

AGENDA-MINUTES

**Snow Hill Board of Commissioners Regular Meeting
Wednesday January 27, 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 Wednesday, January 27, 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 7:02 p.m.
2. **Prayer** – Prayer was offered by Commissioner Bizzell.
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 Bizzell and carried unanimously to approve the agenda with amending item 7d1 as “Reading of Correspondence from Local Government Commission” and item 7d2 as “Finance Officer Response” and strike item 7d3 from the agenda.
6. **Consider Approving Meeting Minutes: January 11, 2010** – Motion was made by Commissioner Shackelford, seconded by Commissioner Whitson and carried unanimously to approve the minutes of the January 11, 2010 meeting as written.
7. **Report of Officers:**
 - a. *Mayor:*
 1. Recommendation Board of Commissioners Committee Assignments – Mayor Liles informed the Board that since the Board had changed its committee assignments needed to be changed as well. Mayor Liles stressed the importance of the Finance and Administration Committee. Mr. Clark explained the appointments to the Board. Mayor Liles handed out (a copy hereby incorporated by reference and made a part of these minutes) suggested committee assignments and asked the Board to look them over.
 2. Community Center fund raising campaign to complete playground & trails – Mayor Liles advised the Board of a fundraiser idea for selling bricks for

the community center. Mayor Liles informed the Board that the price would be set soon and a flyer was going to be sent out by the alumni committee advertising the selling of the bricks. Mr. Clark informed the Board that the proceeds from the sale of the bricks would go to help offset the costs of the remaining work to be done at the community center.

b. *Town Administrator:*

1. Appointment to Eastern Carolina Regional Planning Organization – Mr. Clark spoke to the Board about the appointment to the RPO and advised that an elected official must be appointed. He informed the Board that traditionally Snow Hill has been the municipal member to this organization but that next year it could go to Hookerton or Walstonburg if they wished to change this. Mr. Clark stated that this organization does have a direct influence on the Department of Transportation in setting priorities. Commissioner Taylor volunteered to be appointed to the RPO; this was friendly with the Board.
2. NCDOT scheduled re-paving US258 – Mr. Clark handed out (a copy hereby incorporated by reference and made a part of these minutes) a schedule of the repaving of US258 and explained that the repaving was being done in two phases: north of Contentnea Creek Bridge to NC123 around April and south of the bridge to Felix Harvey Parkway near Kinston.
3. Report of Employees Core Competencies and eligibility for annual bonus – Mr. Clark reported (a copy hereby incorporated by reference and made a part of these minutes) the core competency bonus calculation for the employees as well as the assessment that had been completed to determine these calculations. Mr. Clark went over several of the highlights. Commissioner Scarborough commented on the sample size of the surveys and new ways of conducting the surveys was discussed. The amount of the bonus calculated to \$257.27 for full-time employees and the budget allowed for \$285.00. Mr. Clark responded to Commissioner Scarborough's question that he had prepared the analysis based on activities by employees in 2009. She suggested for future customer service feedback a larger scientific sampling. Mr. Clark suggested that such a survey was one of the services the town could possibly request of East Carolina University—similar to one conducted in 2004.
4. Georgia Mae Allen offer of property donation ½ undivided interest in tract located north of Kingold Blvd. between SE Second and SE Third Streets – Mr. Clark informed the Board that he had been approached by Attorney Dick Archie with White & Allen about Georgia Allen offering donation of ½ interest in a piece of property to the town. The acre sized piece of land is where the welcome sign is located at Kingold Blvd. and SE Second Street. to the Town. Mr. Clark described (a copy hereby incorporated by

reference and made a part of these minutes) the layout of the property with Poor House Run crossing it and highway right-of-ways. Mr. Clark said that Mr. Archie felt that at some point the other owner may want to donate their portion of the property if the town were to accept Ms. Allen's portion. Mr. Clark stated that tonight this was just an information item to see if there was interest in further exploring the offer. There was discussion on whether it was worth it since most of it was right-of-way and that this was only ½ interests in the property. The Board felt that without having complete interest in the property then they were not interested. Mr. Clark will see if that is a possibility and let the Board know.

