

MINUTES
Snow Hill Board of Commissioners Regular Meeting
Monday, June 9, 2008—7:30 a.m.
Snow Hill Town Hall
201 North Greene Street, North Carolina 28580

The Snow Hill Board of Commissioners regular meeting convened at 7:30 p.m. on Monday, June 9, 2008, at the Snow Hill Town Hall with the following members present: Mayor Don Davis, Commissioners James Bizzell, Percy Edwards, Dennis Liles, Geraldine Shackelford, and Lorraine Washington; Acting Finance Officer/Recording Clerk, Addie Watson; Town Administrator, Bob Clark, Town Attorney Brian Pridgen, and Public Works & Utilities Director Dana Hill.

Call to Order - The meeting was called to order by Mayor Davis at 7:34 p.m.

Prayer – Prayer was offered by Commissioner Edwards.

Pledge of Allegiance – The pledge was recited.

Roll Call – Members present were Mayor Davis, Commissioners James Bizzell, Percy Edwards, Dennis Liles, Geraldine Shackelford, and Lorraine Washington. Commissioner James Bissell’s absence from

May 28, 2008 regular scheduled meeting was excused due to his class schedule and approved without objection. A quorum was declared.

Consider Approval of Addie Watson, to serve as recording clerk for the meeting: Acting Town Clerk Michelle Strickland is attending Clerk's School at the School of Government in Chapel Hill. **All approve by common consensus for Addie Watson to serve as recording clerk.**

Consider Approving Meeting Agenda – Motion was made by Commissioner Washington and seconded by Commissioner Shackelford and unanimously approved to modify the agenda by changing line 10 to 10a for Commissioner Liles' report and adding line 10b for Commissioner Washington's report from the Neighborhood Affairs Committee (NAC).

Consider Approving Meeting Minutes: May 12, 2008, May 28, 2008
– Mayor Davis asked if it was without objection to suspend the reading of the minutes – all approve. **Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to approve the Minutes of the May 12, 2008 meeting as written. Motion was made by Commissioner Washington, seconded by Commissioner Edwards and carried unanimously to approve the Minutes of the May 28, 2008 meeting as written.**

Public Hearing – Fiscal Year 2008-2009 Snow Hill Budget – Motion was made by Commissioner Washington, seconded by Commissioner Edwards to open the public hearing. Mayor Davis asked the audience three times for comments, but no questions were asked. **Motion was made by Commissioner Shackelford, seconded by Commissioner Washington and carried unanimously to close the public hearing.**

Report of Officers:

Town Administrator:

Rescheduling Town Forum – Mr. Clark and Commissioner Washington conferred and agreed that she would bring any information about rescheduling the June 19 Town Forum from the NAC to the board under her report in section 10b.

Snow Hill is eligible for NCDOT and East Carolina Rural Planning Organization (RPO) assistance in preparation of a Comprehensive Transportation Plan (CTP) for Snow Hill to include thoroughfares, transit, pedestrian plan and bicycle plan – Mr. Clark told the Board there is to be a meeting scheduled at Town Hall for 9:30 a.m. June 16th with RPO and NCDOT representatives to focus on the CTP.

Correspondence from the NCDOT Bicycle & Pedestrian Planning Division - Mr. Clark advised the board that funding from the NCDOT Bicycle & Pedestrian Planning Division was not approved in the FY2008 planning grant round. The town would still accomplish the plan as part of the aforementioned CTP while saving \$5,000 in matching funds.

Notice of 2009 Urban & Community Forestry Grant of

\$980.00 – Mr. Clark announced to the board there will be funding from the Urban Forestry Grant of \$980.00 for 2009. The funds will help the Tree Board update the Town's forestry management plan.

Town Clocks added to beautification sites – The clocks located at the corner of Forth Street and on Kingold Blvd have brought forth many compliments to the town. Mr. Clark announced the clock on Kingold Blvd does have one side not working, but a replacement has been ordered. A third clock has been suggested for the downtown area.

Tree planting ceremony, Arbor Day celebration, and Cardinal Garden Club Dedication of Children's Garden was held at the Greene County PreK Center May 23, 2008

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Safe Kids Lenoir County to provide "Wheeled Safety Grant"

– Mr. Clark spoke to the board about Ms. Velvet Tyndall's presentation to the Recreation Commission and their ongoing pursuit to fund the skateboard park with additional helmets and other safety equipment. Ms. Tyndall, director of the Safe Kids Lenoir County is also planning on meeting with a few skateboarders and bringing more information to the Recreation Commission.

Healthy Carolinians program providing bike rack and message board at the Skateboard Park

– Mr. Clark announced that Ms. Joy Brock also come to speak to the Recreation Commission about sponsoring a bike rack made of recycled materials and message board at the Skate Park. The materials have been ordered and should be in before the end of June.

