

MINUTES
Snow Hill Board of Commissioners Regular Meeting
Wednesday January 28, 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, January 28, 2009, at the Snow Hill Town Hall with the following members present: Mayor Lorraine Washington; Commissioners James Bizzell, Percy Edwards, Stephen Ginn, Dennis Liles, and Geraldine Shackelford, Town Clerk Michelle Strickland; Town Administrator Bob Clark and Attorney Brian Pridgen.

1. **Call to Order**–Mayor Washington called the meeting to order at 9:02 a.m.
2. **Prayer** – Prayer was led by Commissioner Bizzell.
3. **Pledge of Allegiance** – Mayor Washington led the Pledge.
4. **Roll Call**–Mayor Washington announced that Commissioner Edwards had informed her of his absence at the last meeting prior to the meeting but her and the clerk had both forgotten that he was out of town. It was without objection that Commissioner Edwards’ absence on January 12, 2009 be excused. The Town Clerk called roll. All members were present.
5. **Consider Approving Meeting Agenda**–Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to approve the agenda.
6. **Consider Approving Meeting Minutes: January 12, 2009**–Motion was made by Commissioner Liles, seconded by Commissioner Shackelford to approve the minutes of the January 12, 2009 meeting.
7. **Report of Officers:**
 - a. *Mayor:*
 1. Adverse Weather Policy review – Mayor Washington informed the Board that the Town Attorney is reviewing the current adverse weather policy and it will be brought back at the next meeting.
 2. Town Council retreat February 25, Community Center – Mayor Washington informed the Board that the retreat will be held from 9am until noon on February 25, 2009 at the Community Center. She asked the Board to think about whom they wanted the facilitator to be. It can be Mr. Clark or someone can be brought in.

This report was received by consent.

b. *Town Administrator*

1. Attended NC League of Municipalities Regional Legislative Updates— session with Commissioners Geraldine Shackelford and Stephen Ginn – The purpose of these workshops is to share upcoming legislative items. One topic was annexation. There will be changes ahead for annexation statutes. The information is available on the NCLM website. The other topic was a bill regarding collective bargaining regarding law enforcement and fire personnel. The league is against this bill and has a position paper out. Commissioner Ginn and Commissioner Shackelford commented that they learned a lot at the meeting and enjoyed it.
2. Courthouse/Jail expansion and County request to use old town well property on Mill St. – Mr. Clark received correspondence from the County Manager (a copy hereby incorporated by reference and made a part of these minutes) regarding the counties interest in the old town well property. Mr. Clark showed a map (a copy hereby incorporated by reference and made a part of these minutes) indicating the property in question. Mr. Clark asked the Board to look at the agreement (a copy hereby incorporated by reference and made a part of these minutes) that was provided by the County. Mr. Clark suggested friendly changes to the agreement to protect the well that it is on the property and substitute authorization for the Mayor to sign the agreement instead of Town Administrator. Mr. Clark recommends approval for the county to use of the property for parking as long as the contract form is satisfactory to the attorney.
3. Rural Initiative Project, Inc. (RIPI) invoice for \$952.00 (RIPI) services related to the Snow Hill Colored High School “Rosenwald School” Restoration Project – Mr. Clark informed the Board that this is the same information that was provided at the December 31, 2008 meeting (a copy hereby incorporated by reference and made a part of these minutes) and there has been some misunderstanding on his part with the contract. Mr. Clark apologized for any confusion and that he would get a clarification on some of the charges and bring the matter back to the Board. During discussion Mr. Clark indicated once this invoice was clarified there were no others.

This report was received by consent.

c. *Revenue Collector/Town Clerk:*

1. Animal Control/Code Administration update – Miss Strickland informed the Board that Kathy Pazzaglia could not be present due to her daughter being in labor. Miss. Strickland updated the Board on the animal shelter and the

work that has been started on code enforcement. Most of this work so far has been trying to get familiarized with ordinances and procedures.

2. Employee Incident/accident reporting form and procedures – Miss Strickland handed out (a copy hereby incorporated by reference and made a part of these minutes) an in-house incident/accident form for the Board to look over.

This report was received by consent.

d. *Public Works & Utilities Director:*

1. Presentation of waterline and sewer line mapping program – Mr. Hill asked that his presentation be postponed due to technical difficulty with the computer he was using to make the presentation.
2. Training and certification courses for public officials to meet the National Incident Management System (NIMS) standards – Mr. Hill passed out (a copy hereby incorporated by reference and made a part of these minutes) information on the required NIMS training and dates of when Greene County would be offering the training classes that could not be taken online. Mr. Hill also explained why the training was needed.
3. Introduce Water System Management Plan – Mr. Hill passed out (a copy hereby incorporated by reference and made a part of these minutes) the Water System Management Plan update. Mr. Hill informed the Board that the plan was required to be on file in Raleigh for review.
4. Cemetery—request removal of Christmas holiday flowers by February 1st – Mr. Hill announced that he had published in the paper and posted notices for all Christmas flowers to be removed by February 1st so that the Public Works Department could start their clean-up on February 2nd.

