

MINUTES
Snow Hill Board of Commissioners Regular Meeting
Wednesday March 24, 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, March 8, 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 Andy Harris.

- 1. Call to Order** – Mayor Liles called the meeting to order at 7:06 p.m.
- 2. Prayer** – Prayer was offered by Commissioner Bizzell.
- 3. Pledge of Allegiance** – Commissioner Whitson 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 Taylor, seconded by Commissioner Shackelford and carried unanimously to approve the agenda with the removal of (5) from item #12.
- 6. Consider Approving Meeting Minutes: March 8, 2010** – Motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford and carried unanimously to approve the minutes of the March 8, 2010 minutes.
- 7. Report of Officers:**
 - a. Mayor:** Mayor Liles asked that anyone wishing to make an announcement or public comment to please do so only during that time of the meeting. Mayor Liles also asked that everyone direct their comments or questions to him as chair of the meeting, that control needed to be gained during the meetings.
 1. Stop Hunger Now – Meal Packaging Event 10:00 AM April 3, 2010 at the Snow Hill, NG Armory –Mr. Rick Kearney, Program Coordinator – Mr. Kearney came forward and spoke about his program and the meals that were provided through the program. Mr. Kearney informed the Board that his program had shipped out 1.2 million meals last year and that he hoped for 1.6 million this year. Mr. Kearney invited everyone to attend his third

county wide event on April 3, 2010 at 10:00 a.m. at the Snow Hill Armory. Mayor Liles thanked Mr. Kearney for coming.

2. New Chamber of Commerce Map \$500 ad request – Mayor Liles reported that the Town has received a request to have an ad in the new map of Greene County to be put out by the Chamber of Commerce. Mayor Liles spoke on how the maps were used. Mayor Liles announced the ribbon cutting at the Chamber of Commerce and Cool Beans Coffee Shop at 3:30 on Thursday, March 25, 2010 at 3:30 p.m. Mayor Liles also reminded everyone to return their census and stressed the importance of returning them.

b. *Town Administrator:*

1. ECU Municipal Management & Innovation Initiative (MMI) – Kenny Flowers, Director Community and Regional Development – Mr. Clark handed out (a copy hereby incorporated by reference and made a part of these minutes) the memorandum of understanding for services to be provided to the Town under the agreement with MMI. Mr. Clark informed the Board that Mr. Flowers estimates the value of the services being offered to be around \$50,000.00. Mr. Flowers came forward and spoke to the Board about the time frame of the agreement. The agreement lasts for one year and Mr. Flowers hopes that when that time is up that the Town will look to ECU for other needs. Mr. Flowers feels that this is a mutually beneficial relationship to help the Town with what it needs. Mr. Flowers went over the scope of services in the memorandum of understanding. Mr. Flowers informed the Board that a start date of April 15, 2010 had been identified. Snow Hill is one of five communities that ECU is working with through the Municipal Management & Innovation Initiative. Graduate students in Public Administration are the ones that will be helping and they are qualified to do quite a bit according to Mr. Flowers. Mayor Liles thanked Mr. Flowers for coming and informed the Board that they could vote on the agreement at the next meeting.
2. Capacity Building Grant monitoring visit – Mr. Clark informed the Board that Mr. Dennis Branch had come in the on March 18, 2010 for a CDBG monitoring visit. Mr. Clark spoke on the letter (a copy hereby incorporated by reference and made a part of these minutes) received by the Town regarding the visit. Mr. Clark feels that the visit went very well. Mr. Clark informed the Board that while he was in town Mr. Branch also met with Mrs. Joann Stevens of the Rosenwald Center and looked at potential properties for the single family homes.
3. Mail procedures – Mr. Clark handed out (a copy hereby incorporated by reference and made a part of these minutes) a draft copy of mail

distribution procedures that he has created. Mr. Clark explained how these procedures differed from the current procedures. There was discussion over how the new procedures would keep important information from getting lost on a desk. A mail log was mentioned. Mr. Clark suggested that he revise the draft and bring back something to the Finance and Administration Committee.

