

MINUTES
Snow Hill Board of Commissioners Regular Meeting
Wednesday May 27, 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, May 27, 2009 at the Snow Hill Town Hall with the following members present: Mayor Lorraine Washington; Commissioners James Bizzell, Sr., Percy Edwards, Dennis Liles, and Geraldine Shackelford, Town Clerk Michelle Strickland, Town Attorney Brian Pridgen, Public Works & Utilities Director Dana Hill, and Town Administrator Bob Clark.

- 1. Call to Order** - The meeting was called to order by Mayor Washington at 9:05 a.m.
- 2. Prayer** - Prayer was offered by Commissioner Liles.
- 3. Pledge of Allegiance** - The Pledge was led by Commissioner Bizzell.
- 4. Roll Call** - Miss Strickland called roll. All members were present with the exception of Commissioner Ginn. Miss Strickland read correspondence (a copy hereby incorporated by reference and made a part of these minutes) received from Commissioner Ginn. Commissioner Ginn's absence was excused by consent. A quorum was declared.
- 5. Consider Approving Meeting Agenda** - Mayor Washington asked that item 7a1 be removed from the agenda. **Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to approve the agenda with the requested changes.**
- 6. Consider Approving Meeting Minutes:** May 11, 2009 - Motion was made by Commissioner Shackelford, seconded by Commissioner Bizzell and carried unanimously to approve the minutes of the May 11, 2009 meeting as written.
- 7. Report of Officers:**
 - a. *Mayor:*
 1. Town received an Award from the NC Rural Water Association for completing the update of the town's Wellhead Protection Plan - Mayor Washington announced that the Town was one among three entities that received the award for its completed Wellhead Protection Plan given at the annual NC Rural Water Association conference in Greensboro. Mayor Washington presented the award to Mr. Hill and congratulated him on his work.
 - b. *Town Administrator:*

1. FY2009-10 Budget submission set for June 1, 2009 - Mr. Clark passed out (a copy hereby incorporated by reference and made a part of these minutes) a revision of the budget preparation schedule. Mr. Clark explained that there was more time needed to work on revenues and some other things.
2. Water rates formula received from NC Rural Water Association - Mr. Clark reported that Mr. Mike Hill with NC Rural Water Association (NCRWA) had provided the Town with information regarding a study of our water rates based on usage for the October, 2008 billing information. Mr. Clark informed that Board that a formal sewer analysis was not provided as anticipated but that Mr. Mike Hill had indicated that the Town's sewer figures were about right.
3. Small Town Main Street Program grant due June 30, 2009 - Mr. Clark reported end of June deadline for the grant application to the Small Town Main Street Program and that after checking he discovered that there is another cycle next year. Mr. Clark shared (a copy hereby incorporated by reference and made a part of these minutes) a sample resolution provided by the state. Mr. Clark explained that there has been no money set aside for travel of the State staff delivering the program services and that the travel expenses for technical services are estimated to be \$3000.00 - \$5000.00. Next two year's budgets would need to include these costs if Snow Hill were to be selected for the program. This is a technical assistance program, not a grant program, of interest to the Snow Hill Development Commission (SHDC). Commissioner Liles commented this program was of interest to the SHDC based on their recent observation of the Town of Ayden's achievements in the Main Street effort.
4. Capacity Grant progress report from Rosenwald Center's Director Joann Stevens and Housing Development Director Steven Joyner - Joann Stevens and Steven Joyner came before the Board to give an update on the progress of their work on the Capacity Grant. Mr. Clark would like for a progress report to be given at least quarterly. Mrs. Stevens reported that everything was on schedule. She and Mr. Joyner recently attended a National Development Academy and they presented a copy of the training manual for the Town. Mr. Joyner informed the Board that he is a certified housing counselor and that he has upcoming events scheduled to warm current residents up to the idea of new development. Mrs. Stevens spoke about possible areas for building homes. Mr. Clark remarked the NDC training was required and covered as part of the Town's Capacity Building Grant that will lead to a Housing Development Grant a year or so out.
5. Greene Street parking lot - Mr. Clark handed out (a copy hereby incorporated by reference and made a part of these minutes) a map of property between Wachovia and Hardy's Appliance that is owned by Robert Exum, Jr. Mr. Clark explained that the parcel in question has never been

