

MINUTES
Snow Hill Board of Commissioners Regular Meeting
Wednesday June 24, 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, June 24, 2009 at the Snow Hill Town Hall with the following members present: Mayor Lorraine Washington; Commissioners James Bizzell, Sr., Percy Edwards, Stephen Ginn, and Geraldine Shackelford, Town Clerk Michelle Strickland, Town Attorney Brian Pridgen, Public Works & Utilities Director Dana Hill, Finance Officer Michelle Grant, and Town Administrator Bob Clark.

1. **Call to Order** - Mayor Washington called the meeting to order at 9:07 a.m.
2. **Prayer** - Commissioner Ginn offered prayer.
3. **Pledge of Allegiance** - Commissioner Bizzell led the Pledge.
4. **Roll Call** - Miss Strickland called roll. All members were present with the exception of Commissioner Liles. Commissioner Liles has communicated that he would not be able to attend the meeting due to being out of town. It was by consent that this absence be excused. A quorum was declared.
5. **Consider Approving Meeting Agenda - Motion was made by Commissioner Ginn, seconded by Commissioner Shackelford and carried unanimously to approve the agenda with renumbering the agenda as it was numbered incorrectly, item 7 being “Public Works Director – CWP Program Update” and deleting item 10e.**
6. **Consider Approving Meeting Minutes: June 8, 2009 - Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to approve the minutes of the June 8, 2009 meeting as written with Miss Strickland to recheck the motion of item 11d and to make a modification if necessary.**
7. **Report of Officers: Public Works & Utilities Director: CWP Program Update** - Mr. Hill informed the Board that he had recently received word informally that the CWP program with the Department of Corrections, which is the program that takes inmate crews around the county on the vans doing work, has been postponed if not eliminated due to the budget restrictions of the state. Mr. Hill will talk to the Department of Corrections to see about supplementing workers or possibly getting more inmates for Town crews at several times during the year. He will bring this back to the Board when he receives more information.
8. **Report of the Boards, Commissions, Committees and/or Taskforces:** none

9. **Unfinished Business and General Orders:** none

10. **New Business:**

- a. Consider FY 2008-9 Budget Ordinance Amendment No. 02009-VII - **Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to table item 10a until a later time.**
- b. Consider entering a Budget Work Session for Fiscal Year 2009-2010 Snow Hill Budget - **Motion was made by Commissioner Shackelford, seconded by Commissioner Ginn and carried unanimously to enter into a Budget Work Session for Fiscal Year 2009-2010 Snow Hill budget.**

Mr. Clark shared (a copy hereby incorporated by reference and made a part of these minutes) a list of the items that had been changed in the budget since the last meeting. This put everything in balance with the \$0.03 proposed tax increase.

Mr. Clark asked the Board to look at the water and sewer fund first. The Board went over the revenues and expenditures. Mr. Clark mentioned visiting the fees that are charged to Jason Water Corporation in the near future. Mr. Clark went over a handout (a copy hereby incorporated by reference and made a part of these minutes) and informed the Board that since the last meeting some changes has been made to some of the line items in the water and sewer fund. Mr. Clark went over these recommended changes.

The Board discussed the options of passing along the alternative water fee to the inside city water customers. The Board consented to go ahead and charge \$9.00 for each meter and move to fund balance the difference in the revenue that this would bring in.

Mr. Clark spoke to the Board about the non-profit organizations that were not paying flat rate water bills. Mayor Washington recommends revisiting the policy for the non-profit organizations. It was by consent that this be sent to the Finance and Administration Committee.

The meeting was recessed at 10:45 a.m. and reconvened at 10:58 a.m. for a short break.

Mr. Clark informed the Board that there was \$2050.00 in additional expenditures that needed to be added in the budget. These expenditures are for the support of the FTR (For the Record) Software that is used to record the meetings and \$1500.00 for a possible 6 month contract with our website development company. Mr. Clark informed the Board that we would be looking into website maintenance being done in-house after the new website was finished.

