

TOWN OF SNOW HILL IN GREENE COUNTY, NORTH CAROLINA

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October 29, 2008

MINUTES Snow Hill Board of Commissioners Regular Meeting Wednesday, October 29, 2008—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 9:05 a.m. on Wednesday, October 29, 2008 at the Snow Hill Town Hall with the following members present: Mayor Don Davis; Commissioners Percy Edwards, Dennis Liles, Geraldine Shackelford, and Lorraine Washington. Acting Town Clerk Michelle Strickland and Town Administrator Bob Clark.

1. **Call to Order** – Mayor Davis called the meeting to order at 9:05 a.m.
1. **Prayer** – Prayer was offered by Commissioner Edwards.
1. **Pledge of Allegiance** – Mayor Davis led the pledge.
1. **Roll Call** – Roll call was suspended without objection. All members were present with the exception of Commissioner Bizzell. A quorum was declared. Mayor Davis announced that he would need to leave around 9:40 a.m. and would turn the meeting over to Mayor Pro-Tem Washington at that time.
1. Consider Approving Meeting Agenda – Motion was made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to approve the agenda as written.
1. Consider Approving Meeting Minutes: October 13, 2008 – Motion was made by Commissioner Washington, seconded by Commissioner Liles and carried unanimously to approve the minutes of the October 13, 2008 meeting as written.
1. Report of Officers: –
 - a. Town Administrator:
 1. Community Center parking lot & grounds options and bid of Sasser Drainage & Grading, Inc. – Mr. Clark handed out a copy of the bid form (a copy hereby incorporated by reference and made a part of these minutes) submitted by Sasser Grading & Drainage, Inc. Mr. Clark spoke to the Board about the things left to complete at the Community Center. Mr. Clark feels that the drainage problem can be repaired by the Public Works Department. The supplies are on order. Mr. Clark will be coming back with some recommendations but the priorities are the parking lot, playground equipment, drainage, and erosion. Mr. Clark recommends proceeding with the contract excluding the

concrete pedestrian path as the funds are not built in at this time. He suggested seeking additional donations in the spring and possibly looking into use of asphalt for the path. Excluding the concrete path at this time would bring the bottom line cost down to \$61,293.00.

- Mayor Davis left the meeting at 9:37 a.m. and turned the meeting over to Mayor Pro-Tem Washington.
- 1. Sale concluded Croxton and Rosa Williams for lots 5, 7, 9, and 10 Block A, "Jordan Heights" – Mr. Clark reported that the closing of the property occurred on Friday. The final sale was \$2,499.00 which included closing costs such as deed preparation.
- 1. Industrial user pretreatment permitting process with Yamco, LLC – Mr. Clark announced that this was an information item. Mr. Clark is working with the technical people from McDavid Associates and Yamco regarding the pretreatment of sewage from Yamco. The burden is on the company for doing the pretreatment process. Yamco is working on preparing the documentation for the permitting of the process. More correspondence will come before the Board at a later time.
- 1. McDavid Associates, Inc. Engineering services contract renewal – Mr. Clark now recommends entering into contract with McDavid Associates on a retainer basis. He asked the Board to read over the proposal (a copy hereby incorporated by reference and made a part of these minutes) from McDavid and explained that there were several projects coming up that would require work by McDavid and having them on retainer would be beneficial to the Town.
- 1. Town of Snow Hill recipient of North Carolina Green Challenge –Level One recognition – Mr. Clark presented to the Board a plaque from the North Carolina League of Municipalities recognizing the Town of Snow Hill's achievement and commitment to the Green Challenge. This plaque is made of 100% recycled materials.
- 1. Acting Town Clerk Michelle Strickland completed the IIMC Clerk's Certification Institute at UNC School of Government – Mr. Clark informed the Board that Miss Strickland has completed her 120 hour program with the School of Government.
- 1. NC Sweet Potato Festival – Mr. Clark reminded the Board that the NC Sweet Potato Festival was starting on Thursday, October 30, 2008 and would run through Saturday, November 1, 2008.
- This report was received by consent.

a. Revenue Collector/Interim Town Clerk:

- 1. Levying tax of gross receipts from short-term lease of rental heavy equipment – Miss Strickland asked the Board to look over the

proposed resolution (a copy hereby incorporated by reference and made a part of these minutes). She explained that there were currently no companies in Town that leased out heavy equipment so that the resolution would not apply at this time, but the resolution was good to have as a back-up. Miss Strickland explained that the tax is changing on heavy equipment and the equipment will now be taxed in the city or county where the equipment is leased from, not where it is going to be used. Miss Strickland recommends adopting the resolution in case there was ever such a company in Snow Hill.

