

MINUTES
Snow Hill Board of Commissioners Special Called Meeting
Tuesday February 17, 2009—2:00 p.m.
Snow Hill Town Hall
201 North Greene Street, North Carolina 28580

Note: The February 9, 2009 regular meeting of the month was devoted to the Mayor's "State of the Town" address. The February 25 regular meeting is set aside for the board's annual retreat. Mayor Lorraine B. Washington has called this special meeting to enable the board to conduct its business activities.

The Snow Hill Board of Commissioners special meeting convened at 2:00 p.m. on Tuesday, February 17, 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, Interim Finance Officer Addie Watson, and Town Administrator Bob Clark..

1. **Call to Order** – Mayor Washington called the meeting to order at 2:00 p.m.
2. **Prayer** – Commissioner Edwards offered prayer.
3. **Pledge of Allegiance** – Commissioner Ginn led the Pledge.
4. **Roll Call** – Roll call was suspended without objection. All members were present and a quorum was declared.
5. **Consider Approving Meeting Agenda** – Motion was made by Commissioner Ginn, seconded by Commissioner Edwards and carried unanimously to approve the agenda as written.
6. **Consider Approving Meeting Minutes:** January 28, 2009 – Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to approve the January 28, 2009 minutes as written.
7. **Report of Officers:**
 - a. *Mayor:* Adverse Weather Policy – Mayor Washington reported that she had spoken with Mr. Brian Pridgen, Town Attorney and that he has amended the policy (a copy hereby incorporated by reference and made a part of these minutes) so that it will read clearer.

This report was received by consent.

b. *Town Administrator*

1. Rural Initiative Project, Inc. (RIPI) amended invoice for \$883.00 services related to the Snow Hill Colored High School “Rosenwald School” Restoration Project – Mr. Clark informed the Board that the invoice had been amended (a copy hereby incorporated by reference and made a part of these minutes) and there were mistakes on the original due to an overlap in printing related expenses. Mr. Clark recommended approval of the amended invoice.
2. Correction of minutes of Snow Hill Board of Commissioners July 14, 2008 minutes to clarify adoption of Community Center Project Budget Ordinance Amendment No.1 – Mr. Clark explained that the first two times that the motion came up before the Board that the items were tabled, then when everything was approved there was no vote on the Community Center Project Budget Ordinance Amendment No. 1 (see memo dated February 13, 2009, hereby incorporated by reference and made a part of these minutes) There should have been two separate actions but there was only one action item and it was confusing. Mr. Clark recommends that if the Board wishes to correct this item that Commissioner Edwards motion and Commissioner Bizzell second to amend the minutes of the July 14, 2008 meeting to include the change order for the community center as well as the Project Budget Ordinance.
3. Community Center Project Budget Ordinance Amendment #2 – Mr. Clark passed out (a copy hereby incorporated by reference and made a part of these minutes) Community Center Project Budget Ordinance Amendment #2 and spoke to the Board about it bringing the parking activities in line as well as the change order.
4. Community Development Block Grant (CDBG) Capacity Grant –resolutions and authorizations – Mr. Clark asked the Board to review (a copy hereby incorporated by reference and made a part of these minutes) these resolutions and authorizations and explained that they were part of the start-up of the grant that the state must receive to make sure that local policies are in place before monies are received. This version is an undated version from 2004. The documents have been reviewed by RIPI, Inc. and Mr. Clark recommends approving them.
5. Volunteer governing bodies vacancies – Mr. Clark reported that the Snow Hill Development Commission had had 2 resignations. These were from Mr. Bert Diener and Ms. Betty Braswell. The make-up of the committee requires 5 members from inside city limits and 2 from the ETJ. At this time there have been no applicants for these vacancies.

Mr. Clark reported that Karen Mulcahy had resigned from the Town of Snow Hill Recreation Committee and that Yandinell Burney, Mayor Washington's daughter, had applied for the committee at the last forum.