Mr. Clark asked the Board if they wanted to discuss the tax rate. He asked the Board to review the pages of the budget that showed the amount of revenue that would be brought in per \$0.01 in tax rate increase. Miss Strickland informed the Board that as Revenue Collector she had looked at how to help the Board visualize the impact that a tax rate increase would have. She stated that the impact is insignificant in relation to the revenues that we are looking for. She informed the Board that a house valued at \$100,000 would have an increase in taxes owed by \$30.00 per year. Mr. Clark reiterated that the budget as it stands right now does have the increase in taxes. Mayor Washington spoke up to say that she really did not want to raise taxes this year. Mr. Clark spoke to the Board about reductions in expenditures that could be made to balance the budget without the tax increase. It was by consent that the budget not reflect a tax increase.

At 11:26 a.m. Mayor Washington recessed the meeting until June 25, 2009 at 3:00 p.m.

Mayor Washington reconvened the recessed meeting from June 24, 2009 at 3:17 p.m. on June 25, 2009. All members were present.

Mr. Clark asked to amend the agenda to make item 10c “Consider correction of meeting minutes from December 31, 2008 regarding the restructuring and consolidation of funds and accounts and item 10d “Consider resolution providing the further consolidation of funds and accounts”. **Motion was made by Commissioner Ginn, seconded by Commissioner Edwards and carried unanimously to amend the agenda as recommended by Mr. Clark.**

Mr. Clark went over the most recent changes that had been made to the proposed budget. He went through the water and sewer fund. Commissioner Liles thanked the Board and Mayor for stepping up and doing what needed to be done with the alternative water situation to get where we needed to be. Mr. Clark went through the general fund revenues and expenditure changes.

Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to exit the budget work session.

- c. Consider correction of meeting minutes from December 31, 2008 regarding the restructuring and consolidation of funds and accounts - Mr. Clark handed out (a copy hereby incorporated by reference and made a part of these minutes) a copy of the minutes of the meeting from December 31, 2008 that concerned the proposal and resolution to restructure and consolidate funds and accounts. Mr. Clark explained that a resolution was needed and had been presented but the motion only reflected that the proposal was approved, not the resolution as had been intended by the board. **Motion was made by**

Commissioner Edwards, seconded by Commissioner Ginn and carried unanimously to correct the meeting minutes of December 31, 2008 to reflect the approval of the resolution in support of the restructuring and consolidation of funds and accounts.

- d. Consider resolution providing the further consolidation of funds and accounts - Mr. Clark handed out (a copy hereby incorporated by reference and made a part of these minutes) a proposed resolution that would eliminate the public works and planning and zoning departments from the chart of accounts. Mr. Clark explained that this resolution would further consolidate departments and account structure. **Motion was made by Commissioner Ginn, seconded by Commissioner Edwards and carried unanimously to approve the resolution.**
- e. Consider adopting the FY 2009-10 Budget Ordinance - **Motion was made by Commissioner Edwards and died without a second. Motion was made by Commissioner Edwards, seconded by Commissioner Ginn and carried unanimously to adopt the FY 2009-10 Budget Ordinance (a copy hereby incorporated by reference and made a part of these minutes).**
- f. Consider amending the Schedule of Fees & Charges - **Motion was made by Commissioner Shackelford, seconded by Commissioner Edwards and carried unanimously to adopt the proposed rate and fee schedule (a copy hereby incorporated by reference and made a part of these minutes) for FY 2009-10.**

11. Program: None

12. Announcements and Public Comments - Mr. Clark announced that Mr. Thomas K. Drew will be picketing along the sidewalk outside of Town Hall on Saturday for the purpose of teaching democracy.

