

MINUTES
Snow Hill Board of Commissioners Regular Meeting
Monday November 9, 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, November 9, 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, 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 7:32 p.m.
2. **Prayer** - Prayer was offered by Commissioner Ginn.
3. **Pledge of Allegiance** - The Pledge was led by Commissioner Liles.
4. **Roll Call** - Miss Strickland called roll. All members were present with the exception of Commissioner Edwards who had communicated that he would be late. A quorum was declared.
5. **Consider Approving Meeting Agenda - Motion was made by Commissioner Shackelford, seconded by Commissioner Bizzell and carried unanimously to approve the agenda with the additions of item 7c4 as “Solar Water Mixer Update”, item 7c5 as “Water Interbasin Transfer” and item 7c6 as “Pre-construction Conference of Alternative Water Line” as recommended by Mr. Clark.**

Commissioner Edwards joined the meeting at 7:41 p.m. for voting purposes.

6. **Consider Approving Meeting Minutes: October 12, 2009 - Motion was made by Commissioner Ginn, seconded by Commissioner Shackelford and carried unanimously to approve the minutes of the October 12, 2009 meeting.**
7. **Report of Officers:**
 - a. *Mayor:*
 1. Snow Hill sponsored Veterans Day Ceremony – National Guard Armory - Mayor Washington announced the Veteran’s Day Ceremony that the Town was sponsoring would begin at 11:00 a.m. and invited everyone to attend.
 2. Donation received from former Senator John Kerr’s Campaign - Mayor Washington read (a copy hereby incorporated by reference and made a

part of these minutes) a letter that was received from former Senator John Kerr along with a \$5,000 donation.

3. Christmas tree lighting & holiday plans – Mayor Washington informed the Board that due to the construction at the new jail that the lighting of the Christmas tree would not be held at the Court House and that she would let everyone know when and where the ceremony would be held.
 4. Rural Planning Organization (RPO) – Mayor Washington announced that she would be attending the next RPO meeting with Mr. Clark on November 19, 2009.
 5. Report on attendance at the NC League of Municipalities Conference – Mayor Washington informed the Board that she, Commissioner Shackleford and Mr. Clark had attended the NCLM Annual Conference and that the turnout was good. Mayor Washington shared with the Board that she thoroughly enjoyed the session on stopping the street drug market and how High Point, NC. is combating their problem.
- b. *Town Administrator:*
1. Citizens Academy held October 27 – Mr. Clark informed the Board that the administrative department portion of the Citizen’s Academy was held at Town Hall on October 27, 2009 with a half dozen participants.
 2. Minority Business Participation in Construction Projects Policy – Mr. Clark explained to the Board that a resolution was needed (a copy hereby incorporated by reference and made a part of these minutes) to establish and clarify the Town’s policy and procedures in the awarding of building construction contracts. Mr. Clark reported that in 2001 the state enacted a law that requires certain responsibilities that local governments are to assume regarding the recruitment of minority business participation in construction contracts. Mr. Clark recommended due to the required checklist when bids are made that this was also a way of formalizing that there is a policy. Miss Strickland read the proposed resolution. Mr. Clark asked the Board to review (a copy hereby incorporated by reference and made a part of these minutes) the quick reference regarding for the requirements that was in their packet.
 3. ECU Municipal Management and Innovation Initiative (MMI) - Mr. Clark handed out (a copy hereby incorporated by reference and made a part of these minutes) a copy of the letter that had been sent to Kenny Flowers with Community and Regional Development of East Carolina University informing him of the Town’s interest in the opportunity to partner with ECU through their Municipal Management and Innovation Initiative. Mr. Clark reported the contact that was made by Mr. Flowers to the Town Clerk and shared (a copy hereby incorporated by reference and made a

part of these minutes) a handout that listed ways that the partnership could effect the Town. Mr. Clark explained that if the Town moves forward with this partnership that we would be one of three communities included in a grant application through Z Smith Reynolds. Even if the grant is not received the Town will still have their name in for help through this program. There are no charges for the services. Mr. Clark feels that this is a great opportunity for the Town and would like to request the Board authorize Mayor Washington to correspond with Mr. Flowers concerning the program.

c. *Finance Officer:*

1. Status of surplus equipment sales – Miss Strickland advised the Board that Miss Grant was unable to attend the meeting and handed out (a copy hereby incorporated by reference and made a part of these minutes) the report that Michelle had forwarded. Miss Strickland reported to the Board the status of the sales of surplus property on GovDeals. The 2000 Ford Crown Victoria was sold for \$1950.00 and has been paid for and the vehicle has been picked up. The 1994 Ford F-150 was sold for \$1325.00 and has been paid for and the vehicle has been picked up. The 2001 Ford Crown Victoria was sold for \$1150.00 and has been paid for but we are waiting for the title to change from the County to the Town before the customer can pick up. The 1971 Pumper Fire Truck will have to go back out for bid as the highest bid received was \$3000.00 and a reserve of \$5000.00 was placed on the truck.
2. Financials – Miss Strickland reported for Miss Grant that the financials would be mailed out after the final trial balance had been sent out to the auditors as until they are fully reconciled, they are not reliable. It is Miss Grant's professional opinion to wait until the trial balance is delivered and all adjustments and forecasts have been made.
3. Audit status – Miss Strickland reported for Miss Grant that the final trial balance would be delivered to Mr. Parris by Wednesday, November 11, 2009. Miss Grant has had several dilemmas reconciling the trial balance including Microfund's initial end of year balances did not match the same report ran at a later date and dealing with comparable data to ensure prior year variances through the entire accounting structure overhaul being extremely time consuming.
4. Budget Amendments (beer/wine revenues, Powell Bill revenues, donation) - Mr. Clark spoke to the Board about the upcoming budget amendments. This item was tabled by consent.

d. *Town Clerk/Revenue Collector:*

1. Implementation of software conversion/training – Miss Strickland reported that she and Mrs. Watson had been to Raleigh for training with

the new utility billing and cash collection software. Miss Strickland also reported that as of November 1, 2009 all data that was being entered into the current system had to be entered into the new system so that they were run parallel with the hopes of balancing both systems at the end of the month for a live date with the new software of December 1, 2009.