As the county has received no applications for the Board of Adjustment Mr. Clark requested that the Board authorize advertising. It was authorized by consent.

This report was received by consent.

- c. *Interim Finance Officer*: Monthly financials – Mrs. Watson handed out (a copy hereby incorporated by reference and made a part of these minutes) Budget Ordinance Amendment V and explained that it was to clean up some funds. Mrs. Watson also explained some notes in the current financials that were included in the agenda packet and went over highlights of some of the funds.

This report was received by consent.

Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to amend the agenda to add item 10c as “Consider Budget Ordinance Amendment V”.

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

9. Unfinished Business and General Orders:

- a. Consider authorizing \$883.00 payment to Rural Initiative Project, Inc. (RIPI) for services related to the Snow Hill Colored High School “Rosenwald School” Restoration Project (from fund cite: 10.6200.0100) – **Motion was made by Commissioner Edwards, seconded by Commissioner Ginn and carried unanimously to authorize the payment of \$883.00 to RIPR for services related to the Snow Hill Colored High School.**
- b. Consider amendment to Section 26, Personnel Policy Handbook to clarify adverse weather policy – A new version of Section 26 has been prepared (a copy hereby incorporated by reference and made a part of these minutes). **Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to amend Section 26 of the Town of Snow Hill Personnel Policy.**
- c. Consider amendment to Section 93.03: Groundskeeping Regulation Cemetery— to match adopted policy concerning vases – (a copy hereby incorporated by reference and made a part of these minutes). **Motion was made by Commissioner Edwards, seconded Commissioner Ginn and carried unanimously to approve an amendment to Section 93.03 of the cemetery groundskeeping section of the ordinances.**

10. New Business:

- a. Consider correction of minutes of Snow Hill Board of Commissioners July 14, 2008 minutes to clarify adoption of Community Center Project Budget Ordinance Amendment No.1 – **Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to approve the correction of minutes of the Snow Hill Board of Commissioners July 14, 2008 as written (in Mr. Clark’s memo of February 13, 2009).**
- b. Consider approval of Community Center Project Budget Ordinance Amendment #2 – **Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to approve the Community Center Project Budget Ordinance Amendment #2.**
- c. Consider approval of Community Development Grant (CDBG) Capacity Grant – resolutions and authorizations – **Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to approve the CDBG Capacity Grant resolutions and authorizations.**
- d. Consider appointments to volunteer governing bodies – **Motion was made by Commissioner Edwards, seconded by Commissioner Ginn and carried unanimously to appoint Yandinell Burney to the vacant seat of Karen Mulcahy on the Recreation Board.**
- e. Consider Budget Ordinance Amendment V – **Motion was made by Commissioner Edwards, seconded by Commissioner Ginn and carried unanimously to approve Budget Ordinance Amendment V.**

11. Program: none

12. **Announcements and Public Comments** – Mr. Dana Hill updated the Board on the Rural Fire Department and their efforts for a new building. The department has spoken with the USDA regarding possible grant monies. They are in the process of preparing a grant application. Mr. Hill asked the Board for a resolution of support from them for the department. The Board agreed to this by consent.

Mr. Clark announced that the Town of Snow Hill has received its 6th straight Tree City USA award and its 5th annual growth award in recognition of outstanding community trees work.

Mayor Washington announced that the NAACP would be holding a 100th birthday event at St. Peters Church on February 27, 2009 at 7:00 p.m. and that she and Senator Don Davis would be spotlighted. She invited all of the staff and Board to attend.

Commissioner Bizzell asked whether the Veterans group that had come before the Board several weeks ago with a proposal for a cemetery had yet made a proposal to the Greene County Commissioners. Mr. Clark informed him that yes, they had made the proposal and the county will have a representative to meet if necessary.

13. Adjournment – Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to adjourn at 2:49 p.m.

Lorraine B. Washington, Mayor

Michelle Strickland, Town Clerk