

**MINUTES**  
**Snow Hill Board of Commissioners Regular Meeting**  
**Monday September 14, 2009—7:30 p.m.**  
**Snow Hill Town Hall**  
**201 North Greene Street, North Carolina 28580**

*The Snow Hill Board of Commissioners regular meeting convened at 7:30 pm on Monday, September 14, 2009 at the Snow Hill Town Hall with the following members present: Mayor Lorraine B. Washington; Commissioners James Bizzell, Sr., Percy Edwards, Stephen Ginn, Dennis Liles, and Geraldine Shackelford. Others present were Town Clerk Michelle Strickland, Finance Officer Michelle Grant, Town Administrator Bob Clark, Town Attorney Brian Pridgen, and Public Works / Utilities Director Dana Hill.*

- 1. Call to Order – Mayor Washington called the meeting to order at 7:30 p.m.**
- 2. Prayer – Prayer was offered by Commissioner Ginn.**
- 3. Pledge of Allegiance – The Pledge was led by Commissioner Liles.**
- 4. Roll Call – Roll call was suspended by consent as all members were present and a quorum was declared.**
- 5. Consider Approving Meeting Agenda – Motion was made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to approve the meeting agenda with adding item 8a5 as “Hurricane Floyd Seminar” and add item 8b7 as “Priorities for Road Projects”.**
- 6. Consider Approving Meeting Minutes: August 26, 2009 – Motion was made by Commissioner Ginn, seconded by Commissioner Shackelford and carried unanimously to approve the meeting minutes from August 26, 2009 with a correction to the motion in item 10d as changing to first “carried” to “seconded”.**
- 7. Public Hearing: 2009 Community Development Block Grant Program – Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to enter into public hearing.**

Mr. Clark spoke about the CDBG program and informed that Mrs. Stevens and Mr. Joyner are present to help with any questions that may be raised as the Town is in contract now with The Rosenwald Center through the Capacity Building CDBG Grant. Mr. Clark informed everyone about the different categories, eligibility requirements, basic funding by category, and deadlines established by the Department of Commerce for the 2009 CDBG program. Mr. Clark stated that additional public hearing(s) would be held on any specific CDBG category the town wishes to seek funding. He noted that the match requirement has been waived for this year. Mayor

Washington asked for a motion to close the public hearing since no one else asked to speak at the hearing.

**Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to close the public hearing.**

**8. Report of Officers:**

a. *Mayor:*

1. Town Forum 7:00 p.m. September 22 Community Center and Leadership Academy – Mayor Washington informed everyone about the Town Forum and encouraged all to attend.
2. Fall Cleaning – Mayor Washington informed the Board that the landfill requirements had changed and that the fall cleaning would be done a little different this year. A card will be sent out advising the residents of the change.
3. NC League of Municipalities Conference October 25-27 – Mayor Washington shared information (a copy hereby incorporated by reference and made a part of these minutes) on the upcoming NCLM conference and informed the Board to let Miss Strickland know if they wanted to attend.
4. Invitation—new Library plans dinner November 17, 2009 at Greene Co. Middle School – Mayor Washington informed the Board of the dinner revealing new Library plans on November 17, 2009.
5. Hurricane Floyd Seminar – Mayor Washington spoke to the Board about a seminar being held at East Carolina University that would look back on the past 10 years since Hurricane Floyd and what has been learned for the future.

b. *Town Administrator:*

1. Energy audit of town facilities thru Upper Coastal Plain Region Council of Governments – Mr. Clark spoke to the Board about the Green Challenge levels and announced that the Upper Coastal Plain Region Council of Governments were one of three council of governments that were selected and funded to handle energy efficiency. Mr. Clark recommends authorization of energy audits to include all Town buildings. The audits would be used in setting game plans for changes that could save energy and money. Mr. Clark recommends that the Board authorize the Mayor to sign the resolution when it is received. Mr. Clark also thanked Mr. Gene Riddle for bringing the energy audit to the Town's attention.

2. PEG Channel Cable TV—state funds and MediaCast operating agreement – Mr. Clark shared (a copy hereby incorporated by reference and made a part of these minutes) a draft of an agreement from Dale-Media, Inc. regarding the Public-Education-Government (PEG) Channel as well as a fact sheet regarding cable television from the Federal Communications Commission. Mr. Clark informed the Board that Mr. Dale Hancock of MediaCast has applied for a federal grant to provide direct service fiber to the home. Mr. Clark advised the Board that the Town receives about \$19,000.00 per year from the state for the PEG Channel funding. The state collects PEG funds from cable subscriber fees and distributes the funds to communities with certified PEG channels. The dedicated PEG funding will go toward construction of a small studio and for increasing the programming to cover local events and government meetings. He said Hancock had included covering one Snow Hill Board of Commissioners meeting per month in the expanded services. Mr. Clark has spoken with the attorney and this is the first step to being in compliance. Mr. Clark stated that one cost that is being looked at is the administrative fee.
  