2. Alternative water rate notice to town customers - Miss Strickland handed out (a copy hereby incorporated by reference and made a part of these minutes) a draft notice that she had compiled to be mailed out to each in-town water customer regarding the addition of the alternative water to their accounts. Mailing options were discussed. It was by consent that Miss Strickland mail out the notice as a tri-fold document, sealed at the flap and mailed to each in-town customer as long as this is in compliance with postal standards.

e. *Public Works & Utilities Director:*

1. Updated Water Shortage Response Plan – Mr. Hill handed out (a copy hereby incorporated by reference and made a part of these minutes) a draft copy of the Water Shortage Response Plan. Mr. Hill had made changes that the State has recommended be made. Mr. Hill reported that he did include trigger items and enforcement in the draft plan. Mr. Hill informed the Board that plan was required to lay open for public review. Mr. Hill recommended that the Board consider making arrangements for the public review period and bring the plan back to the Board at the next regular meeting.
2. Report of tree damage on Kingold Blvd. – Mr. Hill reported that one of the original trees from Tree City USA on Kingold Blvd. was damaged in a car accident. He informed the Board that the Town’s arborist was getting together an estimate to replace the tree so that it could be submitted to the insurance company.
3. Avoiding yard trimmings and leaves in streets and storm water pipes – Mr. Hill informed the Board that in response to the CWP program ending there may need to be an ordinance brought forward to help with keeping the storm drains clean as that was what we used the program for. Mr. Hill will keep the Board informed of whether the need should arise for an ordinance.
4. Solar Water Mixer Update – Mr. Hill informed the Board that the minority resolution on the agenda tonight will bring the project current.
5. Water Interbasin Transfer – Mr. Hill reported to the Board that he had attended a meeting regarding the fact that alternative water would be coming from the Tar River Basin and would require an Interbasin Transfer

Permit. Mr. Hill requested consent to write a letter to be signed by the Mayor to show support for permit issuance.

It was by consent that the agenda be amended to add item 10e as “Consider authorizing the Mayor to send a letter to show support of the Board on permit issuance for interbasin transfer of water.”

6. Pre-construction of Alternative Water Line - Mr. Hill informed the Board that a meeting would be held on November 10, 2009 in Farmville regarding well upgrades and adding ammonia to the water system. Mr. Hill also reported that a meeting would be held on November 12, 2009 regarding the piping of the water coming into the county.

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

9. Unfinished Business and General Orders: Consider a resolution—Minority Business Participation in Construction Projects - **Motion was made by Commissioner Ginn, seconded by Commissioner Shackelford and carried unanimously to approve the Minority Business Participation in Construction Projects resolution.**

10. New Business:

- a. Consider receipt of \$5,000.00 donation from former Senator John Kerr’s Campaign and authorize the Mayor to formally extend the Town Council’s gratitude on behalf of the citizens of Snow Hill - **Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to receive the \$5,000.00 donation from former Senator Kerr’s campaign and authorize the Mayor to extend the Town Council’s gratitude on behalf of the citizen’s of Snow Hill.**
- b. Consider a authorizing the Mayor to formally request the East Carolina University to include the Town of Snow Hill in its Municipal Management and Innovation Initiative - **Motion was made by Commissioner Shackelford, seconded by Commissioner Ginn and carried unanimously to authorize the Mayor to formally request the East Carolina University to include the Town of Snow Hill in its Municipal Management and Innovation Initiative.**
- c. Consider FY 2009-10 Budget Ordinance Amendments – This item was tabled until the next meeting.
- d. Consider a notice of intent to adopt an Updated Water Shortage Response Plan and invite public review - **Motion was made by Commissioner Liles, seconded by Commissioner Bizzell and carried unanimously to declare a**

notice of intent to adopt an Updated Water Shortage Response Plan and invite the public to review.

- e. Consider authorizing a letter from the Mayor to show support of the Board on permit issuance for interbasin transfer – **Motion was made by Commissioner Ginn, seconded by Commissioner Shackelford and carried unanimously to authorize the Mayor to send a letter of support of the Board on permit issuance for interbasin transfer.**

11. Program: none

12. Announcements and Public Comments: Mrs. Sharon Ginn with the Greene County Museum came forward and shared (a copy hereby incorporated by reference and made a part of these minutes) the plans and programs for the museum. Mrs. Ginn also spoke to the Board about the NC Sweet Potato Festival. She reported that 50% of the people who had come to the festival were from outside of Greene County. Mrs. Ginn shared that she did not see a lot of Town or County Commissioners and she would like to invite everyone to sell the community through this festival. Mrs. Ginn stated that when planning the festival affordable for all. She will know more about the final numbers after an evaluation on Thursday.

13. Consider a closed session pursuant to NCGS 143-318.11(3) - Motion was made by Commissioner Shackelford, seconded by Commissioner Liles and carried unanimously to convene in closed session at 8:36 p.m.

Motion was made by Commissioner Shackelford, seconded by Commissioner Liles and carried unanimously to reconvene in open session at 9:03 p.m.

14. Adjourn - Motion was made by Commissioner Liles, seconded by Commissioner Bizzell and carried unanimously to adjourn at 9:03 p.m.

Lorraine B. Washington, Mayor

Michelle Strickland, Town Clerk