5. Waste Reduction Partners Energy Assessment complete on town buildings – Mr. Clark reported that Waste Reduction Partners had provided an energy assessment on four of the Town's buildings. The report is being reviewed for a grant application that will be going in on January 29, 2010. The Town's application is being packaged with four other towns. Mr. Clark feels that there are useful suggestions in the assessment and estimates that savings is enough for an immediate payback. Mr. Clark will get the assessment distributed to the Board.
6. Media Cast now offers high speed internet service (acquired former Wavelength service in Greene County) – Mr. Clark informed the Board that Media Cast was now the operator of the former Wavelength high speed internet operations. Mr. Dale Hancock of Media Cast spoke about his intent to ~~offer and-improved~~ ~~improve service to offer~~ internet service to the community.

c. *Revenue Collector/Town Clerk:*

1. Status on collection of delinquent taxes – Miss Strickland reported that delinquent tax notices had been sent out and that there had been a good response so far to the notices.
2. "Accurint" tax payer finder services – Miss Strickland presented (a copy hereby incorporated by reference and made a part of these minutes) information to the Board on a service offered by "Accurint" for locating taxpayer social security numbers and current addresses. Miss Strickland informed the Board that to be able to send in delinquent tax and water bill amounts a social security number is required. There is a one year commitment and the cost is \$130.00 a month for the program. There was discussion on the timing of the decision and when the debts could be submitted.

3. Town Council Calendar for 2010 – Miss Strickland presented (a copy hereby incorporated by reference and made a part of these minutes) a draft Town Council meeting calendar for 2010. There was discussion on the times suggested for the meetings.
 4. Certification of Sufficiency—Non-Contiguous Annexation Petition by the SH Rural Fire Department and a Resolution Fixing Date of Public Hearing on Question of Annexation Pursuant to G.S. 160A-58 – Miss Strickland informed the board that she had completed (a copy hereby incorporated by reference and made a part of these minutes) the certification of sufficiency for the annexation petition filed by the SH Rural Fire Department. There is a resolution (a copy hereby incorporated by reference and made a part of these minutes) that needs to be approved to fix the date of a required public hearing. The suggested date of the public hearing is February 24, 2010 at 7:00 p.m.
 5. Release of 2009 Taxes parcel no. 08-00602 in the amount of \$27.97 regarding building donated by Robert G. Christman – Miss Strickland handed out (a copy hereby incorporated by reference and made a part of these minutes) a memo in regards to releasing property taxes on the building behind Town Hall donated by Mr. Christman to the Town. The taxes were not taken care of at closing; Miss Strickland recommends the release of these taxes in the amount of \$27.97.
- d. *Finance Officer:*
1. **Correspondence from Local Government Commission** – Commissioner Whitson read a letter that all Board members had received in the mail by the Local Government Commission (a copy hereby incorporated by reference and made a part of these minutes). Commissioners Scarborough and Whitson spoke about the fiscal information listed on the State Treasurer’s website and the [higher](#) fund balances of other towns of comparable size to Snow Hill.
 2. **Finance Officer Response** – Miss Grant reported that she had already spoken with Sharon Edmundson with the Local Government Commission today regarding their offer to send in staff to help. Miss Grant informed the Board that the Mayor with the support of at least two board members would have to call [Ms. Edmundson](#) ~~her~~ and request that she send in a team at no charge. Mayor Liles indicated that he would be calling her the next day and request that she come in on February 8th, 2010 to look over internal operations and review records. If she comes in that day she will be able to be at the meeting that night when the audit is presented. When asked about current financials being ready Miss Grant

stated that she would have them ready by Monday morning, February 1, 2010. Mayor Liles apologized to the Board for this falling on them to [reviewsolve](#). Mayor Liles indicated that he was considering recessing the meeting until Monday evening so that the Board could review the financials after Miss Grant had gotten everything updated. Previous letters from the Local Government Commission were discussed and Mr. Clark indicated that he would get copies of the previous letters to the current Board. It was discussed as to whether the LGC was requesting a totally new budget and Mr. Pridgen feels that they are requesting amendments to the budget, not a new one. The Board agreed that they could have known about these problems earlier if the audit had been on time. The Board requested that accurate financials be delivered monthly along with an available fund balance. Mayor Liles reiterated that we had 30 days from the day the letter was received to try to have a plan together so that we would have to roll our sleeves up and get it done.

