by Commissioner Burruss, and carried unanimously to close this public hearing.

c. Ordinance of the Board of Commissioners amending the code of ordinances of the Town of Snow Hill to include minimum housing standards as recommended by the Planning Board-- Motion was made by Commissioner Burruss, seconded by Commissioner Shackelford and carried unanimously to open a public hearing to hear comments from the public on amending the code of ordinances of the Town of Snow Hill to include minimum housing standards as recommended by the Planning Board.

There were no public comments.

Motion was made by Commissioner Edwards, seconded by Commissioner Burruss, and carried unanimously to close this public hearing.

## 8. Report of Officers:

a. Mayor: The Mayor's report was received by consent of the Board.

1. Presentation of certificates of appreciation/recognition—Mayor Davis presented Ms. Jo Ann Stevens a Certificate of Appreciation for her dedication to the young people of Snow Hill as evidenced by her work this past summer in providing a summer-long camp for area young people.

2. Recommend appointments to Board of Adjustment (Alternate) and Neighborhood Affairs Committee (At-Large)—Mayor Davis recommended Mr. Donell Hagans to be appointed as alternate to the Board of Adjustment. There were no applications for the Neighborhood Affairs Committee at this time.

3. Introduction of Rules and Conduct Policy—Mayor Davis introduced a draft of the Rules and Conduct Policy to establish parameters for decorum. Members are asked to study this draft for action at a later date (copy incorporated by reference and made a part of these minutes).

b. Town Clerk: The report of the Clerk was received by consent of the Board.

1. Recommend the Board set a public hearing in regards to the voluntary annexation petition for the Tide Tamer property—Due to an error in the deed, the Clerk was unable to certify at this time, however she recommends that the Board set a public hearing for the voluntary annexation petition for the Tide Tamer property.

2. Recommend the Board set a public hearing in regards to the voluntary annexation petition for the Worth Product property-- Due to an error in the deed, the Clerk was unable to certify at this time, however she recommends that the Board set a public hearing for the voluntary annexation petition for the Worth Products, Inc. property.

c. Town Administrator: The report of the Town Administrator was received by consent of the Board.

1. Recommend adoption of Snow Hill Enhancement Projects Reimbursement Policy—Mr. Clark presented a draft of the Snow Hill Enhancement Projects Reimbursement Policy for Board study; adoption at a later date (copy incorporated by reference and made a part of these minutes).

2. Recommend entering Lease of Water Tank and Site between the Town of Snow Hill and Greene County—Mr. Clark recommended that this item be tabled until September 30.

3. Recommend Town of Snow Hill enter a contract with the North Carolina Department of Environment and Natural Resources, Division of Forestry Resources (Grant Contract No. F07022)—This is the Tree Grant for 2007.

4. Senior Community Service Employment Program—Mr. Clark presented this program to the Board and included a copy of the Town's application to participate in the program (copy incorporated by reference and made a part of these minutes).

5. Official State population estimate for Snow Hill is 1,597—State shared revenues are based on this figure. The estimate is as of July 1, 2005.

9. Report of the Boards, Commissions, Committees and/or Taskforces: N/A

10. Unfinished Business and General Orders:

a. Consider Utility Service Co., Inc, Water Tank Maintenance Contracts for Tanks #1 and #2—Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to approve Utility Service Co., Inc. Water Tank Maintenance Contracts for Tanks #1 and #2.

b. Consider recommendation to adopt the Snow Hill Enhancement Projects Reimbursement Policy—Tabled until September 30, 2006.

c. Consider entering Lease of Water Tank and Site between the Town of Snow Hill and Greene County—Tabled pending legal review

11. New Business:

a. Consider adopting an ordinance of the Board of Commissioners amending the abandoned structures provisions as recommended by the Planning Board—Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to adopt an ordinance of the Board of Commissioners amending the abandoned structures provisions as recommended by the Planning Board.

