

MINUTES
Snow Hill Board of Commissioners Regular Meeting
Wednesday July 28, 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, July 28, 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 Whitson.
3. **Pledge of Allegiance** – Commissioner O'Brien 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 12, 2010** – Motion was made by Commissioner Shackelford, seconded by Commissioner Scarborough and carried unanimously to approve the minutes of the July 12, 2010 meeting.
7. **Public Hearing regarding amendment to Zoning Ordinance to add “Internet Café” Regulations (Exhibit A)** – Motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford and carried unanimously to open the public hearing at 7:05 p.m.

Mr. Pridgen went over (a copy hereby incorporated by reference and made a part of these minutes) the proposed amendment to the zoning ordinance. Mr. Pridgen spoke on recent legislation to ban Internet Café's. Mr. Pridgen recommends making the amendment effective today instead of waiting until July 31, 2010 as the proposed amendment states at present.

Motion was made by Commissioner Scarborough, seconded by Commissioner O'Brien and carried unanimously to close the public hearing at 7:10 p.m.

8. Report of Officers

- a. Mayor: Nomination for “Best Tennis Town USA” – Mayor Liles announced that Snow Hill had come in as an honorable mention in the “Best Tennis Town” voting. Mayor Liles informed the Board that the Town would be presented with \$2000.00 for tennis activities in Snow Hill and that a representative from the United States Tennis Association would be coming at a later date for a reception.
- b. *Interim Town Administrator:*
 1. *Farmers Market Update (Exhibit B)* [7:13:15 PM](#) – Mr. Hill shared (a copy hereby incorporated by reference and made a part of these minutes) an e-mail from Ms. Kim Miller, Area Specialist of the USDA. Mr. Hill informed the Board that the project did not meet USDA criteria as the Town, as applicant, was not going to be financially responsible. Mr. Hill informed the Board that the group would be moving forward to find alternative funding sources. Commissioner Scarborough commented that she feels like there was a lot of conversation and effort put forward by members of the Board, town attorney, and different agencies in the community to try to have Snow Hill be an applicant and that it sounds like from the very get go that if the USDA had been included in the discussions or any of the planning meetings that she had attended, then we wouldn’t have gotten so close to the deadline with finding out that the project wasn’t going to be funded as it was written and organized in that fashion. Commissioner Scarborough doesn’t think that any of the Board changed their opinion or decision to be involved but could not be involved at that time because of the Town’s financial standing, to be anything more than an applicant in name only. Commissioner Scarborough feels that for future reference a USDA representative should be asked to come and speak to the Board so that everyone was on the same page.
 2. *Code Enforcement Update* – Mr. Hill spoke to the Board on the code enforcement efforts. Mr. Hill reported that he was in the process of identifying problem areas and prioritizing properties. Mr. Hill informed the Board that he had sent out around 8 letters asking owners to respond within 10 days. Mr. Hill informed the Board that he has also been looking at minimum housing regulations.
 3. *Town Office Access Hours (Exhibit C)* – Mr. Hill shared (a copy hereby incorporated by reference and made a part of these minutes) a memo he had prepared regarding changing the opening time at Town Hall from 9:00 a.m. to 8:30 a.m. Mr. Hill reported that since the office staff arrived at 8:15 a.m. there would be no need to adjust working hours. Mr. Hill recommends favorable consideration.

4. *Property Options (Exhibit D)* – Mr. Hill shared (a copy hereby incorporated by reference and made a part of these minutes) a map of properties that the Town owns. Mr. Hill informed the Board that he wanted to bring this before the Board to see how the Board felt about the possibility of selling these properties. It was by consent that Mr. Hill brings back fair market values of the property to the Board at the next meeting.

c. *Town Clerk / Revenue Collector:*

1. *Tax Refund Request (Exhibit E)* – Miss Strickland shared (a copy hereby incorporated by reference and made a part of these minutes) information with the Board regarding a refund to Total Renal Care in the amount of \$99.24 due to the value of the property being reduced by Greene County and the company paid the original tax bill amount. Miss Strickland recommends a refund of \$99.24 be approved to refund to Total Renal Care.

d. *Finance Officer:*

1. *Cash Management / Investment Policy (Exhibit F)* – Mr. Harris shared (a copy hereby incorporated by reference and made a part of these minutes) a copy of a proposed Cash Management/Investment Policy with the Board and informed them that currently the Town did not have a policy in place.
2. *FYE 2010 Financial Report (to be delivered upon presentation)* – Mr. Harris shared (a copy hereby incorporated by reference and made a part of these minutes) a year-end financial report with the Board and informed the Board that he still needed to reconcile payables and receivables. Mr. Harris informed the Board that after doing this the bottom line may increase or decrease. Mr. Harris reported that there was a decrease in revenues due to local-op sales tax dropping and that this was the case for all communities. Mr. Harris reported that there was an increase in fund balance in the general fund and that the water/sewer fund was still operating at a loss.

e. *Public Works / Water Resource Operator*

1. *Update on Wells / Pump Stations* – Mr. Hill informed the Board that Mr. Roberts had a death in the family so that he would be reporting for Mr. Roberts. Mr. Hill informed the Board that a second well has gone down and that repairs are being made. Mr. Hill asked the Board for consent to find out what options are available for grants or loans for the replacement of the lift station at Hillview. Mr. Hill reported that there had been 3 service calls in the last two weeks for the lift station. Mr. Hill has received a current quote on replacing the lift station and the cost has come down a little since the last quote to \$94,000.00. There was discussion on

loans for the replacement of the lift station. It was by consent of the Board for Mr. Hill to start looking at options for loans or grants.

