

**MINUTES**  
**Snow Hill Board of Commissioners Regular Meeting**  
**Monday July 12, 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, July 12, 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, Town Attorney Brian Pridgen and Finance Officer Andy Harris.*

1. **Call to Order** – Mayor Liles called the meeting to order at 7:03 p.m.
2. **Prayer** - Prayer was offered by Commissioner Scarborough.
3. **Pledge of Allegiance** – The Pledge was led by Commissioner Taylor.
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 Shackelford, seconded by Commissioner Whitson and carried unanimously to approve the meeting agenda with changing item 8a3 to “Farmer’s Market Memorandum of Understanding” and changing item 12d to “Consider Farmer’s Market Memorandum of Understanding”.**
6. **Consider Approving Meeting Minutes: June 28, 2010 – Motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford and carried unanimously to approve the minutes of the June 28, 2010 meeting.**
7. **Presentations:** JoAnn Stevens, Bridges to Security Housing Program (Exhibit A / B) [7:06:30 PM](#) – Mrs. Joann Stevens came forward and spoke to the Board about the Bridges to Security Housing Program. Mrs. Stevens asked the Board to refer to the information in their agenda packets (a copy hereby incorporated by reference and made a part of these minutes) regarding the program and moving forward with the program. Mrs. Stevens went over the steps needed to move forward with the Board. There was discussion on the time frame of the project and the number of homes proposed. There was discussion of the advantages to the Town of Snow Hill to participate in the program versus selling the vacant lots in the Hart Street area directly to persons interested in building. There was discussion of when the Town would be paid for the lots; this would be after the homes were sold. Mrs. Stevens reported that families would be prequalified for the homes. Mrs. Stevens listed persons that could be utilized to help the program move forward. There was discussion on the amounts

that the Town had paid for the lots on Hart Street. Commissioner Whitson pointed out the Town's responsibilities listed in an e-mail (a copy hereby incorporated by reference and made a part of these minutes) from Mr. Angelo Franceschina. There was discussion on the responsibilities of the Town.

**7:38:09 PM Mayor Liles took a point of privilege to speak on the newspaper article in a recent edition of the Standard Laconic regarding the budget message of the Town. Mayor Liles informed the Board that the statutes required a budget message but that it was not required in writing and that an oral message was given so that all present, including press could hear the explanations of the proposals of expenses. In past years a written message had been prepared but that this year it was decided to be done orally. Mayor Liles stated that he appreciated the concern and that next year the budget message would be in writing. Mayor Liles reported that all procedures were within statutory requirements according to Sharon Edmundson with the Local Government Commission and Jay Parris with Barrow, Parris, & Davenport, P.A. Mayor Liles reported that he thought the Board and the staff had worked really hard to attain good, strong financial numbers and were working hard to get the audit in on time. Mayor Liles reported that no one under his watch had tried to do anything that would fail to comply with North Carolina statutes.**

## **8. Report of Officers**

### *a. Interim Town Administrator:*

1. *NC Water Mutual Aid Agreement (Exhibit C) – Mr. Hill shared (a copy hereby incorporated by reference and made a part of these minutes) a copy of a State Water Mutual Aid Agreement. Mr. Hill informed the Board that the last agreement was with Greene County. This agreement would mean that the Town could send help to other parts of the state or the Town could request help during circumstances such as a hurricane or other natural disaster. Mr. Hill informed the Board that the agreement does not bind the Town to anything other than having to pay any agency that sends help to Snow Hill should we need to request help. Mr. Hill indicated that this was almost always paid for by FEMA. Mr. Hill recommends favorable consideration of the agreement.*
2. *Cornerstone Employee Assistance Program (Exhibit D) – Mr. Hill shared (a copy hereby incorporated by reference and made a part of these minutes) a proposed contract between the Town and Cornerstone Employee Assistance Program for \$100.00 per year. Mr. Hill informed the Board that Mr. Pridgen had reviewed the agreement. The Town has been in contract with Cornerstone EAP for quite a number of years.*

3. *Farmer's Market Memorandum of Understanding [7:43:24 PM](#) – Mr. Hill shared (a copy hereby incorporated by reference and made a part of these minutes) a copy of the revised Memorandum of Understanding and explained the changes. Mr. Pridgen discussed the changes that had been made.*

b. *Town Clerk / Revenue Collector:*

1. *2009 Tax Settlement Report (Exhibit E) – Miss Strickland shared (a copy hereby incorporated by reference and made a part of these minutes) her 2009 Tax Settlement Report and went over the collection rate of 95.89% as well as other figures for the year.*
2. *2010-2011 Property Tax Collection (Exhibit F) – Miss Strickland shared (a copy hereby incorporated by reference and made a part of these minutes) her request to be charged with the billing and collection of the FY 2010-2011 ad valorem and personal property taxes as well as the past due taxes from 2000 forward.*

c. *Finance Officer:*

1. *June 14 Minutes Amendment (Exhibit G) – Mr. Harris shared (a copy hereby incorporated by reference and made a part of these minutes) a memo requesting that the minutes of the June 14, 2010 minutes be amended to include a reference to a budget message in item number 7 to say “Andrew Harris and Dana Hill delivered the budget message orally and in an informal format. Excerpts from the budget message is as follows:”*

*Mr. Harris informed the Board that audit fieldwork had begun and that during the third week of August they will be back to do more work on the audit. Mr. Harris shared that he anticipated bringing back financials as well as starting on financial policies at the next meeting. Mayor Liles asked Mr. Harris if the audit was going to be on time, Mr. Harris responded that it would be.*

**9. Report of the Boards, Commissions, Committees and/or Taskforces:** Planning Board, Commissioner Taylor:

1. Recommendation to Fill Vacancy – Commissioner Taylor informed the Board that he Planning Board would like to recommend to the Board to fill the vacant seat on the Planning Board with Mr. Dale Scarborough. Mr. Scarborough is the only person who applied for the seat.