3. Sale of wooded tract – north of Carolina Drive – Mr. Clark informed the Board that several parties have expressed interest in the 39+/- acre wooded tract of land the Town owns at the end of Carolina Drive. This is wooded swamp area in what was purchased as part of the larger tract for the future cemetery. Mr. Clark spoke to the Board about authorizing the consideration of selling the wooded property. At least two individuals had approached him about buying the property for private hunting. Clark suggested the property could be sold with the condition of the buyer paying for the closing costs and surveying expenses. A narrow strip of high ground about 30 feet wide and an access easement would be needed so someone could get to the woods. Mr. Clark reminded the Board that this sale was anticipated during the budget with at least \$15,000.00 anticipated revenue. Commissioner Liles asked if hunting would be a safety or noise issue abutting a cemetery. Mr. Clark explained that the way the property was surrounded by fields hunters use and the woods are below the area envisioned for the cemetery and hunting shouldn't be a major concern.

**Mr. Clark asked to amend the agenda to add Item 11e as “Consider permitting a construction encroachment on 1<sup>st</sup> Street by Greene County for the jail project and authorize an encroachment for the foundation. The agenda was amended by consent.**

4. Jail project update – Mr. Clark brought the Board up to date on conversations he had had with Trey Taylor with the county regarding temporary and long term encroachment of SE First Street opposite the Board of Elections. Mr. Clark showed the Board a map (a copy hereby

incorporated by reference and made a part of these minutes) and explained the temporary construction fencing would be placed to leave a thru lane for traffic for about four months during construction of the jail's foundation. The half of the street removed for the project would be rebuilt by the county. The building footer would encroach underground the right-of-way line by about four and a half feet. The County Attorney had drafted an encroachment agreement. It was reiterated that everything that was to be changed would be at the expense of the county. Mr. Clark recommends considering permitting the Mayor to sign the encroachment on SE First Street by the County for the jail project upon town attorney review of the document.

5. Expanded Snow Hill National Register District listed August 27, 2009 – Mr. Clark informed the Board that on August 27, 2009 the expanded section of the Snow Hill Historic District and the district update was listed with the Secretary of the Interior. The committee will be sponsoring a photo opportunity to in the expanded district to commemorate the listing.
6. Attending NC Planning Conference in Greensboro 9/30 – 10/2 2009 – Mr. Clark announced that he would be attending the NC Planning Conference in Greensboro through Clark Planning Associates for his continuing education credits from September 30, 2009 thru October 2, 2009.
7. Priorities for Road Projects – Mr. Clark informed the Board that he and Mayor Washington had attended the Rural Planning Organization (RPO) meetings with the Department of Transportation regarding road project priorities. Mr. Clark explained that Greene County representatives felt it best to substitute the three long-range Greene County priorities for more fundable projects in the near term. Kingold Blvd. access management and improvements would be the new first priority, followed by improvements to US 258N to Farmville, and NC Hwy 903 from Snow Hill to Greenville. These will replace the 4-lane of NC 58 from Kinston to Wilson and a 4-lane of US 258 with a bi-pass from Kinston to Farmville. Mr. Clark reported that the State would like to get 90% of the projects in the 5-year plan completed and it was felt the new project listing would have a better chance of funding in that time than the multi-million dollar long range projects.

*c. Finance Officer:*

1. Monthly financials – Ms. Grant handed out (a copy hereby incorporated by reference and made a part of these minutes) the financials that had been sent to the auditor after all adjustments had been made. Ms. Grant reported that all departments with the exception of Public Safety had come in under budget and it was only over by about \$200.00. Ms. Grant went

over several items that she was hoping the auditor would help with due to our software not being current mid-year.

2. FY 2009-10 Budget Amendment No. 3 – Ms. Grant handed out (a copy hereby incorporated by reference and made a part of these minutes) FY 2009-10 Budget Amendment No. 3 and explained that this budget amendment was a 2-part amendment. The first part was to cover the unanticipated costs for the sewer line extension at Vandiford's Restaurant and the second part was to record the receipt of proceeds from an insurance claim due to a lightening strike.
3. Audit preparation update – Ms. Grant informed the Board that the auditors would be here this week doing fieldwork and that the lead auditor would be here on Thursday and Friday as the audit is due by October 31, 2009. Ms. Grant also informed the Board that the items to be placed on GovDeals would go on this week.

d. *Public Works & Utilities Director:*

1. Cavanaugh engineering services – Water tanks solar mixers – Mr. Hill reported that he had received further updates and that changes had been made. The state came forward and announced that there would be full engineering requirements that would cost around \$20,000.00. Mr. Hill shared an agreement that he had received (a copy hereby incorporated by reference and made a part of these minutes) from Cavanaugh & Associates on providing the engineering services. Mr. Hill does not know yet whether these funds will need to come from a grant or a loan. Mr. Hill asked the Board to approve entering into a contract agreement pending the financial information that is received. If it comes back that the funds will come in the form of a loan Mr. Hill will come back to the Board. If it comes back that the funds will come in the form of a grant Mr. Hill would like to go ahead and move forward subject to attorney review for Mayor Washington to sign the agreement.
2. NC ends CWP – Inmate labor projects – Mr. Hill informed the Board that the CWP inmate program is now a for hire service for \$150.00 per day. Mr. Hill is thinking of adding another full-time inmate to his regular crew to compensate for the ending of the program.

