

MINUTES
Snow Hill Board of Commissioners Regular Meeting
Wednesday December 30, 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, December 30, 2009 at the Snow Hill Town Hall with the following members present: Mayor Dennis Liles; Commissioners James Bizzell, Sr., Becki Scarborough, Geraldine Shackelford and Bobby Taylor. Others present were Town Clerk Michelle Strickland, Town Administrator Bob Clark, Town Attorney Brian Pridgen, and Public Works / Utilities Director Dana Hill.

1. **Call to Order** – Mayor Liles called the meeting to order at 9:01 a.m. He announced the passing of former Mayor Melvin Oliver and announced the service times and places. He asked that after the Pledge of Allegiance a moment of silence be observed in Mr. Oliver’s honor.
2. **Prayer** – Prayer was offered by Commissioner Bizzell.
3. **Pledge of Allegiance** – Commissioner Scarborough led the Pledge, this was followed by a moment of silence.
4. **Roll Call** – Miss Strickland called roll. All members were present and a quorum was declared.
5. **Consider Approving Meeting Agenda – Motion was made by Commissioner Taylor, seconded by Commissioner Shackelford and carried unanimously to approve the agenda with adding item 7a5 as “Transition Assistance for New Board”.**
6. **Consider Approving Meeting Minutes: December 14, 2009 – Motion was made by Commissioner Shackelford, seconded by Commissioner Bizzell and carried unanimously to approve the minutes of the December 14, 2009 meeting.**
7. **Report of Officers:**
 - a. *Town Administrator:*
 1. Carolina Dr. Property sale – Mr. Clark announced to the Board that the closing on the sale of the Carolina Drive property would be held at 11:30 a.m. following the Board meeting.
 2. Core Competencies – employee bonus – Mr. Clark spoke to the Board about the annual cope competency bonus for employees and went over how the amount of the bonus is determined. Mr. Clark informed the Board that even though the bonus is normally given out about this time of

year he has a few things he needs to clarify before presenting the assessment at the next Board meeting.

3. Town approved for Municipal Management Initiative – ECU – Mr. Clark informed the Board that ECU has approved the Town of Snow Hill in their Municipal Management and Innovation Initiative program. Mr. Clark spoke about the items that may be included from a list provided by ECU (a copy hereby incorporated by reference and made a part of these minutes) in a forthcoming memo of understanding and scope of the project. Mr. Clark informed the Board that Mr. Kenny Flowers has indicated that work will begin sometime after the first of the year.
4. Energy Audit and Energy Plan – Mr. Clark informed the Board that the information that had been requested for the energy audit has been sent in. The engineers will be here the second week of January to look at all of the Town's buildings. Mr. Clark gave credit to Mr. Gene Riddle for helping set-up the energy audit. Mr. Clark shared (a copy hereby incorporated by reference and made a part of these minutes) correspondence with Mr. Self of the NC Energy Office regarding the request for assistance in writing a Strategic Energy Plan and applications for EECBG funds.
5. Transition Assistance for New Board – Mr. Clark announced that the staff is working with Mayor Liles on transitional items for new members as well as veteran members. He let the Board know that if anyone has anything that they need to please let us know. Mr. Clark anticipates having some items by the next meeting.

b. *Town Clerk/Revenue Collector:*

1. Essentials of Municipal Government Feb. 17-18 – Miss Strickland handed out (a copy hereby incorporated by reference and made a part of these minutes) information regarding the Essentials of Municipal Government class to be held in Greenville on February 17th and 18th at the Hilton. She informed the Board that this class would offer the mandatory ethics training that is now being required as well as other good information that new and old members would learn from. All members indicated that they would like to be signed up.
2. Holiday Calendar 2010 – Miss Strickland handed out (a copy hereby incorporated by reference and made a part of these minutes) the proposed holiday calendar for 2010 and indicated that these were the holidays as per the Town personnel policy.

