

MINUTES

Snow Hill Board of Commissioners Regular Meeting

Wednesday, December 19, 2007—9:00 a.m.

Snow Hill Town Hall

201 North Greene Street, North Carolina 28580

The Snow Hill Board of Commissioners regular meeting convened at 9:00 a.m. on Wednesday, December 19, 2007, at the Snow Hill Town Hall with the following members present: Mayor Don Davis; Commissioners James Bizzell, Sr., Dennis Liles, Geraldine Shackelford, and Lorraine Washington, Acting Town Clerk Michelle Strickland; Town Administrator Bob Clark and Boy Scout David Guion

- 1. Call to Order** – Mayor Davis called the meeting to order at 9:12 a.m.
- 2. Prayer** – Prayer was offered by Mayor Davis.
- 3. Pledge of Allegiance** – The pledge was recited and was led by David Guion, a Boy Scout that was a guest of the Mayor.
- 4. Roll Call** – Mayor Davis called roll and a quorum was declared. Commissioner Edwards was not present and the absence will be unexcused until he provides reasoning for not being present.
- 5. Consider Approving Meeting Agenda** – Motion was made by Commissioner Washington, seconded by Commissioner Lilies and carried unanimously to approve the agenda.
 - 1. Consider Approving Meeting Minutes: December 10, 2007** – Reading of the minutes was suspended. Motion was made by Commissioner Shackelford, seconded by Commissioner Liles and carried unanimously to approve the December 10, 2007 minutes.
 - 2. Public Hearing: Closeout 2004 CDBG Hart Street Project** – Motion was made by Commissioner Washington, seconded by Commissioner Shackelford and carried unanimously to enter public hearing on the closeout of the 2004 CDBG Hart Street Project.

Mayor Davis offered a call for comments and there were no comments offered by the general public. Mayor Davis asked Mr. Barnette with McDavid & Associates whether there was any information that needed to be addressed to the public at this time. There was none.

Motion was made by Commissioner Washington, seconded by Commissioner Liles and carried unanimously to close the public hearing.

8. Report of Officers:

- a. *Mayor:*
 2. Discuss time and date of regular monthly meetings – Mayor Davis explained to the Board the reasoning for the times and dates of the meetings that had been established previously and asked the new Commissioners about their thoughts on the dates and times of the regular meetings. Both of the new Commissioners were satisfied with the existing dates and times for regular meetings. The opinion of the chair was that there was no need for action on this item.
 3. Discuss committee and seating assignments – Mayor Davis handed out the list of the current committee assignments and comparative plans suggested by for organizing a mayor and five-member board. The three-committee structure (plan no. 2) establishes committees for *Finance and Administration, Public Works, and Public Safety*. Mayor Davis asked that each Commissioner let him know what their interests might be.
 - Mayor Davis explained that traditionally the seating assignments were made by last name running clockwise alphabetically around the table.
 - **The Board received this report by consent.**
- d. *Town Administrator:*
 5. Update on Tree City USA and Growth Award – Mr. Clark went over the Tree City information and handed out pictures of the town's accomplishments in 2007 to qualify Snow Hill for another year as a Tree City USA community and 4th Growth Award. He complemented the Tree Board, Mayor Davis, students and Public Works & Utilities Department for another outstanding year.
 6. Report on core competencies and employee bonus program – Mr. Clark explained the process of determining the bonus amount and handed out a copy of the calculations (a copy hereby incorporated by reference and made a part of these minutes). Mr. Clark recommends to pay each employee \$284.12.
 7. Consider setting review session on 2007-8 Strategic Objectives at regular Board meeting in January 2008 – Mr. Clark recommended the board set the review session for the morning meeting on January 30, 2008.
 - **The Board received this report by consent.**
- h. *Public Works & Utilities Director:* Update on Automated Meter Reading System (AMR) Feasibility – Mr. Hill recapped prior information for the new members of the Board and announced that he was not ready to make a

recommendation but was continuing to ask questions of various vendors and other communities and would perhaps have a recommendation ready in January.

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• **The Board received this report by consent.**

- a. *Finance Officer:* Status of 2006-7 Audit Report – Michelle Grant, Munis, Inc. Finance Advisor and Interim Finance Officer Addie Watson joined the Board at the table at this time. Ms. Grant announced that an extension on the audit had been granted until January 31, 2008. She explained that the auditors have communicated that they expect to finish the fieldwork by mid January and the report to be filed by January 31, 2008.
- o **The Board received this report by consent.**

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

10. Unfinished Business and General Orders: N/A

11. New Business:

- a. Consider authorizing employee bonus payment – **Motion was made by Commissioner Washington, seconded by Commissioner Bizzell and carried unanimously to approve the employee core competency bonus in the amount of \$284.12.**
- b. Consider closeout of 2004 CDBG Hart Street Project and Project Budget Ordinance Amendment – Mr. Clark and Mike Barnette requested that this item be tabled, as Mr. Barnette has no additional information at this time. Mr. Barnette informed that he would be back with further information in the coming months. **Motion was made by Commissioner Washington, seconded by Commissioner Liles and carried unanimously to table this item.**

3. Announcements and Public Comments

- a. **Mayor Davis announced the employee Christmas party on Friday, December 21, 2007 at 11:30 a.m.**
- b. **Mayor Davis asked for feedback from the new commissioners on their transitions and welcomed them to the Board.**
- b. **Mayor Davis introduced David Guion. David is an 11 year old Boy Scout who is working on his merit badges. He is shadowing the Mayor today as a part of getting one of his badges.**
- o **d. Mayor Davis wished everyone a Merry Christmas and a Happy New Year.**

4. Adjournment – Motion was made by Commissioner Shackelford, seconded by Commissioner Liles and carried unanimously to adjourn at 10:46 a.m.

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- **Donald G. Davis**

- **Mayor**

ATTEST:

Michelle L. Strickland

Acting Town Clerk