

MINUTES
Snow Hill Board of Commissioners Regular Meeting
Monday August 10, 2009—7:30 p.m.
Snow Hill Town Hall
201 North Greene Street, North Carolina 28580

The Snow Hill Board of Commissioners regular meeting convened at 7:30 pm on Monday, August 10, 2009 at the Snow Hill Town Hall with the following members present: Mayor Lorraine B. Washington; Commissioners James Bizzell, Sr., Percy Edwards, Stephen Ginn, Dennis Liles, and Geraldine Shackelford. Others present were Town Clerk Michelle Strickland, Finance Officer Michelle Grant, Town Administrator Bob Clark, and Public Works / Utilities Director Dana Hill.

1. **Call to Order** – Mayor Washington called the meeting to order at 7:34 p.m.
2. **Prayer** – Prayer was offered by Commissioner Bizzell.
3. **Pledge of Allegiance** – The Pledge was led by Commissioner Shackelford.
4. **Roll Call** – Roll call was suspended by consent, all members were present and a quorum was declared.
5. **Consider Approving Meeting Agenda** – Motion was made by Commissioner Ginn, seconded by Commissioner Edwards and carried unanimously to approve the agenda.
6. **Consider Approving Meeting Minutes: July 29, 2009** – Motion was made by Commissioner Shackelford, seconded by Commissioner Liles and carried unanimously to approve the minutes as written of the July 29, 2009 meeting.
7. **Report of Officers:**
 - a. *Mayor:*
 1. Appointment to Snow Hill Development Commission – Mayor Washington handed out (a copy hereby incorporated by reference and made a part of these minutes) an application for the Snow Hill Development Commission submitted by Mr. James (Danny) Grant. His appointment would be considered later in the meeting.
 2. Latina Festival sponsored by Greene County Health will be held Noon—5:00p.m. August 30th at the K. B. Reynolds Medical Center – Mayor Washington informed the Board of when and where the Latina Festival was being held and encouraged everyone to attend.

b. *Town Administrator:*

1. Add inventory custodial responsibility to Public Works & Utilities Director job description – Mr. Clark asked the members to review the suggested changes (a copy hereby incorporated by reference and made a part of these minutes) to Mr. Hill’s job description and explained that the purpose of this change was to be fully in tune with the Department of Revenue’s inventory control policies as recommended by Finance Officer Michelle Grant. Mr. Clark also handed out (a copy hereby incorporated by reference and made a part of these minutes) a copy of Ms. Grant’s memorandum and recommendation for the change. Mr. Clark agreed the change was wise.
2. Calendar of upcoming activities August 10 – September – Mr. Clark went over (a copy hereby incorporated by reference and made a part of these minutes) a calendar of upcoming activities for the Town that he had prepared.

c. *Finance Officer:*

1. Monthly financials report – Miss Grant passed out (a copy hereby incorporated by reference and made a part of these minutes) the monthly financial report and reported that most of the expenses were paid in the new fiscal year but were last fiscal year expenses.
2. Budget Ordinance Amendment No. 2 (Water & Sewer Fund) – Miss Grant explained Budget Ordinance Amendment No. 2 (a copy hereby incorporated by reference and made a part of these minutes) to the Board and informed them that this amendment was due to the Vandiford’s a new restaurant coming to Snow Hill and that the development costs would be recouped through increased revenues from customer service fees.
3. Ordinance – Authorization to surplus property (2 cars, pickup truck, burster, mower, and fire truck) – Miss Grant asked the Board to review (a copy hereby incorporated by reference and made a part of these minutes) the ordinance giving authorization to surplus property. She informed the Board that GovDeals would be used to sell the surplus property. It was explained that a burster is a multi-form billing statement separating machine no longer used here but in good working condtion.

9. Report of the Boards, Commissions, Committees and/or Taskforces:

Commissioner Ginn reported that the Neighborhood Affairs Committee had met earlier and that there were several things to report. The first was that they would like to explore participating in National Night Out for the upcoming year and will bring back more information at a later date. The committee would like to hold their next Leadership Academy on October 22, 2009 from 6:00 – 8:00 p.m. The committee

would like to hold a Town Forum at the Community Center on September 22, 2009 at 7:00 p.m. The committee discussed the next town clean-up and they will be looking at dates starting on October 12, 2009.

10. Unfinished Business and General Orders: None

11. New Business:

- a. Consider appointment to Snow Hill Development Commission – **Motion was made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to appoint Mr. James (Danny) Grant to the Snow Hill Development Commission.**
- b. Consider adding inventory custodial responsibility to Public Works & Utilities Director job description – **Motion was made by Commissioner Liles, seconded by Commissioner Bizzell and carried unanimously to approve adding the inventory custodial responsibility to the Public Works and Utilities Director job description.**
- c. Consider Budget Ordinance No. 2 –FY2009-10 (Water & Sewer Fund) – **Motion was made by Commissioner Ginn, seconded by Commissioner Shackelford and carried unanimously to approve Budget Ordinance No. 2 for FY 2009-10.**
- d. Consider and Ordinance – Authorization to surplus property (2 cars, pickup truck, burster, mower, and fire truck) – **Motion was made by Commissioner Liles, seconded by Commissioner Bizzell and carried unanimously to approve the ordinance authorizing the surplus of property (2 cars, pickup truck, burster, mower, and fire truck.**
- e. Consider a closed session pursuant to NCGS 143-318.11(6) – **Motion was made by Commissioner Shackelford, seconded by Commissioner Bizzell and carried unanimously to enter into closed session.**

Motion was made by Commissioner Liles, seconded by Commissioner Bizzell and carried unanimously to reconvene into open session at 8:27 p.m.

Motion was made by Commissioner Shackelford, seconded by Commissioner Ginn and carried unanimously to approve a merit increase for Water Resources Operator Joe Roberts of 2.5% per Section 7 of the personnel policy from a Grade 12 Step 4 to a Grade 12 Step 5, effective August 11, 2009

12. Program: none

13. Announcements and Public Comments - none

14. Adjourn – Motion was made by Commissioner Liles, seconded by Commissioner Bizzell and carried unanimously to adjourn at 8:29 p.m.

Lorraine B. Washington, Mayor

Michelle Strickland, Town Clerk