2. *Spray Field Agreement (Exhibit G)* – Mr. Hill shared (a copy hereby incorporated by reference and made a part of these minutes) a copy of a contract between the Town and Granville Farms, Inc. to plant hay and rye on the spray field to be able to stay in compliance as a land application site for sludge. Mr. Hill feels that it makes sense to keep the operation with the same company as Granville Farms currently land-applies for the Town. Granville Farms requested that a clause be added that the Town pays up to \$2,000.00 if the contract is terminated early. Mr. Hill informed the Board that the attorney has reviewed and is comfortable with the terms.

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

10. Unfinished Business and General Orders: NONE

11. Public Comments – Mrs. Sharon Ginn came forward on behalf of the Greene County Museum to remind the Board of the next exhibit at the Museum. The exhibit will run through August, September, and October and will be “History of the Greene Central Marching Band”.

Mr. Charles McHone of 207 W Greene Street spoke to the Board about the sewer rates he was paying for watering his garden. Mr. McHone suggested that the Board rescind the increase of water tap rates for a period of time so that people could afford to install irrigation meters so that they would not have to pay the sewer charges for water that wasn't going through the sewer. Mr. Hill explained to Mr. McHone the process of acquiring a split tap.

Ms. Mary Dixon of 102 Pineshoal Drive came forward to commend the Sheriff's Department for their work and informed the Board she feels that the Town needs to continue with 24 hour coverage due to an increase in breaking and entering in Town. Ms. Dixon feels that things are getting worse. Ms. Dixon encouraged the Board to continue with the same Sheriff coverage as before.

Ms. Michelle Giles of 512 SE Third Street came forward to commend Mr. Hill on the letter that she had received regarding her comments at the last Board meeting. Ms. Giles asked about the Internet Café amendment. Mr. Pridgen explained to Ms. Giles the new legislation and need for the ordinance. Ms. Giles suggested that the Board look into microphones because the audience couldn't hear the Board when they were speaking.

Commissioner Whitson thanked Ms. Dixon for her comments and spoke about what the Board had asked the Sheriff to provide. Mr. Charles McHone stood and asked if the department had the proper training for patrolling.

Ms. Joyce Paige of 1002 Hull Rd came forward and asked about the location of the Internet Café's. Mr. Pridgen spoke on the distance from the internet café's to homes. Ms. Paige also asked about the rezoning of the property for Hooker's Floral Design on W. Harper Street. Commissioner Taylor explained different zoning codes and special uses. Commissioner Taylor informed Ms. Paige that if it was zoned the way that was being suggested that no commercial businesses could be built there. Commissioner Taylor also announced that the Internet Café at Taylor Plaza was no longer in use and had been shut-down.

Ms. Bettie Hooker came forward to ask if a decision had been made regarding the rezoning of her floral design location. Mr. Hill informed her that it was going through the state mandated process and would come before the Board on August 9, 2010.

12. New Business:

- a. Consider Amendment of Snow Hill Zoning Ordinance to add "Internet Café Regulations" – **Motion was made by Commissioner Whitson and seconded by Commissioner Shackelford to approve the amendment of the Snow Hill Zoning Ordinance to add "Internet Café Regulations. Motion was made by Commissioner Whitson, seconded by Commissioner Shackelford and carried unanimously to amend the original motion to change the effective date of the amendment to July 28, 2010. The original motion then carried unanimously.**
- b. Consider Authorizing Changing Public Access Hours of Town Hall to 8:30 a.m. – 5:00 p.m. – **Motion was made by Commissioner O'Brien, seconded by Commissioner Whitson and carried unanimously to approve the changing of the public access hours of Town Hall to 8:30 a.m. – 5:00 p.m.**
- c. Consider Authorizing Revenue Collector to Refund \$99.24 to Total Renal Care due to overpayment – **Motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford and carried unanimously to authorize the Revenue Collector to refund \$99.24 to Total Renal Care due to overpayment of taxes.**
- d. Consider Adoption of Cash Management / Investment Policy – **Motion was made Commissioner O'Brien to adopt the proposed Cash Management/Investment Policy. The motion died on the table due to lack of a second.**
- e. Consider Authorizing Amended Spray Field Agreement – **Motion was made by Commissioner Whitson, seconded by Commissioner Shackelford and carried unanimously to approve the amended Spray Field Agreement.**

- 13. Commissioner's Comments** – Commissioner Scarborough asked if there were a way to put information on the website about the split tap, and possibly put

something on the water bill. Miss Strickland will put something on the water bill for the upcoming month.

- 14. Adjournment – Motion was made by Commissioner Shackleford, seconded by Commissioner Taylor and carried unanimously to adjourn at 8:11 p.m.**

Mayor Dennis Liles

Michelle Strickland, Town Clerk