c. *Finance Officer:* Update financials – Mr. Harris wished everyone a good evening and went over what he had been working on. Mr. Harris informed the Board that he had been investigating transactions that had been recorded on the general ledger that are not on the bank statements. Due to this he is not as far along on reconciling the bank statements as he would like to be. Mr. Harris is also working on helping to set procedures for the collection drawers as well as reviewing the 2006 941's. Mr. Harris feels that he should have the bank statements reconciled around the third or fourth week of April. When asked if there was a possibility of theft, Mr. Harris indicated that no, the problems were not theft related. Mr. Harris handed out his card to all members of the Board so that they could contact him as they needed to.

d. *Revenue Collector/Town Clerk:*

1. Personal property tax refunds totaling \$920.27 for Tands, Inc. (2007, 2008, 2009) – Miss Strickland went over information (a copy hereby incorporated by reference and made a part of these minutes) regarding a refund she has recommended on personal property taxes for Tands, Inc. due to being taxed twice on this personal property. Miss Strickland informed the Board that Greene County had sent over documentation that they had approved a refund of the County taxes on the same property due to the error.
2. Update on health coverage insurance requests for quotes – Miss Strickland informed the Board that she had been working with Mr. Clark on trying to get all of the information together for packets to request insurance quotes. Miss Strickland indicated that they were trying to get this information ready for April 1, 2010.

e. *Public Works and Utilities Director:* Service Agreement- Jason Water Corporation – Mr. Hill informed the Board that he had met with the Jason Water Corporation Board on March, 16, 2010. Mr. Hill shared the proposed (a copy hereby incorporated by reference and made a part of these minutes) agreement with the Board and informed that Board that the Jason Board was agreeable to the terms and changes in pricing. Mr. Hill requests favorable consideration of the agreement. Mr. Pridgen feels that it is ok to move forward with the agreement.

8. Report of the Boards, Commissions, Committees and/or Taskforces: Finance & Administration Committee report: Initial water & sewer rates study

information – Mr. Whitson informed the Board that the Finance & Administration Committee had met on March 19, 2010. Mr. Whitson reported that he did not have a recommendation at this time but would like to give an overview. Mr. Whitson informed the Board that our current rates for water were lower than the amount it cost to produce the water. The Committee will be meeting again to go over more finite numbers and a more detailed report will be brought back at that time. Mayor Liles thanked Commissioner Whitson for agreeing to chair the Finance & Administration Committee.

9. **Unfinished Business and General Orders:** Renewable Fibers – AC2 Aerobic Digester Project agreement – Mr. Pridgen informed the Board that he had added indemnification language to the agreement. Mr. Hill advised that the changes had been forwarded to Renewable Fibers for review and that they were agreeable to the changes.
10. **New Business:**
 - a. Consider personal property tax refunds totaling \$920.27 for Tands, Inc. for 2007, 2008, and 2009 – **Motion was made by Commissioner Taylor, seconded by Commissioner Scarborough and carried unanimously to approve a refund in the amount of \$920.27 to Tands, Inc. for personal property taxes paid in 2007, 2008, and 2009 as set forth in the materials handed out by the Revenue Collector.**
 - b. Consider Chamber of Commerce membership \$350 annual dues and \$500 new map ad requests – Following discussion it was decided to move forward with the dues and not the mapping. **Motion was made by Commissioner Whitson, seconded by Commissioner Taylor and carried unanimously to consider membership to the Chamber of Commerce in the amount of \$350.00.**
 - c. Consider Service Agreement- Jason Water Corporation – **Motion was made by Commissioner Scarborough, seconded by Commissioner Shackleford and carried unanimously to approve the service agreement between the Town and Jason Water Corporation.**
11. **Announcements and Public Comments** – Mr. Bobby Taylor announced that a Chamber of Commerce “Business After Hours” would be taking place at Greeneridge Racquet Club on April 8, 2010 from 5 p.m. to 8 p.m. in honor of the club being in business for 10 years.
12. **Consider a closed session pursuant to NCGS 143-318.11(3) & (6) personnel – Motion was made by Commissioner Shackleford, seconded by Commissioner Scarborough and carried unanimously to enter into closed session at 8:27 p.m.**

Motion was made by Commissioner Scarborough, seconded by Commissioner Taylor and carried unanimously to reconvene in open session at 9:01 p.m.

- 13. Adjournment – Motion was made by Commissioner Taylor, seconded by Commissioner Whitson and carried unanimously at 9:01 p.m.**

Dennis K. Liles, Mayor

Michelle Strickland, Town Clerk