

MINUTES
Snow Hill Board of Commissioners Regular Meeting
Monday January 12, 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 p.m. on Monday, January 12, 2008, at the Snow Hill Town Hall with the following members present: Mayor Lorraine Washington; Commissioners James Bizzell, Dennis Liles, Geraldine Shackelford, and Stephen Ginn, Town Clerk Michelle Strickland; Town Administrator Bob Clark and Attorney Brian Pridgen.

1. **Call to Order**–Mayor Washington called the meeting to order at 7:33 p.m.
2. **Prayer**–Commissioner Ginn offered prayer.
3. **Pledge of Allegiance**–Mayor Washington led the Pledge.
4. **Roll Call**–The Town Clerk called roll. All members were present with the exception of Commissioner Edwards. A quorum was declared. Commissioner Edwards’ absence will be considered unexcused until we hear from him.
5. **Consider Approving Meeting Agenda**–**Motion was made by Commissioner Liles, seconded by Commissioner Ginn and carried unanimously to approve the meeting agenda.**
6. **Consider Approving Meeting Minutes: December 31, 2008**–**Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to approve the minutes of the December 31, 2008 minutes as written.**
7. **Report of Officers:**
 - a. *Mayor:*
 1. Martin Luther King, Jr. Commemorative Ceremony January 19, 2008 – Mayor Washington informed the Board that a Martin Luther King, Jr. commemorative ceremony would be held at 11:00 a.m. on January 19, 2009 at the Greene County Community Center. The keynote speaker will be Mr. Patrick Miller and the youth speaker will be Montravious King. She asked that everyone spread the word.
 2. Mayor Washington informed the Board she would give the “State of the Town” address at the 7:30 p.m. February 9, 2009 Town Board meeting.
 3. Schedule Town Council planning retreat – Mayor Washington informed the Board that the tentative schedule for the retreat is going to be February 26th,

2009 from 9:00 a.m. until noon at the Community Center. She wants the department heads to be included.

4. Recommendation of Town Council committee assignments – Mayor Washington went over her recommendation (a copy hereby incorporated by reference and made a part of these minutes) of Town Council committee assignments. Mr. Clark spoke about meeting dates and when liaisons might attend.
5. Held Workers Compensation Training Session with employees – Mayor Washington informed the Board that a staff meeting was held on January 8, 2009 at Town Hall to make sure that each employee understood the worker's compensation policy and why it was important to follow the policy.

Mayor Washington took a point of privilege to share a thank-you note that had been received from Stephen and Sharon Ginn on the proclamation honoring their 50th wedding anniversary.

This report was received by consent of the Board.

b. *Town Administrator*

1. Federal Economic Stimulus Package—Water System Improvements Presentation by Mr. Van B. Lewis, McDavid Associates, Inc – Mr. Clark informed the Board that if the Town wants to get in on the stimulus package that we need to move forward as quickly as possible. Mr. Clark asked Van Lewis with McDavid Associates to speak to the Board about the water system improvements. Mr. Lewis informed the Board that Congressman Butterfield reached out to several local government leaders and let them know that if they have any infrastructure projects to get them “shovel” ready. Mr. Lewis feels that waterline project could be ready for this stimulus package. Mr. Lewis recommends repairing the well and changing water lines for providing better fire protection. There are no lines greater than six inches. He does not know what the rules will be for the monies but in the past all of the federal monies have been 100% grant. This project has to be ready. If the Town asks McDavid to have it ready there is the risk that the money is not there and the firm gets the plans ready. Mr. Lewis stated that McDavid normally does not bill until the project goes to construction. As long as the project was constructed in the next 2 to 3 years and the preparation would not be billed for.

Mr. Clark feels that the timing is right to consider moving forward in the hopes that the stimulus package goes through. Timing is going to be crucial on this. Mr. Lewis said that in the past when economic stimulus packages have been available they just did what they had to do to be ready. Mr. Hill

joined the Board and informed them that a 12” water line that looped through Town would improve the water quality as well as help with fire protection. The well located by Kerr Drug would be last on the list of priorities. The exact path through Town is not yet determined but several possibilities have been looked at.

Mr. Lewis felt that if the “Obama” money did not come though then there were always ways to get other monies they just would not be 100% grant. Mr. Lewis stated that to prepare the project and the administrative fees the standard USDA contract was on a sliding scale based on the size of the project. Mr. Lewis would be committed to find the money over time.

Mr. Lewis passed around a picture of what the inside of an old cast iron pipe looks like. These lines cannot be cleaned and they degrade the water quality. The water becomes stagnant. Mr. Lewis reiterated that to take advantage of the federal monies that the project needed to be ready to go.