Mr. Clark asked the Board to consider recessing the meeting until Monday, June 29, 2009 at 5:30 p.m. to take care of year end budget amendments. Miss Grant informed the Board that she had spoken with Melinda Canady of the Local Government Commission regarding changing the original budget ordinance. Miss Grant provided a summary (a copy hereby incorporated by reference and made a part of these minutes) of her phone conversation that she would like to be included in the minutes. **Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to include the summary with item 10c of the minutes.**

Mayor Washington recessed the meeting until June 29, 2009 at 5:30 p.m.

Mayor Washington reconvened the recessed meeting of June 24, 2009 on June 29, 2009 at 5:37 p.m. All members were present

Mr. Clark requested that the Board amend the agenda to add item 13 as “Consider FY 2008-09 Budget Ordinance Amendment No. O2009-VII and add item 14 as “Public Announcement”. **Motion was made by Commissioner Ginn, seconded by Commissioner Edwards and carried unanimously to amend the agenda as requested by Mr. Clark.**

13. Consider FY 2008-2009 Budget Ordinance Amendment No. O2009-VII - Miss Grant handed out (a copy hereby incorporated by reference and made a part of these minutes) the final budget ordinance of the year. Miss Grant explained that with the new and old software numbers and the new account and fund structure that she was able to piece together the best budget amendment possible and informed the Board that with this budget amendment the Town would not be going into fund balance. Mr. Clark explained that there were no special projects that were included in this budget amendment. Miss Strickland mentioned that beginning July 1, 2009 that she would like everyone to look closely at the way invoices are coded when they are paid so that we are more consistent. Miss Grant explained that there was some cushion in this amendment to assure that the Town did not go over budget.

Commissioner Edwards spoke to the Board about the alternative water. He informed the Board that he had canvassed his neighborhood and wants to know what can be done at this late stage as he still does not feel comfortable adding the \$9.00 alternative water charge. Commissioner Ginn responded that he felt the Board had no other choice since it should have been done several years ago instead of started now when we didn't have the funds to cover the expense for in-town residents any longer. Commissioner Liles agreed with Commissioner Ginn and explained that he didn't want to do it and he certainly didn't want to increase his bill but that the Board's back was against the wall. Commissioner Shackelford asked if we could do anything to prepare the customers for the charge before it just went out on the bill as there are not many people who know that the Town has been paying this charge for residents of the Town. The Board went over possible scenarios with the alternative water. Miss Grant spoke to the Board about the significance of long-term planning and increasing fund balance.

Miss Strickland informed the Board that they had gotten off track on the agenda and asked if they could finish the action for item 13.

Motion was made by Commissioner Ginn, seconded by Commissioner Bizzell and carried unanimously to approve Budget Ordinance Amendment No. O2009-VII.

Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried by a vote of 3-2 to amend the agenda to add item 15 as “Consider amendment of budget ordinance for FY 2009-10” and add item 16 as “Consider amending the effective date of the rate and fee schedule to December

1, 2009.” The motion passed on a roll call vote Commissioners Bizzell, Edwards, and Shackelford voted yea, Commissioner Ginn and Liles voted nay.

14. Public Announcement – none

15. Consider amendment of budget ordinance for FY 2009-10 – Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried by a vote of 3-2 to amend the budget ordinance for FY 2009-10 previously adopted to reduce water contingency to \$16,300.00 and decrease alternative water revenues by \$37,500. The motion passed on a roll call vote Commissioners Bizzell, Edwards, and Shackelford voted yea, Commissioner Ginn and Liles voted nay.

16. Consider amending the effective date of the alternative water portion of the rate and fee schedule - Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried by a vote of 3-2 to amending the effective date of the 2009/2010 rate and fee schedule (a copy hereby incorporated by reference and made a part of these minutes) detailing alternative water rates to December 1, 2009. The motion passed on a roll call vote Commissioners Bizzell, Edwards, and Shackelford voted yea, Commissioner Ginn and Liles voted nay.

17. Adjourn - Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to adjourn at 7:07 p.m.

Lorraine B. Washington, Mayor

Michelle Strickland, Town Clerk