

MINUTES
Snow Hill Board of Commissioners Regular Meeting
Wednesday August 26, 2009—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 9:00 a.m. on Wednesday, August 26, 2009 at the Snow Hill Town Hall with the following members present: Commissioners James Bizzell, Sr., Percy Edwards, Stephen Ginn, Dennis Liles, and Geraldine Shackelford. Others present were Town Attorney Brian Pridgen, Finance Officer Michelle Grant, Town Administrator Bob Clark, Town Clerk/Revenue Collector Michelle Strickland, and Public Works / Utilities Director Dana Hill.

- 1. Call to Order** – Mayor Pro-Tem Liles called the meeting to order at 9:06 a.m.
- 2. Prayer** – Prayer was offered by Commissioner Edwards.
- 3. Pledge of Allegiance** – The Pledge was led by Commissioner Shackelford.
- 4. Roll Call** – Miss Strickland called roll. All members were present with the exception of Mayor Washington. Mayor Washington communicated that she would not be able to attend the meeting due to a work conflict. Her absence was excused by consent.
- 5. Consider Approving Meeting Agenda** – **Motion was made by Commissioner Ginn, seconded by Commissioner Bizzell and carried unanimously to approve the agenda with the correction of the item numbering mistake and the addition of item 13 as “Adjourn”.**
- 6. Consider Approving Meeting Minutes: August 10, 2009** – **Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to approve the minutes of the August 10, 2009 meeting.**
- 7. Report of Officers:**
 - a. *Mayor:* Proclamation September is National Sickle Cell Month – Mr. Clark informed the Board that Mayor Washington had issued a proclamation declaring the month of September National Sickle Cell Month.
 - b. *Town Administrator:* Third-Party Administrative Agreement Supplemental Retirement Income Plan of North Carolina with Prudential Retirement (401(k) Plan – Mr. Clark shared (a copy hereby incorporated by reference and made a part of these minutes) the proposed administrative agreement and advised the Board that the agreement must be updated to reflect the current third-party arrangement. Mr. Clark informed the Board that the agreement just indicates

who the administrator of the plan is. Mr. Clark recommends favorable consideration of this agreement.

- c. *Finance Officer:* Financials presented to auditors – Miss Grant handed out (a copy hereby incorporated by reference and made a part of these minutes) a copy of the financial information that she had given the auditor to begin the audit. Miss Grant commented that the most positive thing about starting the audit in August was that if we run into glitches we will have time to fix them.
- d. *Public Works & Utilities Director:*
 1. Ordinance regulating irrigation meters pursuant to State drought preparedness regulations – Mr. Hill handed out (a copy hereby incorporated by reference and made a part of these minutes) a copy of a proposed ordinance that would bring the Town of Snow Hill in compliance with the North Carolina Rural Water Association’s drought management rule. This ordinance states that every in ground irrigation system that is installed would now be required to have a separate meter.
 2. Addition of split service irrigation meter fees – Mr. Hill informed the Board that the ordinance regulating irrigation meters pursuant to State drought preparedness regulations gives leeway to whether a new meter is installed or if a tap could be split which would save money for the Town and the customers. Mr. Hill is requesting that the Board amend the 2009-2010 rate schedule to include the split tap fees of \$250.00 for a ¾” in-town split meter and \$500.00 for an out of town split meter.
 3. Ordinance prohibiting parking both sides of West Harper St 120 feet north from Kingold Blvd centerline – Mr. Hill informed the Board that there had been several complaints of parking on the side of the street at the Rosenwald Café and that it had created a hazard so near the intersection of Kingold Blvd. Mr. Hill recommends amending the ordinance to include no parking along both sides of West Harper Street beginning at the center line of Kingold Blvd. north along West Harper Street for a distance of 120 feet.

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

9. Unfinished Business and General Orders: None

10. New Business:

- a. Consider approval of Third-Party Administrative Agreement Supplemental Retirement Income Plan of North Carolina with Prudential and authorize the Mayor to sign on behalf of the town – **Motion was made by Commissioner Shackelford, seconded by Commissioner Edwards and carried**

unanimously to approve the third-party administrative agreement and authorize Mayor Washington to sign on behalf of the Town.