2. Federal Economic Stimulus Package—Fire Station -Fire Chief Remarks – Mr. Hill spoke to the Board about the stimulus package and he has been thinking about where it would come to better use. For safety reasons it had been talked about relocating the fire department. The requests have to come directly from a local government and wanted to ask for the blessing of the Board. He would like to bring back the position of the rural fire board.
3. Contract proposal from Rural Initiative Project, Inc for administration *of the* CDBG Capacity Grant 08-C-1809 – Mr. Clark handed out a (a copy hereby incorporated by reference and made a part of these minutes) copy of a resolution approving an administration contract with the Rural Initiative Project, Inc. Mr. Clark recommends consideration of the resolution.
4. Finance Officer Job Description – Mr. Clark handed out (a copy hereby incorporated by reference and made a part of these minutes) a working copy of a revised job description for a Finance Officer. This is not an absolute but it would help for the Board to adopt a job description in order to help with the recruitment process for the position. Mr. Clark spoke to the Board about the wording under the “Knowledge, Skills, and Abilities” heading as well as the qualifications under “Desirable Education and Experience”.

This report was received by consent of the Board.

- c. *Revenue Collector/Town Clerk:* Request authorization to collect delinquent taxes – Miss Strickland asked the Board to authorize her to collect delinquent 2008 ad valorem and personal property taxes that became delinquent on January 6, 2009.

This report was received by consent of the Board.

- d. *Public Works & Utilities Director*: Recycling program costs and amendment of Onslow Container Service contract – Mr. Hill came forward and spoke to the Board about the current contract with OCS. Included in the agenda packet (a copy hereby incorporated by reference and made a part of these minutes) was communication from OCS on charging for picking up co-mingled recyclables. Mr. Hill asks that the Board authorize an amendment to the current contract to not pay more than \$65 per ton and to keep the contract on a yearly basis. Some communities are discontinuing recycling programs but Mr. Hill does not feel that the Town needs to get out of the habit of recycling.

This report was received by consent of the Board.

- e. *Finance Officer*: Status of Audit – Miss Strickland informed the Board that she would be giving the report of the Finance Officer. She informed that Board that the auditors had been in the office for over a week and that it was anticipated that they would be finished with the field work of the audit by January 16, 2009.

This report was received by consent of the Board.

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

9. Unfinished Business and General Orders: none

10. New Business:

- a. Consider a Resolution to adopt the National Incident Management System (NIMS) – Mr. Clark referred the Board to the resolution included in their packets (a copy hereby incorporated by reference and made part of these minutes) and informed them that this was a previous item that had been discussed and this was the updated resolution. **Motion was made by Commissioner Ginn, seconded by Commissioner Bizzell and carried unanimously to approve the National Incident Management System Resolution.**
- b. Consider approving the Town Council committee assignments – **Motion was made by Commissioner Shackelford, seconded by Commissioner Liles and carried unanimously to approve the recommended committee assignments.**
- c. Consider approval of Federal Economic Stimulus Package applications for water system improvements, McDavid Associates, Inc. to prepare plans and application – **This item was tabled by consent to refer to the Public Works Committee.**

- d. Consider authorizing of Federal Economic Stimulus package project application for a new Fire Station - Chief Hill will bring back to the Board after talking to the Fire Department board. **This item was tabled by consent.**
- e. Consider approving a technical services contract with the Rural Initiative Project, Inc., to provide administration assistance in coordinating the CDBG Capacity Grant (08-C-1809) – **Motion was made by Commissioner Ginn, seconded by Commissioner Shackelford and carried unanimously to approve a technical services contract with the Rural Initiative Project, Inc. to provide administration assistance in coordinating the CDBG Capacity Grant.**
- f. Consider Finance Officer Job Description – **Motion was made by Commissioner Bizzell, seconded by Commissioner Liles and carried unanimously to approve the Finance Officer job description.**
- g. Consider a motion to approve authorize the Revenue Collector to use available means to collect delinquent taxes – **Motion was made by Commissioner Shackelford, seconded by Commissioner Bizzell and carried unanimously to authorize the Revenue Collector to collect 2008 delinquent taxes.**
- h. Consider an amendment of the recycling provisions of the Onslow Container Service contract – **Motion was made by Commissioner Bizzell, seconded by Commissioner Ginn and carried unanimously to authorize Mayor Washington to sign the contract with Onslow Container Services until the end of the fiscal year with the price of picking up recyclables not to exceed \$65.00 per ton.**
- i. Consider a closed session to pursuant to NCGS 143-318.11(3) – **Motion was made by Commissioner Shackelford, seconded by Commissioner Liles and carried unanimously to enter into closed session.**

Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to reconvene into open session.

12. Program: none

13. Announcements and Public Comments–Mr. Dale Hancock with Mediacast spoke to the Board about the progress of the upgrading of the cable system. He believes that things are going along well and more channels are being added. He also announced the success of televising the Snow Hill Christmas Parade.

14. Adjournment–**Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to adjourn at 9:35 p.m.**

Lorraine B. Washington, Mayor

Michelle Strickland, Town Clerk