

MINUTES
Snow Hill Board of Commissioners Regular Meeting
Monday May 10, 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, May 10, 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, 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 7:01 p.m.
2. **Prayer** – Commissioner Scarborough offered prayer.
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.

Mayor Liles took a point of privilege to read (a copy hereby incorporated by reference and made a part of these minutes) a letter of resignation from the Town Administrator/Town Planner Mr. Bob Clark. All members of the Board as well as Mr. Pridgen expressed their thanks and well wishes to Mr. Clark.

5. **Consider Approving Meeting Agenda** – Motion was made by Commissioner Scarborough, seconded by Commissioner Whitson and carried unanimously to approve the agenda with reversing item number 10 and 11, adding “Consider authorizing, with conditions the county and or other entities assuming the town’s financial responsibility, application for USDA Grant/Loan and other funding opportunities in support of the Greene County Farmers Market Project” to item 10, and adding item 12(g) as “Resignation of Town Administrator/Town Planner”.
6. **Consider Approving Meeting Minutes: April 28, 2010** – Motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford and carried unanimously to approve the minutes of the April 28, 2010 meeting.
7. **Presentations**
 - a. Greene County Farmers Market—*Stan Dixon* - – Mr. Stan Dixon came forward and spoke to the Board more about the Farmer’s Market project. Mr. Pridgen, Town Attorney, has reviewed (a copy hereby incorporated by reference and made a part of these minutes) the memorandum of understanding between the Town of Snow Hill and Greene County and it’s Cooperative Extension Service, the Greene

County Arts and Historical Society, and the NC Cooperative Extension Service Foundation and made changes (a copy hereby incorporated by reference and made a part of these minutes). There was discussion of the timing of the USDA grant process as well as advantages to the Town. Mr. Dixon expressed that that he didn't feel there was a disadvantage to putting the Town's name on the project. Commissioner Scarborough informed the Board that she had met with the project committee on May 3, 2010 and spoke on the meeting. Mr. Pridgen went over changes that he had made to the original document that was provided to review. There was discussion over whether there would be a farmer's market without the help of the Town. Mr. Dixon commented that with the Town's help the Farmer's Market would be quite a bit better with the Town's help. There was discussion over the parking.

- b. Capacity Building CDBG – *Bridges to Security Homes—Joann Stevens* – Mrs. Joann Stevens came forward and spoke to the Board about the CDBG project. There was discussion over areas of development for the project. Mr. Clark spoke about what the outcome of the project is and handed out (a copy hereby incorporated by reference and made a part of these minutes) a statement issued by Angelo Franceschina of the Rural Initiative Project, Inc.

8. Report of Officers

- a. *Mayor: Chamber of Commerce Business After Hours* – Mayor Liles informed the Board of a Chamber of Commerce Business After Hours to be held at Hardy's Furniture and Appliance on May 13, 2010 from 5:30 p.m. to 7:30 p.m.
- c. *Finance Officer: FY 2009-10 Budget Amendment No. 6* – Mr. Harris came forward to review (a copy hereby incorporated by reference and made a part of these minutes) Budget Amendment No. 6. Mr. Harris informed the Board that the amendment was made to reclassify items that were over budgeted to items that weren't budgeted.
- d. *Sheriff Smith: Update Law Enforcement Activities* – Sheriff Smith came forward and informed the Board that since last July the Sheriff's Department had responded to 1,785 calls within the Town of Snow Hill. Sheriff Smith reiterated that his department provided 4 officers for the Town and that these officers worked 12-hour shifts. Sheriff Smith reported that since the weather had gotten warmer he had been setting up the speed monitor trailer in different spots throughout Town. Mayor Liles thanked Sheriff Smith for his service.
- e. *Revenue Collector: Advertisement of Delinquent Taxes/Liens on Property* – Miss Strickland shared (a copy hereby incorporated by reference and made a part of these minutes) a memo requesting authorization to advertise delinquent taxes as well as the list of those to be advertised. Miss Strickland informed the Board that this was not a list of all 2009 taxes owed due to not being able to advertise personal property only real property.