c. *Finance Officer:*

1. Audit Status – Mrs. Cox informed the Board that the PEG channel will not show as an overage on the audit according to information received from the LGC and communication with Mr. Jay Parris. There will have to be a budget amendment brought back for the first payment and the first quarter funds will need to be recognized prior to distributing those funds. The budget amendment would need to be made to make sure that the Town is in compliance. Mr. Parris called yesterday and will be delivering the draft

of the audit today so that it can be reviewed prior to certification. Mr. Parris expects the final certification and delivery to the LGC in the next two weeks. Per questions from Commissioner Scarborough, Mrs. Cox advised that annual audits are due by October 31st each year and that an extension was filed this year for the Town. There is no cost from the state to file an extension but the audit firm does raise their rates slightly after the first extension. Mayor Liles stated that there was no need to be late so consistently. Mrs. Cox went over things that had been completed to cause the audit to be late. Mrs. Cox informed the Board that she had spoken with Mr. Parris about a possible mid-year audit and indicated that there was no extra charge for this. Mrs. Cox spoke to the Board about year-end adjusting journal entries to be made that she would receive from the auditor. Mayor Liles stressed that we needed clarity of funds by the next meeting.

2. Budget Amendments – Mr. Clark informed the Board that the budget amendments were not ready today but would be brought back at later meetings.

- d. *Public Works & Utilities Director*: Status--plans for water line upgrades – Mr. Hill advised the Board that the alternative water line project booster pump station will be constructed beside Ambleside on Martin Luther King Jr. Parkway. This is where the water will come to Snow Hill from Greenville. Mr. Hill spoke about the denial of the federal stimulus monies and the contract entered into with McDavid & Associates for the water line upgrades. Mr. Hill went on to explain that McDavid is contracted to pursue funding sources through USDA to replace the majority of smaller lines throughout Town and upgrade to 6” or larger lines. The project has to be started within three years and the Town is to pay McDavid for the plans.

Mr. Hill added that a county resident who heats with wood contacted him about the tree that had fallen on the house on SE Third Street. Mr. Hill put the homeowner and the citizen together and the tree has been removed and the citizen has wood for heat. He was glad this turned into a win-win situation.

8. Report of the Boards, Commissions, Committees and/or Taskforces: none

9. Unfinished Business and General Orders: none

10. New Business:

- a. Consider approval of holiday schedule for 2010 – **Motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford and carried unanimously to approve the 2010 holiday schedule.**
- b. Consider 7:00 p.m. Monday January 11, 2010 for the next regular meeting – **Motion was made by Commissioner Scarborough, seconded by**

Commissioner Bizzell and carried unanimously to change the meeting time of the next regular meeting from 7:30 p.m. to 7:00 p.m.

- c. Consider FY 2009-10 Budget Ordinance Amendments – **This item was tabled by consent.**

11. Program: none

12. Announcements and Public Comments – Mr. James Baker of SE Third Street stood and expressed his thanks for the work done to remove the tree from the house on his street. He was also glad that this turned out to be a win-win situation.

Commissioner Taylor announced that by being a member of the Planning Board he knew that the Planning Board had approved the plan for the booster pump stations and didn't know if it was possible that it could be revisited due to the traffic congestion that has been seen since the approval of the original plan. Mr. Clark responded that it is possible to ask the County about the entry and exit to the plant.

Commissioner Taylor asked Attorney Brian Pridgen what could be done about the amount of back taxes owed the Town. Mr. Pridgen responded that the Town can ask the attorney to foreclose at any time and that the main thing to look for is the cost effectiveness of foreclosure. He advised that doing them in bulk was the best way to handle them and that to go all the way through foreclosure sale the amount should be around \$1000.00 per property to be cost effective. Mr. Pridgen also advised that sending out a letter directly from the attorney's office has proven to be effective in itself. Mr. Pridgen stated that any surplus revenues after foreclosure would go to the homeowner. Different avenues were discussed for collection. Mr. Pridgen will bring back a proposal to the Board.

13. Consider a closed session pursuant to NCGS 143-318.11(3,6) – Motion was made by Commissioner Shackleford, seconded by Commissioner Scarborough to enter into closed session at 10:19 a.m.

Motion was made by Commissioner Scarborough, seconded by Commissioner Taylor and carried unanimously to reconvene in open session at 11:35 a.m.

14. Adjourn – Motion was made by Commissioner Shackleford, seconded by Commissioner Bizzell and carried unanimously to adjourn at 11:35 a.m.

Mayor Dennis K. Liles

Michelle Strickland, Town Clerk