

MINUTES
Snow Hill Board of Commissioners Regular Meeting
Wednesday March 25, 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 March 25, 2009 at the Snow Hill Town Hall with the following members present: Mayor Lorraine Washington; Commissioners James Bizzell, Sr., Percy Edwards, Stephen Ginn, Dennis Liles, and Geraldine Shackelford, Town Clerk Michelle Strickland, Town Attorney Brian Pridgen, and Town Administrator Bob Clark.

1. **Call to Order** – Mayor Washington called the meeting to order at 9:04 a.m.
2. **Prayer** – Prayer was led by Commissioner Ginn.
3. **Pledge of Allegiance** – The Pledge was led by Commissioner Shackelford.
4. **Roll Call** – Roll call was suspended, all members were present and a quorum was declared.
5. **Consider Approving Meeting Agenda** – Mayor Washington asked that item 12b be added as “Consider a closed session to pursuant to NCGS 143-318.11(5) and (6)” **Motion was made by Commissioner Edwards, seconded by Commissioner Ginn and carried unanimously to approve the agenda with modifications as recommended.**
6. **Consider Approving Meeting Minutes: March 9, 2009** – **Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to approve the minutes of the March 9, 2009 meeting as written.**
7. **Public Hearing: Talent Enhancement Grant** up to \$75,000 to NC Commerce to development capacity of the Town of Snow Hill to undertake Community Development Block Grant economic development and community development programs – **Motion to enter into public hearing was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously.**

Mr. Clark provided an overview of the grant. There were no public comments or questions. **Motion was made by Commissioner Edwards, seconded by Commissioner Ginn and carried unanimously to close the public hearing.**

8. Report of Officers:

- a. *Mayor*: Reading Parade: Snow Hill Primary School April 7 (April 8 rain date) 10:00 a.m. (parade lineup 9:30) – Mayor Washington informed the Board of the parade and encouraged members to come out and support the teachers and students of the Snow Hill Primary.

This report was received by consent.

b. *Town Administrator*

1. Treefull Communities, LLC contract for \$1,120.00 to conduct tree-care field days – April 2nd and April 9th with workshop at Town Hall 6:00 p.m. April 9th – Mr. Clark shared the proposed contract (a copy hereby incorporated by reference and made a part of these minutes) between the Town and Mr. John Suggs of Treefull Communities, LLC. Mr. Suggs has been the Town Arborist for 8-9 years now. This project has been budgeted for this year as part of the 2009 Urban Forestry Grant. The tree-care field days will look at evaluating existing trees as well as conducting a 3-5 year evaluation for future trees. There will be a public workshop on April 9, 2009 at 6:00 p.m. Mr. Clark recommends favorable consideration of this contract.
2. NC Community Development Block Grant Talent Enhancement Grant – Mr. Clark informed the Board that he has spoken with Mrs. Joann Stevens with the Rosenwald Center regarding the Town possibly receiving this grant. She feels that this grant would compliment the CDBG grant that that Town is already working on with the Rosenwald Center. Mr. Clark indicated that there is no required grant match or application preparation fee.
3. McDavid Associates, Inc. proposal for administration and engineering services for the 2009 Economic Stimulus Water System Improvements project – Mr. Clark shared a draft of the contract (a copy hereby incorporated by reference and made a part of these minutes) between the Town and McDavid & Associates to handle the administration and engineering services for the Town whether federal stimulus funds are awarded or not. The cost will total \$37,500.00 with the payment addressed in a companion document. If the funds are not received through the stimulus grant the earliest payment would be in March of 2012. Mr. Clark recommends the contract pending attorney review as to form.
4. Jordan Heights Subdivision routing & easements for Pitt-Greene Electric – Mr. Clark informed the Board that the property in question is the property on Petteway Street that the Town sold to the Williams family and that Ms. Bettie Hooker was in attendance to represent the Williams family as they live out of town. He advised the Board that there are questions regarding power line easements and the current power lines. Mr. Clark handed out (a copy hereby incorporated by reference and made a part of these minutes) a

map to help illustrate the rerouting options. After his considerable discussion with the Town Attorney and Pitt & Greene Electric Mr. Clark recommends authorizing easement for Pitt & Greene Electric from Petteway Street to Elm Street and portion east of Jordan Avenue with placement of pole not to restrict the intersection of Elm Street and Jordan Avenue. Mr. Clark also requests authorization from the Board for himself and the Town Attorney to continue communication with the Williams family and Pitt & Greene Electric to conclude the suggested routing that will enable placement of the new electric poles and guy wires outside of the William's property as illustrated with the understanding the Williams will need to provide an easement along Jordan Ave for the overhead connection of wires between poles.

Motion was made by Commissioner Edwards, seconded by Commissioner Ginn and carried unanimously to amend the agenda to made item 12d "Consider Jordan Heights Subdivision routing and easements for Pitt & Greene Electric" and item 12e "Consider a closed session to pursuant to NCGS 143-318.11(5) and (6)".

5. FY 2009-10 budget calendar – Mr. Clark informed the Board that he intended to have department heads have their requests for expenditures in by the end of April. He doesn't feel at this time that there will need to be any special meetings for budget discussion. Mr. Clark recommends that the public hearing for the budget be held at the first regular meeting in June.

This report was received by consent.

- c. *Sheriff Lemmie Smith: Report* – Sheriff Smith joined the Board for his report. He reported that the speed monitor trailer was up and running and that there was now a Town officer who was now certified with radar. Sheriff Smith reported a break-in on Corbett Street. The suspect was able to get away and he is a regular offender. Sheriff Smith also reported a break-in on Third Street. He estimates that at any given time there are between 25 and 30 inmates in the Greene County Jail. When asked about gang activity Sheriff Smith reported that there was not too much gang activity in Town, mostly just gang graffiti.

