

MINUTES
Snow Hill Board of Commissioners Regular Meeting
Monday January 11, 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, January 11, 2010 at the Snow Hill Town Hall with the following members present: Mayor Dennis Liles; Commissioners James Bizzell, Sr., Becki Scarborough, Geraldine Shackelford, Bobby Taylor and Roger Whitson. Others present were Town Clerk Michelle Strickland, Town Administrator Bob Clark, Town Attorney Brian Pridgen, Public Works / Utilities Director Dana Hill and Finance Officer Michelle Grant.

1. **Call to Order** – Mayor Liles called the meeting to order at 7:01 p.m.
2. **Prayer** – Prayer was led by Commissioner Bizzell.
3. **Pledge of Allegiance** – Commissioner Taylor 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 Bizzell and carried unanimously to approve the meeting agenda.**
6. **Special Order:**
 - a. Report of Town Clerk—Applications Received for Unexpired Term of Commissioner Dennis K. Liles – Miss Strickland informed the Board that two applications had been received and a copy (a copy hereby incorporated by reference and made a part of these minutes) had been included in their packets. The two applications were received from Mr. Roger Dean Whitson and Mrs. Lorraine B. Washington.
 - b. Open/Close Nominations for Unexpired Term of Commissioner Dennis K. Liles – Mayor Liles opened the floor to nominations. Commissioner Shackelford nominated Mrs. Lorraine Burney Washington. Commissioner Scarborough nominated Mr. Roger Dean Whitson. Mayor Liles closed the floor to nominations.
 - c. Interviews/Q/A Nominees – Mayor Liles called Mrs. Lorraine Washington forward, she was not present. Mayor Liles called Mr. Roger Whitson forward and he answered the predetermined (a copy hereby incorporated by reference and made a part of these minutes) questions of the Board. Mayor Liles called Mrs.

Lorraine Washington forward again and she answered the same predetermined questions of the Board.

- d. Hold Election for the Appointment of Commissioner to the Unexpired Term of Dennis K. Liles – Attorney Brian Pridgen asked that the Board members raise their hands instead of indicating their vote orally. Mayor Liles asked that those in favor of appointing Mrs. Lorraine Washington to the vacant seat to raise their hands. Commissioner Bizzell and Shackelford raised their hands. Mayor Liles asked that those against appointing Mrs. Washington to raise their hands. Commissioner Scarborough and Taylor raised their hands. Mayor Liles asked that those in favor of appointing Mr. Roger Whitson to the vacant seat raise their hands. Commissioner Scarborough and Taylor raised their hands. Mayor Liles asked that those against appointing Mr. Whitson to raise their hands. Commissioner Bizzell and Shackelford raised their hands. With their being a tie vote of 2 – 2 Mayor Liles cast the deciding vote for Mr. Whitson.
- e. Declaration of Appointee and Oath of Office – Mayor Liles declared Mr. Roger Whitson as the appointee to his unexpired seat on the Board. Mayor Liles presented the oath of office to Mr. Whitson while his wife Mrs. Jill Whitson held the Bible.
- f. Remarks of newly appointed Commissioner – Mr. Whitson made remarks to the Board and audience, thanking them for their support and expressing his eagerness to be involved in his new seat.

7. Consider Approving Meeting Minutes: December 30, 2009 – Motion was made by Commissioner Shackelford, seconded by Commissioner Bizzell and carried unanimously to approve the minutes of the December 30, 2009 meeting.

8. Report of Officers:

- a. *Mayor:* Remarks
- b. *Town Administrator:*
 1. Review Board of Commissioners Committee Structure – Mr. Clark spoke to the Board about the three sub-committees of the Town Board. These are the Finance and Administration Committee, Public Safety Committee and Public Works Committee. Mr. Clark explained the function of each committee and informed the Board that information would be come back at the next meeting as it's time for appointments to these committees. Mayor Liles asked the each Board member help recruit new applicants for the various volunteer boards that the Town appointed members to.
 2. Annual Snow Hill appointment to East Carolina Council (ECC) General Membership Board – Mr. Clark spoke to the Board about the annual appointment to the ECC General Membership Board and informed them

that Mr. Robert Masters is currently the Town's appointed member and is the Treasurer of the ECC. Mr. Clark advised the Board that Mr. Masters has indicated that he would be willing to serve another year. Mr. Clark urged the Board to make a decision quickly if Mr. Masters is going to be replaced or reappointed as there is a meeting soon.