e. *Public Works & Utilities Director:*

1. **Renewable Fibers, LLC proposal for kenaf-based efficiencies testing at the Wastewater Treatment Plant** – Mr. Hill reported that he had been approached by Paul Skillicorn about using kenaf-based powder to use as a catalyst to aid in sludge reduction. He provided a demonstration and Mr. Hill feels that in theory this product should work. There is a sample agreement provided (a copy hereby incorporated by reference and made a part of these minutes) and Mr. Hill and Mr. Roberts, Wastewater Treatment Operator feel comfortable with trying the product in one of the Town's digester as trying it there would cause no harm to any equipment or permits. Mr. Skillicorn assured Mr. Hill that there is no cost at this time nor any obligation to the Town should they discontinue use after six days of using. If this product works then this could save the Town a considerable amount of money. The City of Washington has been using this product and has had good results. There are other cities that are trying it out but have no data as of yet. Mr. Hill recommends having the attorney review the agreement provided by Mr. Skillicorn.
2. **Required National Incident Management System Training for Officials** – Mr. Hill informed the Board of required training through FEMA that is directly tied to the amount of funding received in case of disaster. Mr. Hill has provided information (a copy hereby incorporated by reference and made a part of these minutes) on the free training and tests as well as a study guide. These tests are taken online and a certificate of completion is e-mailed. There are different levels of the test depending on position.

- f. **Fire Chief: Status of Fire Department Relocation and Fire Truck purchase** – Mr. Hill reported that the relocation was moving along but at a slower pace than anticipated. [He Mr. Hill](#) also reported that the department had purchased a newer

fire truck through GovDeals. They have been operating a 1961 with a 75 foot aerial unit and the new truck is a 1981 with a 100 foot platform. This will help with fires at larger buildings such as the new jail. The [newer](#) truck was purchased for \$30,000.00 and will be in service in a few days as the starter messed up after they returned from Pennsylvania with it.

8. Report of the Boards, Commissions, Committees and/or Taskforces:

--Snow Hill Development Commission Report:

- a. **Recommendation of David S. Emory's application for Appointment to the Snow Hill Development Commission** – Mayor Liles shared (a copy hereby incorporated by reference and made a part of these minutes) a copy of Mr. David Emory's application for the Snow Hill Development Committee and informed the Board that the committee had given their blessing on Mr. Emory's appointment.

- b. **Recommendation to reappoint Allison Thomas as Snow Hill representative to the Greene County Economic Development Commission** – Mr. Clark informed the Board that Mrs. [Allison](#) Thomas has [completed her first three year appointment](#) ~~been serving~~ as the Town's [representative liaison to on](#) the Greene County Economic Development Commission. Mr. Clark recommends the reappointment of Mrs. Thomas [for a second three-year term.](#)

- c. **Resolution in support of \$75,000 Carolina Opportunities, Inc. Rural Business Enterprise Grant for a loan to Unifab, Inc.** – Mr. Clark asked the Board to review a resolution (a copy hereby incorporated by reference and made a part of these minutes) in their package in support of \$75,000 Carolina Opportunities, Inc Rural Business Enterprise Grant ([RBEG](#)) for a loan to Unifab, Inc. Mr. Clark informed the Board that Carolina [Opportunities Enterprises was is a not-for-profit development](#) a company [and headed up by](#) Mr. Robert Masters [its Executive Director.](#) ~~and~~ ~~†~~ The grant would be [made a grant](#) to Carolina Opportunities for [loan funding to for](#) Unifab, Inc. [to create jobs.](#) The product of Unifab, Inc is the Beach Butler and Mr. Clark ~~said informed the Board that~~ there was one [on display of these](#) outside of Tidetamer [on US 258S](#). They are in the process of trying to get approval for use of the product as a type of elevator for people as well. Mr. Clark informed that this was a resolution to endorse the Town's support of a short term, low interest loan that once paid back, Carolina Opportunities would be able to loan to others [in the area under RBEG rules.](#)

9. Unfinished Business and General Orders:

10. New Business:

- a. Consider Board of Commissioners Committee Assignments: Public Safety, Public Works, and Finance & Administration and Volunteer Governing Bodies liaisons – Mr. Liles asked that everyone look over the assignments and if they had any questions to please contact Mr. Clark. **Motion was made by Commissioner**

Whitson, seconded by Commissioner Scarborough and carried unanimously to approve the committee assignments as presented by Mayor Liles.

