

MINUTES
Snow Hill Board of Commissioners Regular Meeting
Monday October 12, 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, October 12, 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 7:34 p.m.
2. **Prayer - Prayer** was offered by Commissioner Bizzell.
3. **Pledge of Allegiance** - The Pledge was led by Commissioner Shackelford.
4. **Roll Call** - Roll call was suspended without objection as all members were present and a quorum was declared.
5. **Consider Approving Meeting Agenda - Motion was made by Commissioner Ginn, seconded by Commissioner Shackelford and carried unanimously to approve the agenda with the recommendation to strike item 11c (resolution encouraging minority business participation) and renumber the agenda as appropriate.**
6. **Consider Approving Meeting Minutes: September 30, 2009 - Motion was made by Commissioner Liles, seconded by Commissioner Ginn and carried unanimously to approve the minutes of the September 30, 2009 meeting.**
7. **Report of Officers:**
 - a. *Mayor:*
 1. Resolution honoring Oscar and Bettie Rouse on their 50th Wedding Anniversary – Mayor Washington recommended approving a prepared resolution (a copy hereby incorporated by reference and made a part of these minutes) honoring Oscar and Bettie Rouse on their 50th wedding anniversary.
 2. Snow Hill nominated 2009 Senior Community Employment Program Employer of the Year by the Mid East Commission – Mayor Washington announced that the Town of Snow Hill had been nominated the 2009 Senior Community Employment Program Employer of the Year and shared a certificate that was received.

3. Rural Planning Organization (RPO)—Greene County highway priorities – Mayor Washington shared (a copy hereby incorporated by reference and made a part of these minutes) information that she had received on the approved top 25 projects at a meeting of the RPO and explained that there would be opportunity for input next year when the state updates it's transportation plan.
- b. *Town Administrator:*
1. Risk Management – policy on vehicle coverage – Mr. Clark informed the Board that he and Miss Strickland had met with a representative from the League of Municipalities concerning the Town's risk management vehicle and building policies and coverage. It was a recommendation that the Town drop its collision coverage on private passenger vehicles after they reach a certain age to be determined by the Board. Mr. Clark suggested dropping collision insurance on the private passenger vehicles over 10 years of age. Such a practice would save some money and is something that could be examined annually.
 2. Green Challenge-Energy Audit update – Mr. Clark informed the Board that the energy audit has been approved and that a consultant will be scheduling the audit in the near future. Mr. Clark hopes that the Town can get this done in time to advance the town from a level 1 to a level 2 Greene Challenge certification by the NC League of Municipalities.
 3. Law Enforcement contract renewal – Mr. Clark handed out (a copy hereby incorporated by reference and made a part of these minutes) the FY 09-10 law enforcement contract renewal. Mr. Clark explained that the Town had been operating under this contract since July 1 for the amount appropriated in the current budget and the Board must take formal action on the contract.
 4. Resolution – Minority Business Participation – Mr. Clark explained that this resolution was a state requirement that set a goal that 10% of all state funded contracts above \$100,000.00 be awarded to minority contractors. Several different policies had been adopted by the town in the past that were prompted by various federal and state grants but there was no consistency. The Federal Stimulus funding of the solar water tanks mixers required submission to the state of the town's policy setting the minority participation contracting goals of the town. Mr. Clark will get a draft resolution ready and reviewed by the Town Attorney for the next meeting.
- c. *Town Attorney:* Technical Amendments to Curfew for Minors Ordinance – Mr. Pridgen went over the changes (a copy hereby incorporated by reference and made a part of these minutes) that he had made to the curfew ordinance and advised that these are just housekeeping items to add clarity to the ordinance.

- d. *Finance Officer:*
 1. Status of surplus equipment sales – Miss Grant handed out (a copy hereby incorporated by reference and made a part of these minutes) information from GovDeals regarding the status of the sale of surplus vehicles. She advised the Board that the sale of the 1994 Ford F-150 for \$1325.00 and that there were three other items that would be ending at a later date. The sale of the truck brought in more revenue than it would have brought at a local auction.
 2. Appropriation of Telecommunications (PEG) Channel Funds – Miss Grant handed out a proposed budget amendment (a copy hereby incorporated by reference and made a part of these minutes) and explained that the cable franchise tax had changed and Public Educational and Governmental programming (PEG) Channel portion of the telecommunications should have been appropriated to the certified PEG channel operator (MediaCast). Mr. Clark explained to the Board that there was confusion statewide about the changes in the telecommunications tax distribution due to state law changes. PEG Channel Funds received since January 1, 2008 is to be allocated to the certified PEG Channel operator.
- e. *Revenue Collector:* Release of taxes – Harper Enterprises, Inc. – Miss Strickland handed out a memo and information received from Greene County (a copy hereby incorporated by reference and made a part of these minutes) and explained that there were two parcels of property that the Greene County had on record as belonging to Harper Enterprises where as one of the properties was entirely owned by the Town of Snow Hill and a portion of the other parcel was owned by the Town of Snow Hill. Miss Strickland recommended that the appropriate amounts be released from the parcels as per the Greene County Tax Office.
- f. *Public Works & Utilities Director:*
 1. Fall Clean-up progress – Mr. Hill informed the Board that his department was two-thirds of the way through with the fall clean-up and that it is working well be divided into separate weeks for the different categories of items being picked up. Mr. Hill reported that 9,900 pounds had been picked up the first week and 9,620 had been picked up during the second week.
 2. Amend Inmate Labor Contract – from 3 to 4 laborers – Mr. Hill asked the Board to consider amending the inmate labor contract to add a 4th inmate to the contract due to the road crews no longer being available for use to clean right of ways and such. Mr. Hill advised the Board that the cost for one year would be an additional \$312.00 in labor and a minimal amount for worker's compensation.

