

**MINUTES**  
**Snow Hill Board of Commissioners Regular Meeting**  
**Monday, August 9, 2010—7:00 p.m.**  
**Snow Hill Town Hall**  
**201 North Greene Street, North Carolina 28580**

*The Snow Hill Board of Commissioners regular meeting convened at 7:00 p.m. on Monday, August 9, 2010 at the Snow Hill Town Hall with the following members present: Mayor Dennis Liles; Commissioners Laura O'Brien, Becki Scarborough, Geraldine Shackelford, Bobby Taylor and Roger Whitson. Others present were Town Clerk Michelle Strickland, Interim Town Administrator Dana Hill and Town Attorney Brian Pridgen.*

- 1. Call to Order** – Mayor Liles called the meeting to order at 7:00 p.m.
- 2. Prayer** – Prayer was offered by Commissioner Shackelford.
- 3. Pledge of Allegiance** – Commissioner Scarborough led the Pledge.
- 4. Roll Call** – Miss Strickland called roll. All members were present and a quorum was declared.
- 5. Consider Approving Meeting Agenda** – Motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford and carried unanimously to approve the meeting agenda.
- 6. Consider Approving Meeting Minutes: July 28, 2010** – Motion was made by Commissioner Scarborough, seconded by Commissioner O'Brien and carried unanimously to approve the meeting minutes of the July 28, 2010 meeting.
- 7. Public Hearing regarding amendment to Zoning Ordinance and Map to Re-Zone 713 W Harper Street from R-8 to R-15 and add "Floral Design" to allowable special uses within the R-15 District** – Motion was made by Commissioner Shackelford, seconded by Commissioner Scarborough and carried unanimously to open the public hearing at 7:02 p.m.

Mr. Hill gave a summary of the proposed amendment in order to bring Ms. Bettie Hooker's Floral Design business into compliance. Mr. Hill advised the Board that this would not be a spot zoning as there is property that abuts 713 W Harper Street that is zoned R-15.

**Motion was made by Commissioner Scarborough, seconded by Commissioner Whitson and carried unanimously to close the public hearing at 7:04 p.m.**

**8. Report of Officers**

- a. *Mayor:*

1. *Letter of Condolence to the Family of Deputy Jon Willis and Greene County Sheriffs Department.* – Mayor Liles read (a copy hereby incorporated by reference and made a part of these minutes) letters of condolence that had been prepared for the family of Deputy Jon Willis and the Greene County Sheriff’s Department. Mayor Liles asked that each member of the Board sign the letters. Mayor Liles informed the Board that on Thursday, August 5, 2010 he had met with the staff and provided watermelon as a thank you for everything that they do. Mayor Liles also reported that after meeting with the staff, there was a meeting to go over where everyone stood with getting everything together for the audit and that the Town was ready. Mr. Hill informed the Board that due to a scheduling conflict Mr. Parris would not be coming in next week as originally scheduled, but the week of August 25, 2010. Mayor Liles reiterated that this was because of the auditing firm’s schedule, not due to the Town not being ready.

b. *Interim Town Administrator:*

1. *Property Valuation (Exhibit A)* – Mr. Hill shared (a copy hereby incorporated by reference and made a part of these minutes) with the Board property values of the vacant lots that the Town currently owns. Mr. Hill informed the Board that the values were tax value as listed on the GIS system. Mr. Hill reported that all of these properties are residential properties so that they have no value to the Town unless they are sold and put back on the tax base. There was discussion on the values as well as on the prices paid for the lots. Mr. Hill informed the Board that he is still waiting to hear whether any profits received from the sale of the lots would need to go back into the CDBG program. There was discussion of possibly putting funds towards overage on the CDBG Community Center project. There was discussion on offering the lots to adjacent homeowners first.
2. *Audit Schedule* – This item was discussed in Mayor Liles’ report.

b. *Town Clerk / Revenue Collector:*

1. *Tax Refund Request (Exhibit )* – Miss Strickland informed the Board that this was actually a request for release. Miss Strickland shared (a copy hereby incorporated by reference and made a part of these minutes) with the Board information from Greene County regarding personal property being sent over as a Town of Snow Hill property that actually is not located within Town limits. The parcel was for a Mr. Jerry Miller with a value of \$3,680 in the amount of \$14.17.

**9. Report of the Boards, Commissions, Committees and/or Taskforces: NONE**

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

**11. Public Comments**

**11. New Business:**

- a. Consider Amendment of Snow Hill Zoning Ordinance and Map to Re-Zone 713 W Harper Street from R-8 to R-15 – **Motion was made by Commissioner Shackelford, seconded by Commissioner Whitson and carried unanimously to amend the Snow Hill Zoning Ordinance and Map to re-zone 713 W Harper Street from R-8 to R15.**
- b. Consider Amendment of Snow Hill Zoning Ordinance to add “Floral Design” as an Allowable Special Use within the R-15 District – **Motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford and carried unanimously to amend the Snow Hill Zoning Ordinance to add “Floral Design” as an Allowable Special Use within the R-15 District.**
- c. Consider Authorizing the Sale of Vacant Properties – **Motion was made by Commissioner Scarborough, seconded by Commissioner Whitson and carried unanimously to authorize the sale of vacant properties as recommended by Mr. Hill.**
- d. Consider Authorizing Revenue Collector to Refund \$14.17 to Mr. Jerry Miller Due to Billing Error – Miss Strickland reminded the Board that this was actually a release, not a refund. **Motion was made by Commissioner Shackelford, seconded by Commissioner Scarborough and carried unanimously to approve the release of personal property in the name of Jerry Miller in the amount of \$14.17.**

**13. Consider Closed Session Pursuant to NCGS 143.318.11 (6) – Motion was made by Commissioner Shackelford, seconded by Commissioner Whitson and carried unanimously to enter into closed session at 7:22 p.m.**

**Motion was made by Commissioner Shackelford, seconded by Commissioner Whitson and carried unanimously to reconvene in open session at 8:43 p.m.**

**14. Commissioner’s Comments - None**

**15. Adjournment – Motion was made by Commissioner Shackelford, seconded by Commissioner Whitson and carried unanimously to adjourn at 8:43 p.m.**

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Dennis Liles, Mayor

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Michelle Strickland, Town Clerk