- b. Consider Snow Hill's appointment as the Greene County municipal elected officials appointment to the Regional Planning Organization (RP0) – **Motion was made by Commissioner Scarborough, seconded by Commissioner Whitson and carried unanimously to appoint Commissioner Taylor as the Greene County municipal elected official to the Regional Planning Organization.**
- c. Consider approval of Core Competencies Employee Annual Bonus – **This item was tabled by consent.**
- d. Consider entering a 12 month subscription for "Accurint" tax payer finder services at \$130.00 per month – There was discussion as to whether the Town could possibly tie in with the county on this. Miss Strickland will contact Accurint and Mrs. Becky Sutton about this possibility and return an answer to the Board. **This item was tabled by consent.**
- e. Consider approving Town Council Calendar for 2010 – **Motion was made by Commissioner Scarborough, seconded by Commissioner Bizzell and carried unanimously to approve the recommended Town Council calendar for 2010.**
- f. Consider a Resolution Fixing Date of Public Hearing on Question of Voluntary Non-Contiguous Annexation, Pursuant to G.S. 160A-58, of 6.57 acres, more or less, of Snow Hill Rural Fire Department property at 205 Carolina Dr. – **Motion was made by Commissioner Whitson, seconded by Commissioner Scarborough and carried unanimously to approve the resolution fixing the date of the public hearing on the question of voluntary non-contiguous annexation [of the Show Hill Rural Fire Department property](#) as February 24, 2010 at 7:00 p.m.**
- g. Release of 2009 Taxes parcel no. 08-00602 in the amount of \$27.97 on the building donated by Robert G. Christman – **Motion was made by Commissioner Whitson, seconded by Commissioner Bizzell and carried unanimously to release the 2009 taxes on parcel 08-00602 in the amount of \$27.97.**
- h. Consider Budget Ordinance Amendment No.5 – **This item was tabled by consent.**
- i. Consider appointment of David S. Emory to the Snow Hill Development Commission – **Motion was made by Commissioner Scarborough, seconded by Commissioner Bizzell and carried unanimously to appoint Mr. David Emory to the Snow Hill Development Commission.**
- j. Consider reappoint of Allison Thomas for a three-year term as Snow Hill representative to the Greene County Economic Development Commission –

Motion was made by Commissioner Bizzell, seconded by Commissioner Scarborough to reappoint Mrs. Allison Thomas for a three-year term as Snow Hill representative to the Greene County Economic Development Commission.

- k. Consider a Resolution in support of \$75,000 Carolina Opportunities, Inc. Rural Business Enterprise Grant for a loan to Unifab, Inc. – **Motion was made by Commissioner Scarborough, seconded by Commissioner Whitson and carried unanimously to approve a resolution in support of \$75,000 Carolina Opportunities, Inc. Rural Business Enterprise Grant.**

11. Program: none

12. **Announcements and Public Comments** – Mr. Jody Tyson of Taylor-Tyson Funeral Home stood and spoke to the Board about issues regarding the cemetery. Mr. Tyson went over the history of the cemetery and the restriction of cemetery funds in previous years. Mr. Tyson is concerned over the way the cemetery funds have been handled. Mr. Tyson read from minutes of a December, 2008 Town Board meeting regarding the consolidation of funds where the cemetery funds became unrestricted. Mr. Tyson would like a copy of the 2007-2008 audit.

Mr. Robert Masters spoke to the Board about what to expect from the State Treasurer. Mr. Masters advised the Board to look at tax rates and water rates as he feels that is where the problem lies. Mr. Masters also spoke about restricted funds and that to an auditor or the state treasurer, cemetery funds are a general fund pure and simple. Mr. Masters informed the Board that this has been a problem that the Board has had for the past 7 or 8 years.

