

**MINUTES**  
**Snow Hill Board of Commissioners Regular Meeting**  
**Wednesday June 25, 2008—9:00 a.m.**

**concluded Monday June 30, 2008—8:00 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, June 25, 2008, at the Snow Hill Town Hall with the following members present: Mayor Don Davis; Commissioners James Bizzell, Percy Edwards, Dennis Liles, and Geraldine Shackelford, Acting Town Clerk Michelle Strickland; Town Administrator Bob Clark, Attorney Brian Pridgen, Interim Finance Officer Addie Watson, Michelle Grant, MunixPlus, Inc. and Public Works & Utilities Director Dana Hill*

**Call to Order** – Mayor Davis called the meeting to order at 9:04 a.m.

**Prayer** – Prayer was led by Commissioner Edwards.

**Pledge of Allegiance** – Mayor Davis led the Pledge.

**Roll Call** – Roll call was suspended. All members were present with the exception of Commissioner Lorraine Washington. It was without objection that Commissioner Washington is excused due to recovering from surgery.

**Consider Approving Meeting Agenda** – Mr. Clark suggested adding Item 7a5 as an update on the 4<sup>th</sup> of July Fireworks. **Motion was made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to approve the agenda with the recommended addition of Item 7a5.**

**Consider Approving Meeting Minutes:** June 9, 2008 – Reading of the minutes was suspended. Motion was made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to approve the minutes of the June 9, 2008 meeting.

## **Report of Officers:**

### *Town Administrator:*

Community Center update Community Center Project Budget Ordinance Amendment 02008-6 and report on parking/drainage/trail & site improvements – Mr. Clark informed the Board that he had received proposed change orders. These orders are being reviewed. He was not prepared today to make a recommendation but wanted to let the Board know that it would be coming before them soon.

The Rural Center notice of \$500,000.00 Supplemental Grant for System Improvements – Alternative Water Supply Project – Mr.

Clark asked the Board to look over communication (a copy hereby incorporated by reference and made a part of these minutes) from the Rural Center. When speaking on the cost of the project Mr. Clark commented that the cost of phase one of the project was about 20 million dollars. Half of these costs would be from Greene County (and its participating water systems) the other half from Farmville.

Public Works & Utilities Department & Neighborhood Affairs Committee hosting a Citizens Academy session at the department's Daniel Drive facilities 6:00 –7:30 p.m. Thursday June 26 – Mr. Clark reminded everyone that the first session of the Citizen's Academy and that it would be a great opportunity to see first hand the many of the town's functions handled through the Public Works & Utilities Department.

Comprehensive Transportation Plan (CTP) for Snow Hill—next meeting with NCDOT set for 9:30 a.m. July 15 at Town Hall – Mr. Clark handed out the brochure on the CTP for Snow Hill (a copy hereby incorporated by reference and made a part of these minutes) and asked the Board to review the information. A steering committee, perhaps the Snow Hill Tomorrow Committee, would need to provide community oversight to the plan. The next meeting will be a working meeting.

4<sup>th</sup> of July Fireworks – Mr. Clark informed the Board that the Town had been helping with \$500.00 towards the fireworks hosted by the Rosenwald Center. Mayor Davis said he had heard that people said that last year's display was nice but too short. He wanted to make sure the display this year would be even nicer and last over 15 minutes.

**This report was received without objection.**

*Town Attorney:* Piedmont Natural Gas franchise – Mr. Pridgen informed the Board that he was very close to having the agreement finished. He is working with Piedmont Natural Gas on an addendum to the agreement. Mr. Pridgen requested that action on the agreement be tabled.

**This report was received without objection.**

*Finance Officer:* Financials and 2007-8 Budget Amendment No. 02008-5 – Mrs. Watson handed out Budget Ordinance #02008-5 (a copy hereby incorporated by reference and made a part of these minutes) and explained that these adjustments were more of a safety net for the end of the year and the funds may not even be used. Mrs. Watson passed out a copy of current financials (a copy hereby incorporated by reference and made a part of these minutes) for the Board to review.

**This report was received without objection.**

**Report of the Boards, Commissions, Committees and/or Taskforces:**  
None

**Unfinished Business and General Orders:** None

**New Business:**

Consider Community Center Project Budget Ordinance Amendment No. 02008-6 – **Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to table the Community Center Project Budget Ordinance Amendment No. 02008-6.**

Consider approval of a franchise ordinance with Piedmont Natural Gas Company – **Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to table the franchise ordinance with Piedmont Natural Gas until Mr. Pridgen has had time to negotiate an addendum to the agreement.**

Consider 2007-8 Budget Ordinance Amendment No. 02008-7 – **Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to approve 2007-8 Budget Ordinance Amendment No. O2007-7.**

Consider entering a Budget Work Session for Fiscal Year 2008-2009 Snow Hill Budget – **Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to enter into a Budget Work Session to discuss the 2008-2009 budget.**