taxed before due 2008 due to Greene County not having the parcel mapped. Mr. Exum received a bill this year for this parcel and brought the situation to light. The parcel in front of his is actually owned by the Town and Mr. Exum stated that the Town of Snow Hill had agreed years ago to waive the taxes on the other property owned by him in exchange for getting a donation of the former Exum Hatchery property and being able to use their remaining parcel for parking. Mr. Exum believed that this was the case because the Town had held up the other part of the agreement by maintaining the property. Mr. Hill confirmed his department had been mowing the grass on the tract for years and did not know the background of how that had started. Mr. Exum would like to enter into an agreement whereby the Town would waive its taxes in exchange for use of the property as public as he says was agreed upon many years ago. Mr. Clark reported that he cannot find documentation of an earlier agreement. Mr. Clark recommends approaching the matter by having a contract to do the exchange similar to the Randolph beautification corner at Kingold Blvd. and W. Harper. Such a contract could be renewed annually or at least every 3 years as long as the parties desired. The property does have use for some parking and driveway access to Raleigh St. until a time their may be other development potential of this downtown property. Clearly the Town needs to understand what its obligation is. It was by consent of the Board to send this item to the Public Works Committee for discussion so they may bring a recommended contract back as soon as possible.

6. Document shredding as a community event by Onslow Container Service - Mr. Clark reported that he had been contacted by Onslow Container Service regarding setting up a document shredding event for the community. Mr. Hill confirmed the date that has been set for this is July 23, 2009 from 10:00 a.m. until noon. The event will be publicized.
- c. *Public Works & Utilities Director:* Inmate Labor Program Update - Mr. Hill said that he has been able to work through several kinks with the inmate labor program as the rules have changed. Mr. Hill has discovered that inmates cannot work around community service workers so he has opted to drop the community service program workers unless he can use them periodically for housekeeping at Town Hall.
- d. *Sheriff:* Activities report and pending Stimulus Grant for vehicle laptops - Sheriff Smith was not present and had not communicated that he would not be in attendance (his representative arrived later in the meeting, see item 11.)
- e. *Town Clerk and Code Enforcement Officer*
 1. Animal control report - Miss Strickland informed the Board that since Ms. Pazzaglia had returned to full duty animal control was going at full speed. Ms. Pazzaglia reported that she had 4 felony cases pending and 1

misdemeanor case pending at this time related to animal control. She reported that she had received several donations as well.

2. Nuisance abatement report - Ms. Pazzaglia reported that she had been working on nuisance abatement notices but that we had discovered that the weeds had to be at least 24 inches before the Town could do anything. Miss Strickland informed the Board that she may want to look at changing that ordinance in the future but there were a couple of properties that were in violation.

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

9. Unfinished Business and General Orders:

10. New Business:

- a. Consider revising calendar setting June 1, 2009 to receive FY2009-10 Budget - **Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to revise the calendar setting June 1, 2009 as the date to receive the FY2009-10 budget.**
- b. Consider a closed session pursuant to NCGS 143-318.11 (4), (5) and (6) - **Motion was made by Commissioner Shackelford, seconded by Commissioner Liles and carried unanimously to enter into closed session at 9:45 a.m.**

Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to reconvene into open session at 10:55 a.m.

11. Program: Deputy Doug Stocks arrived while the members were in closed session to give Sheriff Smith's report. He reported that Sheriff Smith was in a Raleigh legislative meeting so that he would be filling in. Deputy Stocks reported that there have been some drug arrests made in the IGA area and there was progress being made in the Harper Street area but unfortunately it takes time. When asked by Mayor Washington about the police presence in Snow Hill Deputy Stocks explained that there are 2 drug officers and that the Town officer is kept in the high crime areas. As of now Mr. Stocks has no information on any monies from the Economic Stimulus grant. The department expects enough to add laptops in 4 cars and they have 3 cars that already have laptops.

12. Announcements and Public Comments - Mr. Clark reminded everyone that immediately following this meeting there would be a Public Works Committee meeting and immediately following that meeting is a Finance and Administration Committee meeting.

13. Adjournment - **Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to adjourn at 11:02 a.m.**

Lorraine B. Washington, Mayor

Michelle Strickland, Town Clerk