

**MINUTES**  
**Snow Hill Board of Commissioners Regular Meeting**  
**Wednesday, February 27, 2008—9:00 a.m.**  
**Snow Hill Town Hall**  
**201 North Greene Street, North Carolina 28580**

The Snow Hill Board of Commissioners met in regular session at 9:00 am on Wednesday, February 27, 2008 in the Snow Hill Town Hall with the following present: Mayor Don Davis; Commissioners Percy Edwards, Dennis Liles, Geraldine Shackelford, and Lorraine Washington; Interim Town Clerk Michelle Strickland, Public Works & Utilities Director Dana Hill, Town Administrator Bob Clark, and Town Attorney Brian Pridgen.

- 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** – Mayor Davis led the pledge.

Mayor Davis asked for a point of privilege to ask Commissioner Liles about his son who was serving in Afghanistan. All present expressed their best wishes to Commissioner Liles and family for his son's safe and speedy return from service.

- 4. Roll Call** – Roll call was suspended without objection. Mayor Davis announced that Commissioner Bizzell would not be able to attend the meeting due to a scheduling conflict with his class. It was without objection that Commissioner Bizzell was excused and a quorum was declared.

**5. Consider Approving Meeting Agenda – Motion was made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to approve the agenda as drafted.**

**Consider Approving Meeting Minutes: January 30, 2008 and February 11, 2008 – The reading of the January 30, 2008 minutes were suspended. Motion was made by Commissioner Washington, seconded by Commissioner Shackelford and carried unanimously to approve the minutes of the January 30, 2008 meeting.**

The reading of the February 11, 2008 meeting was suspended. **Motion was made by Commissioner Shackelford, seconded by Commissioner Liles and carried unanimously to approve the minutes of the February 11, 2008 meeting.**

## **7. Report of Officers:**

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*Mayor:* Commissioners Committee Assignments – Mayor Davis handed out (a copy hereby incorporated by reference and made a part of these minutes) proposed committee assignments and explained the rationale behind them. Mayor Davis explained that he would like to link planning and development and the need to being deliberate about appoints to the higher profile committees such as the Planning

Board and Board of Adjustment. He explained the need for a liaison to the advisory boards and asked the Commissioners to take a look at them and let him know if there were any changes that may need to be made.

The report was received without objection.

*Town Administrator:*

Community Center update and remaining change orders to Burney & Burney Construction Co. – Mr. Clark announced that he would like the Board to take a quick tour of the Community Center. He also informed the Board that the 2/26/08 meeting with the contractors was rescheduled until 3/4/08 and that there were no change orders to present at this time.

East Carolina Council (EEC) membership appointment – Mr. Clark informed that Board that Former Commissioner Burruss was previously appointed to the ECC and it was time to appointment someone else. He handed out (a copy hereby incorporated by reference and made a part of these minutes) a letter that he had received from the ECC about the appointment. Mayor Davis asked if any of the Board members who were business owners would be interested in serving.

Skateboard Park rules – Mr. Clark handed out a copy (a copy hereby incorporated by reference and made a part of these minutes) of the recommended amended ordinance to include skateboard park rules. Mr. Clark recommended that the Board take action on the ordinance at this meeting as he is hoping the park will open next weekend. Mr. Pridgen spoke to the Board about the liability issue of the Town and the park. He advised that if the ordinance is not adopted and the rules posted at the site that the Town could be liable. Mayor Davis suggested that the Town

correspond with the Sheriff regarding circling through to make sure that the rules were being followed and possibly handing out citations if needed. A consent form from parents was discussed. Mayor Davis spoke on the possibility of negligence and it was decided on advice from Mr. Pridgen that the Town respond to any notices of repairs that need to be made as soon as possible to prevent accusations of negligence.

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Mr. Pridgen spoke on how to enforce skaters signing consent form and one suggestion that he had was to provide the skaters with a sticker to put on their helmet after the consent form had been signed. Mr. Clark spoke on the hours of operation and the suggested Skate Park Regulations (a copy hereby incorporated by reference and made a part of these minutes) that were recommended by the Recreation Committee. He offered that these could be passed now and amended if they don't work out.

Mayor Davis recommended to approve and test the recommendations.

NC City and County Management Association "Nickel Offense" Civic Education Project – Mr. Clark handed out a letter (a copy hereby incorporated by reference and made a part of these minutes) from the North Carolina City and County Management Association regarding the "Nickel Offense" project and explained that the project was linked to the Citizen's Academy that the Neighborhood Affairs Committee was sponsoring. Mr. Clark stated that the contribution on the Town's part would be \$75.70 and recommends the Board to consider this project.

The report was received without objection.

*Public Works & Utilities Director:*

Snow Hill Cemetery mapping/upgrades proposal Barrow & Barrow Surveyors – Mr. Hill drafted a memo (a copy hereby incorporated by reference and made a part of these minutes) to the Board recommending moving along with mapping of the cemetery. The mapping will help bring the records up to date for him in the field and Miss Strickland in the office because records could be on a CADD file instead of index cards. Mr. Hill and Miss Strickland spoke to the Board about the issues with the current cemetery sales procedures. Mayor Davis recognized the Finance Officer, Addie Watson, who reported that she felt comfortable with the budget amendment, as the cemetery fund balance is healthy. Mr. Hill requested that Budget Amendment II (a copy hereby incorporated by reference and made a part of these minutes) be authorized so that fieldwork by Barrow & Barrow can begin and software can be brought in at a later date.