2. Proposed Ordinance / Map Amendment (Exhibit H) – Commissioner Taylor shared (a copy hereby incorporated by reference and made a part of these minutes) a memo from the Planning Board requesting that the property at 713 West Harper Street be rezoned from R-8 to R-15 and to consider adding “(n) Floral Design” to the permitted special uses in the R-15 district. It was recommended that the Board consider setting a public hearing on these issues for August 9, 2010 at 7:00 p.m.

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

11. **Public Comments** – Mr. Cheryl Mozingo, who resides on Second Street came forward and informed the Board that she had come in several months ago and her bill was incorrect and she was given a credit on her account instead of a refund. Ms. Mozingo feels that the Town should offer a refund in such cases as this had been drafted from her account. If this had happened to a low-income customer then they may have a hard time accommodating not getting their money back right away. Miss Strickland informed the Board that she has given refunds in the past and that she had been speaking with Mr. Hill about changing the draft date on the water bill so that customers had time to inquire on their bill if they felt there was a problem or to make sure the funds were available due to the change in rates and the draft date now being the day the bills are received.

Ms. Michelle Giles of 512 SE Third Street came forward and asked for clarification on the difference in the alternative water fee and the availability fee. Ms. Giles stated that an employee had informed her that the availability fee was for the lines that ran from the customers meter to their homes. The Board informed Ms. Giles that this was not the case and explained the difference to her. Mayor Liles asked that Miss Strickland clarify with the office staff the difference in the charges and what the fees were for.

Ms. Dianne Davis, Neighborhood Affairs Committee chair, came forward to inform the Board of concerns that she had received from some residents in Snow Hill. She spoke about the cut in law enforcement hours. Ms. Davis informed the Board that she understood the cut, but she did not understand why the hours that were going to be cut were published in the paper; this was an open invitation for criminals to come to Snow Hill during those hours. Ms. Davis asked that the Board consider not publishing the hours when they were determined. Ms. Davis spoke to the Board about the concern of neighbors of Oscar’s Pub. The Pub started as a store and now advertises that bikers are welcome. Ms. Davis spoke to the Board about the existing Internet Café but feels like this situation will take care of itself with recently passed legislation. The Board informed Ms. Davis that the hours had not been confirmed yet. Mayor Liles shared with Ms. Davis that this was new to the Board as well and there was discussion on the setting of variable hours that will not be reported. Commissioner Taylor spoke on Ms. Davis’s concerns of Oscar’s Pub and informed her that the location of the Pub was zoned for that type of business. Commissioner Taylor spoke to rezoning being looked at.

Margaret Fisher of The Standard Laconic came forward to inform the Board that the hours of coverage being cut in the Sheriff's contract did not appear in the Standard Laconic as it had been indicated earlier in the public comment portion of the meeting.

**12. New Business:**

- a. Consider CDBG Amendment – **Motion was made by Commissioner Shackelford, seconded by Commissioner Taylor and carried unanimously to table this item.**
- b. Consider Authorizing Signature of NC Water Mutual Aid Agreement – **Motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford and carried unanimously to authorize the signing of the NC Water Mutual Aid Agreement.**
- c. Consider Renewing Agreement with Cornerstone Employee Assistance Program – **Motion was made by Commissioner O'Brien, seconded by Commissioner Scarborough and carried unanimously to authorize renewal of the agreement with Cornerstone Employee Assistance Program.**
- d. Consider Farmer's Market Memorandum of Understanding – **Motion was made by Commissioner Whitson, seconded by Commissioner Scarborough and carried unanimously to approve the Memorandum of Understanding as presented.**
- e. Consider Charging Town Clerk / Revenue Collector with 2010-2011 Tax Collection – **Motion was made by Commissioner Whitson, seconded by Commissioner Shackelford and carried unanimously to charge the Town Clerk/Revenue Collector with 2010-2011 tax collection.**
- f. Consider Amendment to June 14, 2010 Meeting Minutes – **Motion was made by Commissioner Whitson, seconded by Commissioner O'Brien and carried unanimously to amend the June 14, 2010 meeting minutes as presented by Mr. Harris.**
- g. Consider Appointing Dale Scarborough to the Snow Hill Planning Board – **Motion was made by Commissioner Whitson, seconded by Commissioner O'Brien and carried unanimously to appoint Mr. Dale Scarborough to the Snow Hill Planning Board.**
- h. Consider Setting a Public Hearing Regarding Ordinance Amendments as Proposed by the Snow Hill Planning Board for August 9, 2010 at 7 p.m. – **Motion**

**was made by Commissioner Whitson, seconded by Commissioner Shackleford and carried unanimously to set a Public Hearing regarding amendments as proposed by the Snow Hill Planning Board for August 9, 2010 at 7 p.m.**

- 13. Commissioner's Comments** – Commissioner Scarborough commented that as the Board looked at zoning, she feels that housing code should be looked at as well.
- 14. Adjournment** – Motion was made by Commissioner Shackleford, seconded by Commissioner Scarborough and carried unanimously to adjourn at 8:31 p.m.

---

**Dennis Liles, Mayor**

---

**Michelle Strickland, Town Clerk**