

MINUTES  
SNOW HILL BOARD OF COMMISSIONERS REGULAR MEETING  
MONDAY, MARCH 14, 2011  
SNOW HILL TOWN HALL  
201 NORTH GREENE STREET, SNOW HILL, NORTH CAROLINA

1. **Call to Order** – Mayor ProTem, Bobby Taylor, called the meeting to order at 7:00 p.m. The Prayer was offered by Commissioner Shackelford. The Pledge was led by Commissioner Scarborough.
2. **Roll Call** - The roll was called by Cathy Webb. All members were present with the exception of Mayor Liles, who was out due to sickness, and Commissioner Whitson, who was away on a Business trip.
3. **Consider Agenda Approval** – A motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford, and carried unanimously to approve the Agenda for the March 14, 2011 meeting.
4. **Consider Minutes Approval** – A motion was made by Commissioner Scarborough, seconded by Commissioner O’Brien, and carried unanimously to approve the minutes of the March 2, 2011 regular meeting and the March 9, 2011 Special Meeting.
5. **Presentations:**
  - a. **Susan Daughtry, ECVC Recycling Recognition** – Ms. Daughtry was not here.
  - b. **Public Hearing Regarding Re-Zoning Request (Exhibit 1)** A motion was made by Commissioner Shackelford, seconded by Commissioner O’Brien and carried unanimously to enter into the public hearing. Mr. Hill explained to the Board that Mr. Gary Christman asked to have two parcels facing SE Third Street changed from R-8 Residential to Downtown Commercial. The Planning Board has endorsed this request. Commissioner Scarborough asked if all the paperwork necessary to do this had been done. Mr. Hill said that it had. There were no public comments. A motion was made by Commissioner Shackelford, seconded by Commissioner O’Brien, and carried unanimously to close the public hearing and reconvene to regular session.
6. **Report of Officers** –
  - Town Administrator**
    - a. **Livestock/Fowl Ordinance** – Mr. Hill informed the Board that he had received several calls regarding the current ordinance prohibiting chickens in town. Many of these callers expressed an interest in being allowed to keep a small number of chickens on their property for

purpose of egg production. He had enclosed in the packet ordinances from other towns concerning this. (Exhibit 2) He asked that the Board think about this and this will be discussed in a later meeting.

- b. Greene County Cost Share Request** - Mr. Don Davenport, County Manager, has asked if the Town would share in the cost of paving the lot on Greene Street. Mr. Hill enclosed some conceptual drawings in the packets (Exhibit 3). The Town Board had several concerns about the project. Mr. Hill addressed these concerns: 1) The Town portion of the improvements would be approximately \$12,000. 2) Greene County will accept ownership of the Town's portion, 3) The lot will remain open for public parking. Mr. Hill's recommendation, acknowledging the need for downtown parking, would be for the Town to offer transfer of ownership, as-is, of its portion to Greene County. He further stated that if funds were available in the 2010-2011 or 2011-12 budgets, that he suggested that the Town spend its funds on the paving of the gravel lot immediately adjoining the Town hall lot. This would allow for the addition of two paved lots to the downtown area rather than one. He gathered some informal quotes on the Town Lot improvement And found that those cost should be approximately \$18,000. Commissioner Scarborough said that she thought that the Town should partner with the county and help in the paving of the Lot on Greene Street.
- c. 2011 Municipal Election Filing Fee (Exhibit 4)** Mr. Hill received a letter from the Greene County Board of Elections asking for written notice of the amount of the filing fees for candidates for the 2011 Municipal Election. The filing period will begin 12:00 noon July 1, 2011 and will end at 12:00 noon on July 15, 2011. The filing fee for the past years has been \$5.00
- d. Hazard Mitigation Plan** – Mr. Hill explained that Greene County had completed the Multi-Jurisdictional Hazard Mitigation Plan. This document is required of all counties and municipalities to be eligible for funding in the event of emergencies, and was a joint project with the county, Hookerton, and Walstonburg. He would like to request authorization to set a public hearing during the March 30 regular meeting as required to officially adopt the plan.
- e. Comprehensive Transportation Plan Update** - Mr. Hill said **that he had been attending some meetings**

- f. **East Carolina Council Correspondence (Exhibit 6)** Mr. Hill presented some correspondence from East Carolina Council showing what the membership fees would be for the next fiscal year. The Town's dues would be \$599. Mr. Hill said that he would like to see the Town continue its membership to give him a chance to see what the Council has to offer to towns and municipalities. Commissioner O'Brien, the representative for the Town to the Council, informed the Board that she attended a meeting last week, and that the Council was trying to get a lot of things straightened out and she felt that they were on the right track.
  