This report was received by consent.

- e. *Interim Finance Officer:* Status of Audit – Miss Strickland informed the Board that Mrs. Watson wasn't able to make it to the meeting. She reported to the Board that auditor Jay Parris and Michelle Grant with MunixPlus were working on one last item before being finished.

This report was received by consent.

8. **Report of the Boards, Commissions, Committees and/or Taskforces:** Public Works Committee report: Federal Economic Stimulus Package—Water System Improvements, Fire Station, etc. – Mr. Clark reported to the Board that the Public Works Committee met on January 27, 2009 and from the meeting the committee

suggests replacement of 2 – 3” lines with 6” lines, a tie-in on Second Street, that currently stops at Dollar General, on to Kingold Blvd., and also to include the new Automatic Meter Reading (AMR) system with the application. Mr. Hill reported that he had spoken with Van Lewis of McDavid & Associates and that he has offered to include the 12” trunk line through town if it could be funded by grant, if not fully funded they would eliminate that part of the project with no engineering cost to the town. Mr. Hill feels that including the 12” line in the application is a no lose situation.

This report was received by consent.

9. Unfinished Business and General Orders:

- a. Consider authorization of Federal Economic Stimulus Package applications for water system improvements, McDavid Associates, Inc. to prepare plans and application – **Motion was made by Commissioner Shackelford, seconded by Commissioner Ginn and carried unanimously to authorize the application as recommended by the Public Works Committee and the Public Works Director.**
- b. Consider authorizing of Federal Economic Stimulus package project application for a new Fire Station – **This item was tabled.**
- c. Rural Initiative Project, Inc. (RIPI) invoice for \$952.00 (RIPI) services related to the Snow Hill Colored High School “Rosenwald School” Restoration Project – **This item was tabled.**

10. New Business:

- a. Consider authorizing Mayor to execute agreement or lease, subject to Town Attorney review for Greene County’s use of Mill St. lot (portion of old well site) – **Motion was made by Commissioner Edwards, seconded by Commissioner Ginn and carried unanimously to authorize Mayor Washington to execute the agreement after approval of agreement by Town Attorney Mr. Pridgen.**
- b. Mr. John Lindsey and Mr. Robert Britt, regarding Veterans and the Cemetery – Mayor Washington asked Mr. John Lindsey and Mr. Robert Britt to join the Board at the table. Mr. Lindsey passed out a proposal (a copy hereby incorporated by reference and made a part of these minutes) to the Board regarding setting up a separate cemetery for veterans of the armed forces where they would not have to pay for the plots or the opening and closing of these plots. They are proposing that the veterans’ cemetery be located on the land purchased in the past for future expansion of the present cemetery. Mr. Lindsey and Mr. Britt spoke to the Board about the lack of burial benefits received from the government and about the distance of the cemeteries they receive benefits in with relation to where their family lives that would visit the graves. They also expressed their concern over the lack of services from the local veteran office as they were only available for a half a

day each week. Mayor Washington stated that she completely agreed with them that the veteran's office should be open more due to the fact that we have people coming back from serving who need the services and support that they are here to provide. She informed Mr. Lindsey and Mr. Britt that the Board would start looking at their proposal and get back with them. Mr. Lindsey and Mr. Britt said that they were also going to take the proposal to the county so it could possibly be a joint effort.

- c. Consider adoption of Water System Management Plan – **Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to approve the adoption of the Water System Management Plan.**
- d. Consider a closed session to pursuant to NCGS 143-318.11(3) and (6) – **Motion was made by Commissioner Liles, seconded by Commissioner Edwards and carried unanimously to enter into closed session at 10:28 a.m.**

Motion was made by Commissioner Edwards, seconded by Commissioner Ginn and carried unanimously to reconvene into open session at 11:28 a.m.

Motion was made by Commissioner Liles, seconded by Commissioner Edwards and carried unanimously to recommend Joe Roberts be moved from his probationary period to regular employment status as Water Resource Officer.

12. Program: none

- 13. Announcements and Public Comments**–Mr. Liles passed out (a copy hereby incorporated by reference and made a part of these minutes) an invitation to a meet and greet for Spirit Aero Systems and Cutter Creek.

Mr. Clark recommends taking the veteran's proposal to the Public Works Committee and possibly invite a representative from the county and a representative from the veteran's group. **This recommendation was authorized by consent.**

- 14. Adjournment**–**Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to adjourn at 11:36 a.m.**

Lorraine B. Washington, Mayor

Michelle Strickland, Town Clerk