- b. Consider an Ordinance regulating irrigation meters pursuant to State drought preparedness regulations – Motion was made by Commissioner Bizzell, seconded by Commissioner Ginn and carried unanimously to approve an ordinance regulating irrigation meters pursuant to the state drought preparedness regulations.**
- c. Consider amending 2009/10 Fee & Rate Schedule adding split service irrigation meter fees of \$250 inside and \$500 outside for ¾” service – Motion was made by Commissioner Shackelford, seconded by Commissioner Bizzell and carried unanimously to amend the 2009/10 rate schedule to add the charges recommended by Mr. Hill for split service irrigation meters.**
- d. Consider amending Chapter 75, Schedule I: Parking Prohibited at All Times: both sides of W. Harper St. from the centerline of Kingold Blvd. 120 feet north – Motion was made by Commissioner Shackelford, seconded by Commissioner Bizzell and carried unanimously to approve the amendment of the ordinance in Chapter 75, Schedule I: Parking Prohibited at All Times to include both sides of W. Harper Street from the centerline of Kingold Blvd. 120 feet north.**
- e. Consider a closed session pursuant to NCGS 143-318.11(6) – Motion was made by Commissioner Shackelford, seconded by Commissioner Edwards and carried unanimously to enter into closed session at 9:26 a.m.**

Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to reconvene into open session at 9:53 a.m.

Motion was made by Commissioner Ginn, seconded by Commissioner Edwards and carried unanimously to reclassify Town Clerk/Revenue Collector Michelle Strickland as a regular employment from Grade 18, Step 1 to Grade 20, Step 1 effective at six months from her appointment.

Motion was made by Commissioner Ginn, seconded by Commissioner Edwards and carried unanimously subject to Article 3, Section 18 of the personnel policy to approve a step increase to Grade 20, Step 2 for Michelle Strickland, Town Clerk/Revenue Collector for receiving her certification as a Tax Collector, effective June 8, 2009.

11. Program: none

12. Announcements and Public Comments – Mr. Robert Taylor, Sr. came forward to speak to the Board about his business being broken into four times within the past six months. He informed the Board that a house was broken into the previous night on Greenridge Road. Mr. Taylor would like for the Board to do something about the break-ins and asked what kind of law needed to be passed to deal with teenagers. Mr. Clark informed Mr. Taylor that the Town did have a curfew in place. Mr. Taylor commented that he felt that something else needed to be done. Mayor Pro-Tem Liles asked Mr. Taylor if he had spoken with the Sheriff. Mr. Clark informed the Board that Taylor and he had already spoken to the Sheriff about the incidents. Mayor Pro-Tem Liles recommended speaking to the Sheriff about enforcing the curfew and asked Mr. Clark to let Mr. Taylor know that we are trying to follow-up on his concern. Commissioner Edwards stated that he felt like the Sheriff needed to be a part of whatever decision was made and that everything should be coordinated through his department. **There was consent that Mr. Clark would ask Sheriff Smith to attend the next board meeting.** The Board discussed the break-in at the Town's animal shelter. Mr. Clark indicated to the Board that the Sheriff had an on-going investigation but he wasn't at liberty to discuss the facts behind the investigation. Mayor Pro-Tem Liles asked that Mr. Taylor be given a copy of the curfew. Mr. Clark stated the Sheriff reported that had been done. Commissioner Edwards recommends holding a Public Safety Committee meeting.

Mr. Clark announced that there had been a few inquiries about the weed killer spraying along the side of the roads in Town by the Department of Transportation (NCDOT) and suggested that if anyone receives any calls about this to please direct them to the local NCDOT maintenance department. Mr. Clark recognized the Town Clerk for her hard work and accomplishments. Mr. Clark informed the Board that Congressman Butterfield would be in Snow Hill at the Community Center at 1:30 p.m. September 1, 2009 for an open session with the public.

Mr. Liles asked that everyone keep his son in their prayers as he has just left yesterday for 110 days in Afghanistan.

13. Adjourn – Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to adjourn at 10:12 a.m.

Lorraine B. Washington, Mayor

Michelle Strickland, Town Clerk