Community Center update Community Center Project Budget Ordinance Amendment 02008-6 and Change

Orders (Burney & Burney Construction, Inc. (plumbing, track, parking/drainage/trail) and Security System from Eastern Control Systems) – Mr. Clark asked the board to table the change order of the Community Center Project Budget Ordinance Amendment 02008-6 and Change Orders for plumbing, track, parking/drainage/trail until the following meeting. He did recommend the security system provided by Eastern Carolina Controls for \$1,174.00. Commissioner Liles questioned if this included the monthly security service costs. Mr. Clark stated the Greene Community Improvement Association was paying the service costs.

Mayor Davis asked the Board to receive Mr. Clark's report as the Town Administrator. The Board consented.

Town Attorney:

Mr. Pridgen reported the draft Piedmont Natural Gas franchise documents were being finalized based on his suggested changes to an standard franchise agreement.

Mayor Davis asked the Board to receive the Town Attorney's report and the Board consented.

Finance Officer:

Ms. Watson, Acting Finance Officer asked the board to consider moving the Financials and the 2007-08 Budget to a future work session.

Mayor Davis asked the Board to receive the Finance Officer's report. All members consented.

Town Planner:

Mr. Clark handed out a map for record (a copy hereby incorporated by reference and made a part of these minutes) by the Planning Board that had met recently and recommended approval. Mr. Clark explained the dedication of the Public right-of-way (Town Hall Lane) and extension for future expansions, upgrades, and/or changes, prepared by Barrow & Barrow, P.A. for the Town of Snow Hill. The wider right-of-way dedication will allow the Town to use Powell Bill funds for improvements.

Mayor Davis asked the Board to receive the Town Planner's report and all members consented.

Public Works & Utilities Director:

Final Report on Town's May 12th Spring Clean-up Day – Mr. Hill reported to 2 days clean-up of about 20 tons of waste compared to 56 tons hauled off in a week last summer. Mr. Hill suggested the Special Town Clean-up Day be scheduled more frequently to relieve strain from larger pick-ups.

2. Cemetery decorations updates – Mr. Hill presented the board with one alternative for cement flower urns costing \$8.00 per container (6'w x 18'h). He will present more information at a future meeting.

Mayor Davis asked the Board to receive the Public Works & Utilities Director's report, all members consented.

Report of the Boards, Commissions, Committees and/or Taskforces

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Commissioner Liles reported the Snow Hill Development Commission's recommendation of Robert E. Masters, Jr. to serve as the town's representative on the East Carolina Council Board of Directors.

Mayor Davis asked the Board to receive the Commissioner Liles report from the Snow Hill Development Commission, all members consented. approve.

Commissioner Washington reported from the Neighborhood Affairs Commission the recommended dates to hold the Town Hall meeting on September 16th, 18th, 25th, or 30th.

Mayor Davis asked the Board to receive the Commissioner Washington's report from the NAC, all members consented.

Unfinished Business and General Orders: None

New Business:

Consider authorizing the Mayor to request NCDOT and East Carolina Rural Planning Organization assistance in preparation of a Comprehensive Transportation Plan for Snow Hill to include thoroughfares, transit, pedestrian, plan and bicycle plan. **Motion made by Commissioner Washington, seconded by Commissioner Liles and carried unanimously.**

Consider appointment of Robert E. Masters, Jr. to serve as the town's representative on the East Carolina Council Board of Directors. **Motion made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously.**

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

Consider approval of Community Center Change Orders (Burney & Burney Construction, Inc. (plumbing, track, parking/drainage/trail) and for Security System from Eastern Control Systems. **Motion made by Commissioner Shackelford, seconded by Commissioner Edwards and carried unanimously to table the Community Center Change Orders (Burney & Burney Construction, Inc. (plumbing, track, parking/drainage/trail). Motion was made by Commissioner Edwards, seconded by Commissioner Washington and carried unanimously to approve the contract with Eastern Control Systems for \$1174.00 to install the Security System.**

Consider 2007-8 Budget Ordinance Amendment No. 02008-7. **Motion was made by Commissioner Washington, seconded by Commissioner Liles to table the Budget Ordinance Amendment No. 02008-7 until the next work-session and carried unanimously.**

Consider approval of a Map for Record, Dedication of Public Right-of-Way (Town Hall Lane), prepared for the Town of Snow Hill by Barrow & Barrow, P.A. and authorize the Mayor to sign on behalf of the Town. **Motion made by Commissioner Liles, seconded by Commissioner Bizzell and carried unanimously.**

Consider entering a Budget Work Session for Fiscal Year 2008-2009 Snow Hill Budget. **Mayor Davis asked Recording Clerk, Addie Watson, to coordinate with the Acting Clerk, Michelle Strickland and Town Administrator, Bob Clark and discuss scheduling a worksession and notify public and media within 48 hours of the meeting. No Action taken.**

Consider a closed session to discuss a personnel matter pursuant to NCGS 143-318.11(6) **Motion made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously. Motion made by Commissioner Edwards, seconded by**

Commissioner Liles and carried unanimously to reconvene in open session.

Program: None

Announcements and Public Comments – Commissioner Washington requested the work session held before her surgery on the 18th of this month to be able to attend.

Adjournment – Motion made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to adjourn at 9:25 p.m.

Don Davis, Mayor

Adelaide Watson, Recording Clerk