b. Consider adopting an ordinance of the Board of Commissioners amending the zoning code as recommended by the Planning Board—Motion was made by Commissioner Edwards, seconded Commissioner Shackelford and carried unanimously to adopt an ordinance of the Board of Commissioners amending the zoning code as recommended by the Planning Board.

c. Consider adopting an ordinance of the Board of Commissioners amending the code of ordinances of the Town of Snow Hill to include minimum housing standards as recommended by the Planning Board—Motion was made by Commissioner Edwards, seconded by Commissioner Burruss and carried unanimously to adopt an ordinance of the Board of Commissioners amending the code of ordinances of the Town of Snow Hill to include minimum housing standards as recommended by the Planning Board.

d. Consider recommendation to make appoints to the Board of Adjustment (Alternate) and Neighborhood Affairs Committee (At-large)—NAC appointment tabled until applications are received. Commissioner Thomas nominated Donell Hagans as Alternate for the Board of Adjustment. There were no other nominations and Mr. Hagans was appointed by acclamation.

e. Consider the recommendation to set a public hearing in regards to the voluntary annexation petition for the Tide Tamer property—By consent of the Board, Items 11 e and f were considered together in the following motion: Motion was made by Commissioner Thomas seconded by Commissioner Shackelford and carried unanimously to set public hearings for items 11e and 11f for October 9, 2006 at 7:00 pm, or as soon thereafter as possible in the Town Hall.

f. Consider the recommendation to set a public hearing in regards to the voluntary annexation petition for the Worth Products property

g. Recommend Town of Snow Hill to enter a contract between the North Carolina Department of Environment and Natural Resources, Division of Forestry Resources (Grant Contract No. F07022)—Motion was made by Commissioner Burruss, seconded by Commissioner Edwards and carried unanimously to enter a contract with the North Carolina Department of Environment and Natural Resources, Division of Forestry Resources (Grant Contract No. F07022, copy hereby incorporated by reference and made a part of these minutes).

h. Consider authorizing the Finance and Administration Committee to serve as the process owner for the Town's Intern Program—By consent, the Board authorized the Finance and Administration Committee to serve as the process owner for the Town's Intern Program.

i. Refer to the Recreation Board to study the feasibility of applying for the North Carolina Department of Transportation's Bicycle Trail Planning Grant or considering other planning assistance—By consent, the Board referred this item to the Recreation Commission.

j. Consider changing regular meeting times—Motion was made by Commissioner Thomas, seconded by Commissioner Burruss and carried unanimously to change the meeting time for the Wednesday after the fourth Sunday meeting from 9:30 to 9:00 am to be effective immediately. Motion was made by Commissioner Edwards, seconded by Commissioner Thomas and carried unanimously to change the duration of the meeting from 2 hours to 2 1/2 hours. Motion was made by Commissioner Thomas seconded by Commissioner Shackelford and carried unanimously to encourage committees, and commissions to schedule meetings on Monday nights at 6:00 and 7:30. Motion was made by Commissioner Thomas, seconded by Commissioner Edwards to move the time of the Board of Commissioners meeting on the second Monday from 7:00 to 7:30 pm so that some committee or commission could meet at 6:00 pm on the same evening.

12. Program: Presentation on group homes development—Tabled until Commissioner Washington and the Neighborhood Affairs Committee could be present.

13. Announcements and Public Comments—Commissioner Burruss announced that the ECC Legislative Forum was scheduled for September 21, 2006, 4-6 pm at Craven County Community College. Mr. Clark announced that the Urgent Repair Program Grant Application was due October 20, 2006. Carolyn Newcomb stated that we need to support Greene Central Football as this year's team is really good. Mayor Davis recognized Mr. James Thomas who is running for Greene County Commissioner. Mr. Thomas asked for support in this election.

14. Adjournment—Motion was made by Commissioner Thomas, seconded by Commissioner Burruss and carried unanimously to adjourn this meeting of the Board