Sheriff Smith introduced Mr. Hatch, drug officer, and asked him to speak to the Board regarding drug activity in town. Mr. Hatch reported that he is working on several places in town and that putting together reports and evidence takes time if you want it to stick. He reported that he has recently received federal indictments against several local drug dealers. He stated he could arrest the user but that did nothing to get the dealer.

d. *Town Clerk/Revenue Collector:*

1. Status of tax collection – Miss Strickland informed the Board that letters regarding past due taxes had been sent out on March 11, 2009 resulting in an additional \$9500.00 in past due taxes received. She will be advertising past due taxes in the next few weeks.
2. Software Conversion Schedule – Miss Strickland informed the Board that she and Michelle Grant will begin training on the finance module of Logics on March 30, 2009.

This report was received by consent.

e. *Public Works & Utilities Director:*

1. Economic Stimulus: Waterline and Tanks Mixing projects update – Mr. Hill reported that the tank mixing application had been completed and the waterline replacements application has been received from McDavid for signatures. He informed the Board that the Town was still left the option of replacing the smaller lines and not installing the 12” main line if funds aren’t received through the stimulus package. He reported that he had heard that federal money has been passed onto the state and will possibly be a 50/50 grant match and that the Town’s 50 percent would be a 20 year loan with no interest.
2. Parking lot improvements-behind town hall – Mr. Hill informed the Board that work had begun removing debris and laying rock and drainage improvements in a portion of the parking lot. The work has added 20 to 30 feet of parking space.
3. April 20, 2009 Spring Town-wide clean-up – Mr. Hill announced to the Board that the spring clean-up would start on April 20, 2009 and that postcards would be sent out to all residents informing them of the clean-up. Mr. Hill also informed the Board that part-time Utilities Maintenance Worker George Sims had arranged a place near town for the Town to dispose of yard debris for a while. There is no charge for use of the site which will save tipping fees otherwise charged at the county landfill.
4. Wellhead Protection Plan update – Mr. Hill informed the Board that this is a plan that the state has required the Town to have in place and updated. This plan reports any potential contaminant around the wells and how to prevent contamination. The last update of the plan was in 2002. Mr. Hill requested the Board authorize him to make changes with the help of the NC Rural Water Association. The update will be available for a 30-day public review period.

This report was received by consent.

10. Report of the Boards, Commissions, Committees and/or Taskforces: None

11. Unfinished Business and General Orders: None

12. New Business:

- a. Consider authorizing submission of a CDBG Talent Enhancement Grant Application – **Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to authorize submission of a CDBG Talent Enhancement Grant.**
- b. Consider an Agreement with McDavid Associates, Inc. for administrative services for 2009 Water System Improvements – **Motion was made by Commissioner Edwards, seconded by Commissioner Ginn and carried unanimously to enter into an agreement with McDavid & Associates, Inc. for administrative services for 2009 Water System Improvements.**
- c. Consider approval of Wellhead Protection Plan 2009 and authorize the Public Works & Utilities Director implement and approve any revisions following a 30 day public comment period – **Motion was made by Commissioner Ginn, seconded by Commissioner Bizzell and carried unanimously to approve the Wellhead Protection Plan 2009 and authorize the Public Works & Utilities Director implement and approve any revisions following a 30 day public comment period.**
- d. Consider Jordan Heights Subdivision routing and easements for Pitt & Greene Electric – **Motion was made by Commissioner Ginn, seconded by Commissioner Shackelford and carried unanimously to authorize easement for Pitt & Greene Electric in Jordan Ave. from Petteway Street to Elm Street and in Elm St. east with placement of poles not to restrict the intersection of Elm Street and Jordan Avenue; with continued authorization to Mr. Clark to consult with the Town Attorney on the Town portion of the easements only.**
- e. Consider a closed session to pursuant to NCGS 143-318.11(5) and (6) - **Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to enter into closed session at 10:29 a.m.**

Motion was made by Commissioner Shackelford, seconded by Commissioner Liles and carried unanimously to reconvene into open session at 11:37 a.m.

The meeting was extended by 5 minutes by consent of the Board.

Motion was made by Commissioner Edwards, seconded by Commissioner Ginn and carried unanimously to approve a salary increase for Christopher Tedder due to him receiving his cross connection certification.

13. Program: Census – 2010 Partnership Specialist Akilah Ensley – Census representative did not show up for program.

Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to recess the meeting until March 31, 2009 at 11:30 a.m.

The meeting was reconvened in open session at 11:35 a.m. on March 31, 2009.

Motion was made by Commissioner Liles, seconded by Commissioner Edwards and carried unanimously to enter into closed session.

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

Motion was made by Commissioner Liles, seconded by Commissioner Edwards and carried unanimously to approve Michelle Grant as Finance Officer for the Town of Snow Hill as of March 31, 2009 per contract of services with MUNIX Plus, Inc. (herein included by reference).subject to attorney's review and approval as to form

Motion was made by Commissioner Shackelford, seconded by Commissioner Bizzell and carried unanimously for Addie Watson to be reclassified from Interim Finance Officer/Administrative Assistant to Deputy Clerk/Administrative Assistant as of March 31, 2009 at the same rate of pay.

14. Announcements and Public Comments – Mayor Washington asked Miss Strickland to get a thank you card for Addie Watson from the Board. Mayor Washington thanked Michelle Grant for her submission of a contract for Finance Officer and thanked all office employees for taking on added responsibilities.

15. Adjournment – Motion was made by Commissioner Liles, seconded by Commissioner Bizzell and carried unanimously to adjourn at 12:12 p.m.

Lorraine B. Washington, Mayor

Michelle Strickland, Town Clerk