- g. **Solid Waste Contract** – Mr. Hill met with representatives from Onslow Container concerning the Solid Waste Contract which expires June 2011. There is an option to extend the contract for an additional three year period. Mr. Hill and OCS Reps met and and negotiated several items. There were some decreases in prices and OSC had agreed to make these decreases effective as early as April 1, which will allow for a savings of around \$1150 for the current fiscal year and approximately \$4500 per year for the next three years. Commissioner Scarborough asked if the Town might consider a decrease in the charge to the customers.

**Town Clerk/Finance Officer –**

- a. **Expense & Revenue Statement (Exhibit 7)** The Clerk presented the Expense and Revenue statements for the period ending February 28, 2011. She said that everything looked good, but that there were a few line items that would be over expended by the end of the year and that some budget amendments would probably have to be done.

**7. Unfinished Business:**

- a. **Community Center Sublet Agreement – (Exhibit 8)**  
Mr. Hill presented a copy of the sublet agreement with a few minor changes. The Term of the lease shall be for fifteen (15) years beginning June 1, 2011 and ending May 31, 2026. The Lessee agrees to give ninety (90) days advance written notice to the Lesser to cancel this Lease and further agrees to pay rent to the termination date of such notice. Commissioner Scarborough asked if, Mrs. Shackelford, the Treasurer of the Association, could vote on this issue. Attorney Pridgen said that Mrs. Shackelford would be obligated to vote because she has no legal interest in the Association.

## 8. Public Comments -

- 1) **Gary Christman** – Mr. Christman commented on the discussion concerning the Livestock/Fowl Ordinance. He said that there were some regulations concerning this and that he would give Mr. Hill the names of those that he needed to talk to before a decision was made on the ordinance.
- 2) **Jody Tyson** - Mr. Tyson urged the Town to partner with the County in the paving of the parking lot on Greene Street because additional parking was needed in the downtown area.

## 9. Action Items:

- a) **Consider action Regarding Re-Zoning Request** – A motion was made by Commissioner O'Brien, seconded by Commissioner Shackelford, and carried unanimously, to approve the request to change two parcels located on SE Third Street from R-8 Residential to Downtown Commercial.
- b) **Consider Cost Share Request from Greene County** - A motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford, and carried unanimously, to share the cost of the paving of the lot on Greene Street with the County, with the Town's portion not to exceed \$12,000.
- c) **Consider Setting Filing Fee for 2011 Municipal Election-**  
A motion was made by Commissioner Shackelford, seconded by Commissioner Scarborough, and carried unanimously to set the filing fee at \$5 per candidate, the same as in previous years.
- d) **Consider Setting Public Hearing for Hazard Mitigation Plan on March 30, 2011 at 7:00 p.m.** - A motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford, and carried unanimously, to set the public hearing for March 30, 2011 at 7:00 p.m.
- e) **Consider approval of Contract Extension with Onslow Container Service effective April 1, 2011** - A motion was made by Commissioner O'Brien, seconded by Commissioner Scarborough, and carried unanimously to approve the Contract with Onslow Container Services beginning April 1, 2011 and continuing for the next three years.
- f) **Consider Action regarding GC Community Center Operation-**  
A motion was made by Commissioner Scarborough, seconded by

Commissioner Shackelford, and carried unanimously, to accept the sublease agreement between the Town and the Greene Improvement Association.

- 10. Commissioner's Comments** – There were none. Town Manager, Dana Hill, talked about an article in the Kinston Free Press. He said that some people were saying that the chloramines that were being added to the water was causing rusty pipes, discolored water, and the replacement of hot water heaters. He indicated that the Town would be adding chloramines to the water in April and that the only problems he could foresee was the discoloration of the water. He said that a lot of flushing would be going on and that the areas of Town that would be affected would get a notice before they began the process.
- 11. Adjourn** - A motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford, and carried unanimously to adjourn. The meeting adjourned at 8:00 p.m.

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Mayor

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Clerk