Mayor Davis went over the rules of the Budget Hearing for the new members. Mr. Clark handed out a Fund Balance Analysis (a copy hereby incorporated by reference and made a part of these minutes) and spoke to the Board about the analysis. The Board discussed the Sheriff's Department requested budget as well as the previously recommended budget. Mr. Clark handed out the new copy (incorporated by reference and made a part of these minutes) of the proposed law enforcement budgeting detail he had received from the County Manager with \$31,866 in proposed administrative and operation expenses added over the current year total contract (a 14.5% increase from \$188,000 to \$219,866). Mayor Davis expressed concern over using a detailed line item approach to a service contract because it does not take into account other services preformed by the officers and high mileage amounts taking place outside of town. Michelle Grant pointed out the board was also not presented with an accounting of how much revenue was generated by the town's support of the Sheriff's departments functions in town. Mayor Davis

suggested staying with the \$195,000 proposed appropriation presented in the Town Administrator's proposal.

Mr. Clark began going over the revenue and expense line items from each of the funds (General, Cemetery, Water, Sewer, and Powell Bill). He highlighted items that were significantly changed or added from last year. Mayor Davis suggested focussing on those items with written comments, noting changes. Davis explained what each comment meant. The Mayor discussed with the proposed fees and rate increases and how it was important to take a closer look at how to keep the flat rates low.

At 11:32 a.m. the Board excused Mr. Pridgen from the meeting, a lunch order was taken and it was without objection that the meeting continue past the scheduled ending time so that more discussion could be had regarding the budget.

Mayor Davis explained that the current proposed budget called for no water rate increases but would involve a flat-rate bill in city limits going from \$32.00 to 42.50 but that this would include all water customers paying the alternative water charge that the Town currently pays for customers inside city limits.

**It was without objection that the work session recessed for lunch at 12:10 p.m. It was without objection to reconvene at 12:26 p.m.** Mr. Clark informed the Board that other numbers for sewer receivables were more up to date and somewhat better than those available in May. Mayor Davis continued into the water fund to discuss the revenues and expenditures. Mayor Davis asked Mr. Clark and Miss Strickland to come back to the Board with the total amount of alternative water being paid to the County. It was decided that more discussion needed to occur and a few changes made to the proposed budget. **It was without objection to recess the budget work session until Monday, June 30, 2008 at 8:00 a.m.**

**The budget work session reconvened on June 30, 2008 at 8:21 a.m.** Mr. Clark and Mayor Davis went over changes from the original proposed budget. A couple of mistakes were noticed during this time and changes were made while the Board stood at ease. Mr. Clark and Mayor Davis went over the revised 08/09 proposed fee and rates schedule (a copy hereby incorporated by reference and made a part of these minutes). The revisions would retain the current in town rates for water, sewer, and solid waste collection. Base outside water and sewer rates for 4,000 gallons would not change. Outside customers would have a \$1.00 per 1,000 gallon above 4,000 gallons rate increase and pay the additional \$1.00 alternative water monthly fee. Mr. Hill informed the Board of how he determined the price of additional garbage carts for customers should be \$10.50, the same as for one cart. Mr. Hill also recommended waiving the costs associated with loaning out carts for special events around town.

**Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to reconvene into regular open session at 10:47 a.m.**

Consider adopting the FY 2008-9 Budget Ordinance – **Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to adopt the final copy (a copy hereby incorporated by reference and made a part of these minutes) of the FY 2008-9 Budget Ordinance.**

Consider amending the Schedule of Fees & Charges – Mayor Davis asked if there were any fees that needed further discussion. It was without objection to extend extra garbage carts for free for special events in Town and to review the situation with churches and non-profits occasionally needing extra carts. **Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to approve the Schedule of Fees & Charges beginning July 1, 2008 with the**

**exception of additional garbage cart charges that will begin on the August 1, 2008 bill.**

Consider Renewal Agreement (Solid Waste Collection Services) with Onslow Container Service, Inc. – Mr. Clark reminded everyone that the contract that had been received from Onslow Container Service was incorrect and to expect a corrected agreement with the 5.7% increase from OSC before acting on it. **Motion was made by Commissioner Shackelford, seconded by Commissioner Liles and carried unanimously to table this until the next meeting.**

Consider a closed session to discuss a personnel matter pursuant to

**NCGS 143-318.11(6) – Motion was made by Commissioner Shackelford, seconded by Commissioner Liles to enter into closed session at 11:01 a.m.**

**Motion was made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to reconvene into open session at 11:07 a.m.**

**Program:** None

**Announcements and Public Comments** – Mr. Edwards announced that he would like to congratulate Mayor Davis on his party's nomination for NC Senate District 5. Mayor Davis informed everyone that Vanessa Clarke with the Kinston Free Press has married since the last meeting. Vanessa said her new married name is Shortley. Mayor Davis also informed everyone that the recreation baseball all-star team had come in second place over the weekend in a tournament.

**Adjournment – Motion was made by Commissioner Shackelford,  
seconded by Commissioner Liles and carried unanimously to  
adjourn at 11:11 a.m.**

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**Don Davis, Mayor**

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**Michelle Strickland, Interim Town Clerk**