3. Appointment to Eastern Carolina Regional Planning Organization – Mr. Clark informed the Board that up until now the Mayor has been the appointed member to the RPO and the Board needs to replace past Mayor Lorraine Washington. Mr. Clark recommends making an appointment by the next meeting.
4. Advertisement for appointments to volunteer Governing Bodies – Mr. Clark advised the Board that there were seats open on several of the governing bodies such as the Development Committee and Recreation Committee and requested consent of the Board to begin advertising for vacant seats.

The agenda was amended by consent to remove original item 8b5 and replace it with "Contentnea Rural Fire Department Annexation Petition" and to remove original item 11b and replace it with "Acknowledge receipt of petition and refer to Town Clerk to verify sufficiency of petition."

5. Contentnea Rural Fire Department Annexation Petition – Mr. Clark shared (a copy hereby incorporated by reference and made a part of these minutes) the Petition Requesting Annexation that was submitted by the Contentnea Rural Fire Department. Mr. Clark advised that this would be a satellite annexation. Mr. Clark recommends acknowledging receipt of the petition and referring to the Town Clerk to verify sufficiency of the petition.

6. Modification of the lease of Gwendolyn Randolph property behind the "Corner" beautification site – for parking – Mr. Clark shared a copy of the original lease for the "Corner" beautification site (a copy hereby incorporated by reference and made a part of these minutes). He informed the Board of the location of the site at Kingold Blvd. and W. Harper St. and advised them that the lease is reviewed every five years normally but that half of this property (from the fence to the road) is the portion used by the Town and that the other half is being requested to be used by the Rosenwald Center for off street parking next to the Café. Mr. Clark shared (a copy hereby incorporated by reference and made a part of these minutes) a picture of the property and informed them that the parking plan had been approved by the Planning Board but for it to come to fruition the Town would have to modify their Lease with the Randolph's. JoAnn Stevens with the Rosenwald Center has spoken to Ms. Randolph about

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using the area. Mr. Clark requested consent of the Board to have documentation drawn up and presented to the Board at a later date. Mr. Clark advised that if the lease agreement did change then the Town would no longer have to maintain the other half of the property.

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c. *Revenue Collector/Town Clerk:*

1. Resignation Yandinell Burney, Recreation Commission Chairperson – Miss Strickland announced the resignation of Yandinell Burney from the Recreation Commission due to work responsibilities.
2. Authorization to collect delinquent 2009 taxes – Miss Strickland shared (a copy hereby incorporated by reference and made a part of these minutes) a memo with the Board requesting authorization to begin collection of delinquent 2009 taxes and informed the Board that this was standard each year. She informed them that the authorization from the past years allowed her to collect those years but that she needed their authorization for those that have just become delinquent on January 6, 2010.
3. Discuss Town Council Calendar for 2010 – Miss Strickland spoke to the Board about setting the Town Council meeting calendar for 2010. The Board discussed different options for meeting dates and times. Miss Strickland recommended that the Board set the Wednesday meeting to be the fourth Wednesday of each month instead of the last Wednesday following the fourth Sunday of each month. The Board decided that they would have the next regular meeting on the fourth Wednesday of January at 7:00 p.m. and they would see how that worked and decide on a meeting schedule at the next meeting.

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d. *Finance Officer:*

1. Audit completion – Ms. Grant informed the Board that she, Mr. Clark and Miss Strickland had reviewed the second draft of the audit submitted by Mr. Parris and have made recommendations after speaking with the Local Government Commission that Mr. Parris agreed with. Ms. Grant explained that we are still on track with the audit being submitted to the LGC on Wednesday and that it normally takes about two weeks for the LGC to review. If there are any errors then they will inform the audit firm so that they can fix them. Commissioner Scarborough asked about the audit findings. Ms. Grant informed the Board that the audit was not complete until the LGC approved it and that Mr. Parris would be coming in to present the audit and its findings to the Board.
2. Recommend procedures engagement proposal - Barrow, Parris & Davenport, P.A. – Ms. Grant spoke to the Board about the audit firm coming in to do a mid-year current year financial procedures check. She went over what items they would be reviewing such as making sure the

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closeout of the prior year trial balance was done properly, ensure budgetary compliance and ensure bank reconciliation as well as other items. Ms. Grant informed the Board that the proposal was not ready and that the Mayor may feel he needs to call a special meeting to approve this because there is in fact a charge for this. Ms. Grant reiterated to the Board that this review would help assure that everything was on track. Commissioner Scarborough asked about the exact increase of audit fees due the late audit. Ms. Grant informed her that she was not sure how much the increase was but that she would get that information to Mr. Clark so that he could e-mail it out to the Board. Mr. Clark when asked informed the Board that although this was not the first year that the audit was late, this was the first year the fees were increased as prior years were done for a set amount.