Waste collection contract expires June 30, 2008 - Mr. Hill informed the Board that the 3 year contract with Onslow Container would be expiring on June 30, 2008. He requested that the Board authorize sending out for proposals on waste collection services.

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County Water Board Meeting Update – Mr. Hill reported on the most recent water board meeting that the August, 2008 deadline of the water line to Greenville would not be met. It is estimated

that the start date on the project will be June 2008 and that it will take approximately 14 months to complete. This leaves a completion date of February 2009. Mr. Hill also informed the Board that the cost to purchase water would be \$1.29 per 1,000 gallons plus a \$.50 pumping fee. This price was originally quoted at \$1.29 per 1,000 gallons with no pumping fee included. Mr. Hill advised the Board of a meeting to be held on March 17, 2008 at 6:00 p.m. between the Town of Farmville, Greene County, and Greenville Utility Commission representatives.

The report was received without objection.

*Interim Town Clerk:* International Institute of Municipal Clerks Certification – Miss Strickland informed that Board that she had just returned from a week at the IIMC Clerk Certification Class. She told the Board of the things that she was learning and thanked them for allowing her such a great opportunity.

The report was received without objection.

*Acting Finance Officer: Status of Audit and Financials* – Mrs. Watson informed the Board that the audit was complete and is in route to the Local Government Commission. She passed out (a copy hereby incorporated by reference and made a part of these minutes) a copy of current revenue and expenditure statements. Mrs. Watson also stated that she hoped to have budget amendments at the next board meeting. Mrs. Watson asked that everyone please hold their questions until the next meeting when they had had a chance to review the statements.

Mayor Davis asked for a point of privilege so he could take the time to thank the staff for their hard work.

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

**Unfinished Business and General Orders:** Discuss Snow Hill Town Council Strategic Goals and Objectives – Tabled without objection.

**10. New Business:**

Consider Commissioners Committee Assignments – **Motion was made by Commissioner Washington, seconded by Commissioner Edwards to approve the committee assignments. Motion was made by Commissioner**

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**Washington, seconded by Commissioner Edwards and carried unanimously to amend the assignments to allow the Public Works and**

**Public Safety Committee's to appoint chairs. The original motion was passed unanimously.**

Consider approval of Change Orders on Community Center Construction Project to Burney & Burney Construction Co. (within available project budget funds) – **Tabled without objection on the recommendation of Mr. Clark.**

Consider East Carolina Council (EEC) membership appointment – Tabled without objection until the next meeting. Commissioner Liles will speak with Commissioner Bizzell and if neither of them are interested it will come back for discussion.

Consider Skateboard Park rules – Mr. Pridgen was asked to speak on whether this ordinance amendment would need to have a second reading before it could be voted on. Mr. Pridgen stated that based on his research this was not such an ordinance. **Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to approve amending the Code of Ordinances of the Town of Snow Hill to include skateboard park rules. Motion was made by Commissioner Washington, seconded by Commissioner Edwards and carried unanimously to adopt the skateboard park regulations recommended by the Recreation Committee pending review by the Town Attorney and Town Council. It was received by consent that a sign will be placed at the park that will hold the Town harmless and one that will instruct skaters to come to Town Hall to get a consent form signed and pick up a sticker for their helmet.**

Consider Snow Hill Town Council Strategic Goals and Objectives – It was without objection that this item be tabled.

Consider Budget Amendment II, appropriating \$12,000 from Cemetery Fund Balance for Cemetery mapping/upgrades and authorize the Mayor to sign a contract for Barrow & Barrow to perform this work – **Motion was made by Commissioner Washington, seconded by Commissioner Edwards and carried unanimously to authorize Mr. Hill to proceed with the mapping portion of the project and bring back further information on the data base and software items.**

Consider \$75.70 pledge to NC City and County Management Association “Nickel Offense” Civic Education Project – **Motion was made by Commissioner Liles, seconded by Commissioner Edwards and carried**

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**unanimously to pledge \$75.70 annually for 3 years to NC City and County Management Association for the “Nickel Offense” project.**

Consider closed session to discuss a personnel matter pursuant to NCGS 143-318.11(6) – **Motion was made by Commissioner Shackelford, seconded by Commissioner Washington and carried unanimously to enter closed session.**

**Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to reconvene in open session.**

**Announcements and Public Comments** – Commissioner Liles announced that Serve Well Meat Market would hold their ribbon cutting ceremony at 10:00 a.m. on February 29, 2008.

Commissioner Washington announced that she is a new grandmother. She has a new grandson named Juan Christopher Burney, Jr. weighing in at 10 lbs., 21 oz.

**Adjournment** – **Motion was made by Commissioner Shackelford, seconded by Commissioner Washington and carried unanimously to adjourn.**

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Mayor Donald G. Davis

ATTEST:

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Michelle Strickland, Interim Town Clerk