Mr. Tyson reiterated his comments regarding the cemetery fund that so many had worked so hard to safeguard. Mr. Tyson feels that the Board should hold accountable the parties responsible for the diminishing funds.

Commissioner Taylor asked about having the agenda packets at least 48 hours prior to each meeting. Mr. Clark would like to bring back an agenda calendar for the Board to review. Commissioner Scarborough would like to see budget amendments in the packets as well.

13. **Consider a closed session pursuant to NCGS 143-318.11(5, 6) – Motion was made by Commissioner Shackelford, seconded by Commissioner Whitson and carried unanimously to enter into closed session at 9:31 p.m.**

Motion was made by Commissioner Taylor, seconded by Commissioner Whitson and carried unanimously to reconvene in open session at 10:04 p.m.

Mayor Liles recessed the meeting until February 1, 2010 at 5:00 p.m.

Mayor Liles reconvened the recessed meeting from January 27, 2010 at 5:04 p.m. on February 1, 2010.

Mayor Liles asked Miss Grant to come forward to present the financial statements. Miss Grant handed out (a copy hereby incorporated by reference and made a part of these minutes) a revenue statement ~~she said that~~ was current as of January 31, 2010. She spoke to the Board about the percentages of collections on the report. Miss Grant informed the Board that due to the magnitude of the payroll expenditure work she had been doing she did not have current expenditure reports, but the payroll entries were being made. The Board asked that she print the reports as they were. Miss Grant ~~handed~~ printed the copies and distributed out (a copy hereby incorporated by reference and made a part of these minutes) the expenditure report as of January 31, 2010 without the entire payroll entries entered. Miss Grant went over the expenditure statement and spoke on each department. Miss Grant indicated that there are still budget amendments that need to be entered but that she needed to contact our software company before she entered them to make sure that they were entered correctly. She explained that she was working on a budget amendment for the governing bodies department as there was no budget for travel and other expenditures for that department. The Board asked questions. Insurance and bonding figures were discussed. Miss Grant explained that insurance and bonding were for the worker's compensation insurance, property and liability insurance, and the required bonding of employees. Life, dental and health insurance are budgeted as fringe benefit expenses. Contracted payroll was discussed and Miss Grant informed the Board that it had recently been recommended by the Local Government Commission for small towns to outsource payroll due to the liability of the payroll reports and to help prevent penalties. Mrs. Grant explained adjusting and reversing journal entries. The Public Governmental and Educational Channel (PEG) Channel expenditures were discussed as well as sales tax revenues. Miss Grant explained that sales tax revenues shown were are two months behind on being received. There will be so that after June 30 there would still be two months two months of sales tax revenues coming in after June 30. of revenues coming in. Mr. Clark reminded the Board about the audit presentation on February 8, 2010 and recommends having the Finance and Administration Committee in place to help get ready for the visit from the Local Government Commission.

The Board amended the agenda by consent to rename item 14 as "Consider appointments to the Finance and Administration Committee" and add item 15 as "Adjourn".

- 14. Consider Appointments to the Finance and Administration Committee – Motion was made by Commissioner Scarborough, seconded by Commissioner Bizzell and carried unanimously to appoint Commissioner Whitson as the Chair of the Finance and Administration Committee and Commissioners Shackelford and Taylor as members.**

The Board amended the agenda by consent to add “Consider a closed session pursuant to NCGS 143-318.11(6) as item 15 and moving “Adjourn” to item 16.

- 15. Consider a closed session pursuant to NCGS 143-318.11(6) – Motion was made by Commissioner Whitson, seconded by Commissioner Taylor and carried unanimously to enter into closed session at 6:04 p.m.**

Motion was made by Commissioner Whitson, seconded by Commissioner Scarborough and carried unanimously to reconvene in open session at 6:41 p.m.

- 16. Adjourn – Motion was made by Commissioner Taylor, seconded by Commissioner Shackelford and carried unanimously to adjourn at 6:42 p.m. [on February 1, 2010.](#)**

Dennis K. Liles, Mayor

Michelle Strickland, Town Clerk