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

- a. *Snow Hill Development Commission:* The Snow Hill Regional Media Support Office R.M.S.O. and designation of Gene Smith as volunteer Coordinator – Mr. Clark spoke to the Board about the recommendation from the Snow Hill Development Committee and went over what the office would do. Mr. Clark provided (a copy hereby incorporated by reference and made a part of these minutes) information from the R.M.S.O. outlining services.
- b. *Finance and Administration Committee:* Report and Recommendations
 1. Water & Sewer Rates – Commissioner Whitson went over the recommendations of the Finance & Administration committee regarding water and sewer rates. There was discussion regarding the rates being the same for in-town as well as out-of-town customers. A different availability fee was discussed for in-town and out-of-town customers. Mr. Clark spoke about not having to purchase water from Greene County due to the banked water. The ordinance for in-town wells was discussed.
 2. Internet Sweepstakes/Café Privilege License – Commissioner Whitson shared (a copy hereby incorporated by reference and made a part of these minutes) a sample ordinance amending the fee schedule of the City of Hendersonville. The recommendation from the Finance & Administration Committee is \$2600.00 per location to begin July 1, 2010. Mr. Pridgen informed the Board of the latest recommendations from the Institute of Government. Mr. Pridgen feels that the ordinance from Hendersonville is ok and defines Internet Cafés well.
 3. Bad Check Policy recommended by Revenue Collector – Commissioner Whitson went over (a copy hereby incorporated by reference and made a part of these minutes) the policy that Miss Strickland had recommended. Mr. Whitson informed the Board that the Committee also wanted to recommend increasing the return check fee from \$25.00 to \$35.00.
- c. *Public Works Committee Chairman:*
 1. Options for sale of Fire Station – Commissioner Taylor informed the Board that he had presented to the Board of Education the idea of them purchasing the Fire Station. Commissioner Taylor stated that there was a meeting tonight and that hopefully after they met he would be able to come back with something in writing.
 2. Building leases—Board of Elections & Greene Lamp – Commissioner Taylor informed the Board that he had spoken with Don Davenport, County Manager, about the lease agreements for the Greene Lamp building and they are both in agreement that the leases needed to be cleaned up.

10. Unfinished Business and General Orders: Consider authorizing, with conditions the county and or other entities assuming the town's financial responsibility, application for USDA Grant/Loan and other funding opportunities in support of the Greene County Farmers Market Project – Motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford and carried unanimously to allow Mr. Stan Dixon's group to proceed with the application process but not sign off on until the memorandum of understanding is amended with Greene County being inserted as responsible party financially per terms of agreement.

11. Public Comments – Ms. Clara Shaw of 107 Carver Drive came forward and spoke about how high her water and sewer bill were, the Internet Café being so close to a school and a church, there being no bathrooms at the recreation complex that are open early in the morning to walkers, and what the Town was going to do about the abandoned property next door to her. Ms. Shaw's information was received so that her concerns regarding the water bill and the abandoned property could be addressed after research. The Board informed Ms. Shaw that she needed to speak to Greene County Recreation regarding the bathrooms being unlocked. The Board also informed Ms. Shaw that Internet Cafés were new to Snow Hill and that the Planning Board would be meeting to determine whether further zoning restrictions would need to be placed on these businesses.

Mr. Danny Grant of Gray's Mill Road came forward and expressed his concern over the possibility of the inside and outside water rates being the same. Mr. Grant informed the Board that he had heard talk of raising rates but not of cutting costs. Mr. Grant informed the Board that he would like to see more work on the proposed water rates and on annexation.

Mrs. Ren Baker of Greenridge Road came forward and asked for clarification on water and sewer billing increments. Miss Strickland advised Mrs. Baker that the increments would stay the same, the Town would continue to bill in 100's of gallons.

Mr. Robert Masters or Carolina Opportunities, Inc. came forward and suggested that real usage examples be made available for the proposed water and sewer rates to help the public understand what is really going on.

12. New Business:

- a. Consider FY 2009-10 Budget Amendment No. 6 – **Motion was made by Commissioner Whitson, seconded by Commissioner O'Brien and carried unanimously to approve Budget Amendment No. 6.**
- b. Consider authorizing Revenue Collector to advertise 2009 Delinquent Taxes/Liens on Property – **Motion was made by Commissioner Whitson,**

seconded by Commissioner Shackelford and carried unanimously to authorize the Revenue Collector to advertise 2009 delinquent taxes.

- c. Consider establishment of the Snow Hill Regional Media Support Office R.M.S.O. and designation of Gene Smith as volunteer Coordinator – **This item was tabled by consent until Mr. Smith could meet with the Board to discuss the office and designation.**
- d. Consider adoption of new water and sewer rates effective July 1, 2010 – Commissioner Scarborough informed the Board that she felt that the Board should hold a public hearing on the water rates at the May 26 2010 meeting. **It was by consent that Miss Strickland advertises the public hearing. It was by consent that the item be tabled until the next meeting.**
- e. Consider adoption of Internet Sweepstakes/Café Privilege License and \$2,600 annual fee effective July 1, 2010 – **Motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford and carried unanimously to model the ordinance after the sample from Hendersonville that Mr. Pridgen will draft; with the Planning Board to address zoning issues to bring back to the Board.**
- f. Consider amendment of the Procedures & Policies Manual adding a Returned Check Policy (General Policy—Section G. 1.0007.10) effective on adoption – **Motion was made by Commissioner Shackelford, seconded by Commissioner Scarborough and carried unanimously to amend the Procedures & Policies Manual to add a Return Check Policy.**
- g. Resignation of Town Administrator/Town Planner – **Motion was made by Commissioner Scarborough, seconded by Commissioner O’Brien and carried unanimously to accept the resignation of Mr. Bob Clark, Town Administrator/Town Planner.**

13. Commissioner’s Comments - None

14. Adjournment – Motion was made by Commissioner Shackelford, seconded by Commissioner Scarborough and carried unanimously to adjourn at 9:13 p.m.

Dennis K. Liles, Mayor

Michelle Strickland, Town Clerk