1. Maude O. Mooring's offer to sell the town two graves on the southeast side of lot 16E in the Snow Hill Cemetery for \$150.00 – Miss Strickland asked the Board to read over the memo (a copy hereby incorporated by reference and made a part of these minutes) she had prepared. Miss Strickland explained that Ms. Mooring's son had come in worried that his mother may pass in the very near future and wanted to do something with her cemetery plots as she was now living towards Raleigh and would not be buried in Snow Hill. Miss Strickland recommends that the Town purchase the plots from Ms. Mooring in the amount of \$150.00, which is what she paid for them. She explained that Mr. Tim Mooring felt that timing was of the essence in selling these plots and after speaking with Mr. Clark felt that it may be best for the Town to purchase them instead of having to wait for a buyer.
 - Mayor Davis feels that since this decision will set a precedence that perhaps the Board should look at an administration fee that the seller would pay for the deed work that has to be done to purchase them back from a citizen. His recommendation was \$25.00 which is the same amount as the Town's current service charge.
 - This report was received without objection.

a. Acting Finance Officer:

1. Monthly Financials – Mrs. Watson passed out (a copy hereby incorporated by reference and made a part of these minutes) copies of the current financials overview and analysis for the period ending September 30, 2008. Mrs. Watson went over some of these reports.
1. Budget Amendment No. 02009-2 regarding \$2,500.00 Animal Shelter Grant – Mrs. Watson passed out (a copy hereby incorporated by reference and made a part of these minutes) a copy of the budget amendment and spoke to the Board about it.
 - This report was received without objection.

1. Report of the Boards, Commissions, Committees and/or Taskforces: none
1. Unfinished Business and General Orders: Consider adoption of Identity Theft Protection Policy – Mr. Clark advised the Board that there has been a time

extension to adopt the policy. Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to approve the Identity Theft Protection Policy.

1. New Business:

- a. Consider a contract with Sasser Drainage & Grading, Inc. to provide grading and parking lot improvements at the Community Center – **Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to approve the contract with Sasser Drainage & Grading, Inc. with the only changes being to delete the items presented on the walkway.**
- a. Consider approval of McDavid Associates, Inc. services retainer contract for FY 2008-9 in the amount of \$2,400.00 (30.8110.4500 and 40.8110.4500) – **Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to approve the retainer with McDavid Associates, Inc.**
- a. Consider a resolution levying tax of gross receipts from short-term lease of rental heavy equipment – Motion was made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to approve the resolution levying a tax of gross receipts from the short-term lease of rental heavy equipment.
- a. Consider purchase of two graves on the southeast side of lot 16E in the Snow Hill Cemetery from Maude O. Mooring for \$150.00 – Motion was made by Commissioner Shackelford, seconded by Commissioner Edwards and carried unanimously to approve the purchase of the two graves from Maude Mooring in the amount of \$150.00 with the understanding that the Town will proceed with a policy for the next meeting.
- a. Consider Budget Amendment No. 02009-2 regarding \$2,500.00 Animal Shelter Grant – Motion was made by Commissioner Shackelford, seconded by Commissioner Liles and carried unanimously to approve Budget Amendment No. 02009-2.
- a. Consider a closed session to discuss a personnel matter pursuant to NCGS 143-
 - 318.11(4 & 6) – Motion was made by Commissioner Shackelford, seconded by Commissioner Liles and carried unanimously to enter into closed session at 10:10 a.m.
 - Motion was made by Commissioner Shackelford, seconded by Commissioner Edwards and carried unanimously to reconvene in open session at 10:50 a.m.

1. Program: none
1. **Announcements and Public Comments** – Mr. Clark handed out information (a copy hereby incorporated by reference and made a part of these minutes) on a Halloween event called Trunk – or – Treat. Part of Greene Street will be closed off on Halloween night for this even.
 - Commissioner Edwards announced that in the senior basketball games that were held over the weekend in Greenville his team was one game away from the bronze medal.
1. Adjournment – Motion was made by Commissioner Edwards, carried by Commissioner Liles and carried unanimously to adjourn at 10:53 a.m.