The agenda was amended by consent to add a report of the safety committee to item 9.

9. Report of the Boards, Commissions, Committees and/or Taskforces: Public Safety Committee – Commissioner Shackelford reported that the committee had met and recommends adopting the revised curfew ordinance as presented by Mr. Pridgen. Commissioner Shackelford reported that Mr. Hill had presented a draft safety policy for the Town and he will bring back changes to the next meeting of the safety committee. It was also reported that the committee had also looked at placing a stop sign at the end of the alley behind Town Hall where it enters SE Second Street. The stop sign was requested by a resident's during the September 22nd Town Forum. The committee will continue study of the possibility of a stop sign or closing the end of the alley to thru traffic at the committee's November 16, 2009, 2:00 pm meeting at Town Hall.

10. Unfinished Business and General Orders: None

11. New Business:

- a. Consider a resolution honoring Oscar and Bettie Rouse on their 50th Wedding Anniversary – **Motion was made by Commissioner Shackelford, seconded by Commissioner Liles and carried unanimously to approve a resolution honoring Oscar and Bettie Rouse on their 50th wedding anniversary.**

Mayor Washington read the resolution aloud and presented a copy of the framed resolution to Mr. & Mrs. Rouse. Mr. Rouse thanked the Mayor and Board.

- b. Consider a Law Enforcement contract renewal with Greene County – **Motion was made by Commissioner Edwards, seconded by Commissioner Liles and carried unanimously to renew the Law Enforcement contract with Greene County for FY 2009-10.**
- c. Consider FY 2009-10 Budget Ordinance Amendment No. 4 –(PEG Channel) – **Motion was made by Commissioner Edwards, seconded by Commissioner Bizzell and carried unanimously to approve FY 2009-10 Budget Ordinance Amendment No. 4.**
- d. Consider release of taxes – Harper Enterprises, Inc. – **Motion was made by Commissioner Bizzell, seconded by Commissioner Shackelford and carried unanimously to approve the release of taxes for Harper Enterprises, Inc.**
- e. Consider an amendment to the NC Department of Corrections 2009-10 Inmate Labor Contract – increasing from 3 to 4 laborers – **Motion was made by Commissioner Ginn, seconded by Commissioner Shackelford and carried unanimously to amend the contract with the NC Department of Corrections to increase from 3 to 4 laborers for FY 2009-10.**

- f. Consider an Ordinance Amending Chapter 99 – Curfew for Minors – **Motion was made by Commissioner Edwards, seconded by Commissioner Shackelford and carried unanimously to amend chapter 99 of the ordinances regarding the curfew for minors.**

12. Program: none

- 13. Announcements and Public Comments:** Daniel L. Taylor – policy on releasing rental house utility information – Miss Strickland informed the Board that Mr. Taylor was not present and went over the issue with the Board. Mr. Taylor was upset that he was not able to receive information on a water account on a house that he owned because the account was in the renters name. Miss Strickland reminded the Board of the privacy policy that was in place and informed the Board that she had asked Mr. Taylor to have his renter contact Town Hall and give him authorization to discuss the tenant’s account.

- 14. Consider a closed session pursuant to NCGS 143-318.11(3, 5, 6) – Motion was made by Commissioner Shackelford, seconded by Commissioner Liles and carried unanimously to enter into closed session at 8:16 p.m.**

Motion was made by Commissioner Ginn, seconded by Commissioner Shackelford and carried unanimously to reconvene in open session at 8:54 p.m.

Mayor Washington announced that she would be out of town for the next regular meeting and that Mayor Pro Tem Liles would be chairing the meeting.

Commissioner Ginn gave notice to Miss Strickland (a copy hereby incorporated by reference and made a part of these minutes) that he would not be able to attend the next regular meeting due to being out of town.

Miss Strickland announced that she and Mr. Hill would be attending an Effective Supervisory Management Program through the School of Government October 19, 2009 thru October 23, 2009.

Mr. Clark reminded the Board of the Citizen’s Academy to be held on October 27, 2009 at 5:30 p.m. He advised that there had been three citizens to sign up.

- 15. Adjourn – Motion was made by Commissioner Liles, seconded by Commissioner Shackelford and carried unanimously to adjourn at 8:56 p.m.**

Lorraine B. Washington, Mayor

Michelle Strickland, Town Clerk