- e. *Sheriff Smith:* Sheriff Smith came forward for a report to the Board. Smith reported that there had been quite a number of break-ins over the past several months and those were all over the county not just in Snow Hill. Some that had occurred inside the Town were at the carwash by Food Lion, Taste of China, Nanny's Daycare, The Beauty Room, the Snow Hill Animal Shelter, and Robert Taylor's Washerette. Sheriff Smith informed the Board that his

officers are processing the crime scenes for fingerprints and DNA but the results take a while to come back from the lab. When asked about the curfew for Snow Hill Sheriff Smith stated that he didn't feel that the curfew needed to be changed as he gets no reports of juveniles being out late at night. Commissioner Liles asked Sheriff Smith about the door checks for the businesses at night. Smith responded that the officers check the front and back doors of each business inside and outside town limits and leave a card in the door advising the owner of when the building was checked. His department was working cases and asked businesses and residents to report what they see. Mayor Washington thanked Sheriff Smith for coming to give his report.

- 9. Report of the Boards, Commissions, Committees and/or Taskforces:** Safety Committee report on review of the curfew ordinance and other matters. – Commissioner Shackelford reported that the Safety Committee had met the prior week with Sheriff Smith and by consent it was decided to recommend leaving the curfew as is. The Sheriff commented that the curfew covering youth under 16 is there if he needs it as another tool. He does not see a need to change the age or time limits. Mr. Pridgen, Town Attorney, has checked the state law and court cases covering the period since the local curfew was adopted in 2003. He would like to suggest a few technical changes to bring back to the Board. Sheriff Smith agreed to attend meetings on this subject or others as he is needed.

**10. Unfinished Business and General Orders:** None

**11. New Business:**

- a. Consider a resolution requesting an energy audit of town facilities thru Upper Coastal Plain Region Council of Governments – **Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to authorize Mayor Washington to sign a resolution requesting an energy audit of town facilities when the resolution was received.**
- b. Consider authorizing the advertisement for bids of a wooded tract – north of Carolina Drive – **Motion was made by Commissioner Bizzell, seconded by Commissioner Ginn and carried unanimously to authorize the advertisement for sealed bids of a wooded tract of land north of Carolina Drive with the condition that the buyer pay for the surveyor and closing costs.**
- c. Consider FY 2009-10 Budget Amendment No. 3 – **Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to approve FY 2009-10 Budget Amendment No. 3.**

- d. Consider entering a contract with Cavanaugh engineering services for the Water tanks solar mixers project – **Motion was made by Commissioner Ginn, seconded by Commissioner Shackelford and carried unanimously to enter a contract with Cavanaugh engineering services for the Water tanks solar mixers project pending funding by the state and review by attorney.**
- e. Consider permitting a construction encroachment agreement on First Street by Greene County and authorize an encroachment for the jail foundation – **Motion was made by Commissioner Ginn, seconded by Commissioner Edwards and carried unanimously to permit a construction encroachment agreement on SE. First Street by Greene County and authorize an encroachment for the foundation.**

**12. Program:** none

**13. Announcements and Public Comments** – Mr. Clark announced that the Leadership Academy applications were located at Town Hall and should be filled out by October 19, 2009. Mayor Washington congratulated Commissioner Bizzell of his recent marriage. Mr. Clark announced that he and Mr. Hill would be attending a water and sewer grant meeting in Raleigh and that Miss Strickland, Mrs. Watson, and Ms. Grant would be attending a debt-setoff workshop in Washington, NC on September 23, 2009.

Mrs. Sharon Ginn with the Greene County Museum handed out (a copy hereby incorporated by reference and made a part of these minutes) invitations to the official opening of the Antique Trunk Show being held at the museum. The opening reception will be Tuesday, September 15, 2009 from 7 – 8:30 p.m. Mrs. Ginn also handed out (a copy hereby incorporated by reference and made a part of these minutes) information on Poet Glenis Redmond and a performance that she will be giving at the Greene County Museum on September 27, 2009 at 4:00 p.m. Mrs. Ginn informed the Board that Ms. Redmond's performance at the museum and work that she will be doing with the school system are provided by the Grassroots Grant of the North Carolina Arts Council. Mrs. Ginn also informed the Board that they could purchase tickets from the museum for the 7:00 p.m. September 24<sup>th</sup> unveiling of the 2009 Sweet Potato Poster for \$5.00 each.

**14. Adjourn – Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to adjourn at 9:06 p.m.**

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**Lorraine B. Washington, Mayor**

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**Michelle Strickland, Town Clerk**