

MINUTES
Snow Hill Board of Commissioners Regular Meeting
Wednesday, November 28, 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 Monday, November 28, 2007, in the Snow Hill Town Hall with the following members present: Mayor Don Davis; Commissioners Percy Edwards, Phyllis Burruss, Geraldine Shackelford, Allison Thomas and Lorraine Washington; Acting Town Clerk Michelle Strickland; Town Administrator Bob Clark.

- 1. Call to Order – Mayor Davis called the meeting to order at 9:07 a.m.**
- 2. Prayer – Prayer was offered by Commissioner Edwards.**
- 3. Pledge of Allegiance – The pledge was recited.**
- 4. Roll Call – Roll call was suspended and a quorum was declared.**
- **5. Consider Approving Meeting Agenda – Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to approve the agenda with changes to item 10. Item 10b shall become item 10c and 10b will be replaced with “Consider a Resolution adopting NC Local Government Debt Setoff Program”.**
 - 1. Consider Approving Meeting Minutes: November 5, 2007 – Reading of the minutes was suspended without objection. Motion was made by Commissioner Washington, seconded by Commissioner Edwards and carried unanimously to approve the minutes as written.**
- 7. Report of Officers:**
 - a. Mayor:*
 - 2. Holiday Extravaganza and Tree lighting 6:00p.m. November 30 – Mayor Davis announced that the Tree Lighting Ceremony had been moved to the Courthouse for this year. He extended his thanks to Dana Hill for planting the tree and asked Mr. Clark, Ms. Strickland, and Mr. Hill to update the Board of the plans for the Holiday Extravaganza.**
 - 3. New Seasons Greetings Banners – Mayor Davis announced that the new banners had come in and were in the process of going up around town.**

4. Christmas Parade 2:00 p.m. December 1 – Mayor Davis asked for a headcount of who would be riding in the Christmas parade. Everyone is to let Ms. Strickland know by Friday afternoon.
5. Fire Department Christmas Party 6:30 p.m. December 1 – Mayor Davis asked for a headcount on who would attend.
6. Employees Christmas Lunch 11:30 a.m. December 21 – Mayor Davis informed the Board that the employee Christmas lunch would be back at the warehouse this year and asked everyone to let Ms. Strickland know the headcount. Commissioner’s Washington and Edwards informed that they would be late.
7. Town Board Organizational meeting 7:30 p.m. December 10 at the Museum – Mayor Davis announced that the first meeting in December by statute must be an organizational meeting that will be a transition of power. Mayor Davis went over the procedures of the next meeting and announced that it would be held at the Museum instead of Town Hall.
- h. Town Administrator:*
9. Rural Center Grant – Workshop briefing on Talking Points for participants —“Getting to success with your consulting engineer” – Mr. Clark handed out a set of talking points (a copy hereby incorporated by reference and made a part of these minutes) that he received at a workshop he attended in Kenansville. He went over these talking points with the Board and advised that he had written a resolution to consider showing that the information was presented and discussed with the Board. Commissioner Thomas questioned the reasoning behind not being able to request pricing of engineering services along with qualifications. Mr. Clark referred to the Brooks Bill (NCGS 143-64.31) requirements for selection based on qualifications and not on fees. Other points were discussed and Mr. Clark mentioned that the town had experience using the methods suggested by the outline and required by State Law.
10. Community Center update – Mr. Clark went over the progress of the construction on the Community Center. As of right now the project is ahead of schedule. Mr. Clark is very pleased with the contractor and architect.
11. Close-out hearing 2004 CDBG Hart Street Project set for December 19, 2007 – Mr. Clark announced that the Project is close to being complete and that the close-out hearing will be held on 12/19/2007 at the Board of Commissioners regular meeting.
12. Confidentiality Statement – **This item was added to the agenda by Consent.** Mayor Davis asked Mr. Clark to read the confidentiality

statement regarding the Rural Center supplemental grant for alternative water. There is no conflict for any Board member.

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

9. Unfinished Business and General Orders: N/A

10. New Business:

- a. Consider a Resolution Acknowledging Review of Workshop Discussion NC Rural Communities Assistance Project, Inc. “Getting Success with your Consulting Engineer” – **Motion was made by Commissioner Washington, seconded by Commissioner Edwards and carried unanimously to adopt a resolution to acknowledge the review of information Mr. Clark presented at a workshop.**
 - b. Consider a Resolution adopting NC Local Government Debt Setoff Program – **Motion was made by Commissioner Edwards, seconded by Commissioner Shackleford and carried unanimously to adopt a resolution adopting the debt setoff program.**
- b. Consider closed session to discuss a contract matter pursuant to
 - NCGS 143-318.11(5) and a personnel matter pursuant to NCGS 143-318.11(6) – **Motion was made by Commissioner Shackleford, seconded by Commissioner Washington and carried unanimously to enter into closed session at 10:00 a.m.**
 - **Motion was made by Commissioner Edwards, seconded by Commissioner Burruss and carried unanimously to reconvene at 10:30 a.m.**
 - **Motion was made by Commissioner Washington, seconded by Commissioner Burruss and carried unanimously to consider entering into a contract (a copy hereby incorporated by reference and made part of these minutes) with Munix Plus, Inc. for financial reporting support.**

2. Announcements and Public Comments – N/A

1. Adjournment – A motion was made by Commissioner Edwards, seconded by Commissioner Shackleford and carried unanimously to adjourn at 10:34 a.m.

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- **Donald G. Davis**
- **Mayor**

ATTEST:

Michelle L. Strickland

Acting Town Clerk