3. Budget Ordinance Amendment - PEG Channel - Ms. Grant presented (a copy hereby incorporated by reference and made a part of these minutes) budget amendment V and went over the amendment. It was explained that PEG was an acronym for Public Education Governmental channel and that subscribers to cable pay a tax collected by the state that is distributed back to the communities with these channels. Mr. Clark advised that it came to the Town's attention in July of this year that these funds as of January, 2008 were restricted whereas before they were unrestricted. Following verification he notified the auditor and the Board followed with budget Amendment IV appropriated \$24,500 to account for those funds from current year fund balance so that they could be paid to Media Cast. Mr. Clark explained that from this point forward the payments would be made quarterly and that this budget amendment would complete this year's projected receipts. Mr. Dale Hancock of Media Cast, the PEG Channel Operator, spoke to the Board and informed them that he was unaware of the revenues before last year either and that Mr. Clark had explained the situation very well. Ms. Grant pointed out that the overage on the books for the PEG channel will not be a finding in this past year's audit. It was explained that legislation is clearer now and that a certification of the channel and programming was submitted annually by the operator and was provided to the Town. Mr. Clark informed the Board that the Town was not required to have a PEG channel but if it didn't then the money would go to other communities with a certified PEG channels and the Town would not benefit from expanded service. It was reiterated that PEG funds were incorrectly used as unrestricted revenue in the General Fund to balance the budget. It was pointed out that neither the audit firm nor the Local Government Commission (LGC) had picked up the error in prior audits.

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9. **Report of the Boards, Commissions, Committees and/or Taskforces:** Planning Board Report – off-street parking – Commissioner Taylor, a Planning Board member, referenced the Rosenwald Café's limited off street parking at W. Harper

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and Kingold Blvd.. The Planning Board would like for the Town Board to look at changing the ordinance in place now to make sure there wouldn't be a repeat of inadequate off-street parking near a busy street. He emphasized the regulations regarding where off-street parking is acceptable need change to avoid creating a potential traffic hazards and public liability. Commissioner Taylor spoke about the Planning Board suggestions and informed the Board that the Planning Board would like to prepare a proposed amendment to the current ordinance.

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10. Unfinished Business and General Orders:

11. New Business:

- a. Consider Snow Hill's appointment to East Carolina Council (ECC) General Membership Board – **Motion was made by Commissioner Whitson, seconded by Commissioner Shackelford and carried unanimously to appoint Mr. Robert Masters to serve as the Town's appointment to the ECC.**
- b. Acknowledge Receipt of Petition for Annexation of the Contentnea Rural Fire Department and Refer to Town Clerk to Verify Sufficiency of Petition – **Motion was made by Commissioner Shackelford, seconded by Commissioner Taylor and carried unanimously to acknowledge receipt of the annexation petition and refer to the Town Clerk to verify the sufficiency of the petition.**
- c. Consider approval of engagement proposal - Barrow, Parris & Davenport, P.A. – **This item was tabled by consent until a later date.**
- d. Consider Authorizing the Town Clerk/Revenue Collector to collect delinquent 2009 taxes – **Motion was made by Commissioner Whitson, seconded by Commissioner Shackelford and carried unanimously to authorize the Town Clerk/Revenue Collector to collect delinquent 2009 taxes.**
- e. Consider Budget Ordinance Amendment - PEG Channel – **Motion was made by Commissioner Bizzell, seconded by Commissioner Whitson and carried unanimously to approve Budget Ordinance Amendment V as presented.**

12. Program: none

13. **Announcements and Public Comments** – Mrs. Sharon Ginn with the Greene County Museum came forward and handed out (a copy hereby incorporated by reference and made a part of these minutes) a calendar for the year highlighting the events for the next year at the museum. Mrs. Ginn announced that the first exhibit is already up and invited everyone to attend the opening reception on January 12, 2010 at 7:00 p.m. Mrs. Ginn also shared with the Board a new book entitled "Greene Along Contentnea" that the museum now had on sale.

Mr. Tom O'Brien came forward and congratulated the Board on the appointment of Mr. Roger Whitson. Mr. O'Brien reminded the Board that Mr. Whitson was the next highest vote getter in the regular election. The Board thanked Mr. O'Brien for coming forward.

14. Adjournment – Motion was made by Commissioner Whitson, seconded by Commissioner Scarborough and carried unanimously to adjourn at 8:53 p.m.

Dennis K. Liles, Mayor

Michelle Strickland, Town Clerk