

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
MONDAY, JULY 11, 2011
SNOW HILL TOWN HALL
201 NORTH GREENE STREET, SNOW HILL, NORTH CAROLINA

1. **Call to Order** – Mayor Liles called the meeting to order at 7:00 p.m. The Prayer was offered by Commissioner Whitson. The Pledge was led by Commissioner Taylor.
2. **Roll Call** - The roll was called by Cathy Webb. All members were present and a quorum was declared.
3. **Consider Agenda Approval** – A motion was made by Commissioner Whitson, seconded by Commissioner Shackleford, and carried unanimously to approve the July 11, 2011 Agenda as presented.
4. **Consider Minutes Approval** - A motion was made by Commissioner Scarborough, seconded by Commissioner O'Brien, and carried unanimously to approve the meeting minutes of June 13 and June 20, 2011.
5. **Presentation: Public Hearing-CDBG Talent Enhancement Grant** – A motion was made by Commissioner Shackleford, seconded by Commissioner Scarborough, and carried unanimously to begin the Public Hearing. Town Administrator, Dana Hill, explained that the grant would be for \$50,000. It will pay for travel, training, and offset the salary for him if the Board would consider it. There will be no out-of-pocket expenses for the Town. The classes will be held at ECU and when the course is completed, the Town can submit a CDBG Grant. There were no public comments. A motion was made by Commissioner Scarborough, seconded by Commissioner O'Brien and carried unanimously to reconvene to regular session.
6. **Report of Officers** –
Mayor-
 - a. Mayor Liles informed the Board that he participated in a Father/Son Banquet at the County Library. He said that this was a very rewarding experience and encouraged others to attend next year if possible.
 - b. Mayor Liles commended Gene Riddle and Gene Smith and any others that had a part in the Snow Hill “Billies” documentary that was presented July 8, 2011 at the Snow Hill Senior Center. He said that DVD’s of the documentary were available for \$15 each and could be picked up at Cool Beans and that the Town would get some to sell also. Commissioner Whitson said that he attended this event and commented that a lot of research had been done on this and that it was very enjoyable.

- c. **Golf Tournament** – Mayor Liles commented on the Hooter’s Golf Tournament that was being held at Cutter Creek. He said that the Golfers were staying with families in and around Snow Hill. He said that events were scheduled for the Golfers every day. Dinners will be held in their honor at various places. He presented a Proclamation proclaiming the week of July 11-17, 2011 as NCGA Hooter’s Week.

Town Administrator – Dana Hill

- a. **Banking Comparisons** – Mr. Hill presented some information comparing the services we now receive from Wachovia/Wells Fargo and NC Cash Management and those proposed by First Citizens. There are some small advantages in considering a change, but the most significant one being the option of using First Citizens for payroll services, which would save the Town about \$150 per month.
- b. **Sewer Impact Fees** – Mr. Hill discussed assessing sewer impact fees for new construction. He will bring back some additional information to the Board at a later time.
- c. **Mixed Beverage Election** – Mr. Hill explained that this would allow restaurants and businesses to offer mixed drinks. He said that this would need to go on the ballot in November and that there would be no charge for this.
- d. **Oak Street Request** – Mr. Hill said that he had received a request to consider designating Oak Street (from SE Third to SE Fourth) as “One-Way”. This section of street is approximately 12 feet wide and slightly curving, creating a safety hazard when full size vehicles meet. He said there were five residences that access their property from Oak Street. He suggest that if action is considered, that he would recommend that Traffic be directed from SE Third to SE Fourth due to a wider egress being available on Fourth.
- e. **Law Enforcement** – Mr. Hill said that he had met with Sheriff Lemmie Smith and County Manager, Don Davenport concerning the sheriff contract for 2010-2011. They both agreed that the Town would be designated two deputies. There was some discussion on purchasing two patrol cars and cut out the travel expenses. It was suggested that the deputy assigned to the Town would come to the Board meeting at least one time per month and give a report on what was going on. Mr. Hill will gather some more information and bring it back at the next meeting.
- f. **Cornerstone EAP Contract** – Dan Hill presented a contract from Cornerstone Employee Assistance Program. The cost of these Services is \$100 per year. Mr. Hill recommended to continue

this contract.

Mayor Dennis Liles had to leave the meeting. Mayor Pro-Tem, Bobby Taylor presided for the remainder of the meeting.

Town Clerk/Finance Officer:

- a. **2011-2012 Tax Collection** – Cathy Webb asked the Board for permission to bill and collect the 2011 ad valorem and personal property taxes, and requested that she be recharged to collect 2001-2010 prior year taxes.
- b. **2010 Delinquent Taxes** – Cathy Webb presented a list of the 2010 delinquent taxes as of June 30, 2011.

7. Unfinished Business: NONE

8. Report of Boards: NONE

9. Public Comments –

- 1) **Gene Riddle** – Mr. Riddle said that he would like to see Oak Street made a one-way street from SE Third to SE Fourth because the street was not wide enough for two cars to come down. He said that he would also like to see the Town authorize the Mixed Beverages Election. He said that he would like to see the Town have their own police department.
- 2) **Woodrow Edwards** – Mr. Edwards said that in listening to the discussion concerning obtaining reports from the Sheriff's Department, he wondered if the Town had an attorney that could obtain these reports. Commissioner Whitson said that the Sheriff's Department was suppose to give us those reports and that they had not been receiving them. He said the Town just wanted the reports so that they could see what was going on in the Town.

10. Action Items -

- a. **Consider Authorizing Town Administrator and Town Clerk to Negotiate Banking** – A motion was made by Commissioner Whitson, seconded by Commissioner Scarborough, and carried unanimously to allow the Town Administrator and the Town Clerk to negotiate the Banking.

- b. Consider Authorizing Municipal Mixed Beverage Election-**
A motion was made by Commissioner Scarborough, seconded by Commissioner Whitson, and carried unanimously to authorize the Municipal Mixed beverage Election.
- c. Consider Designating Oak Street “One Way” from SE Third to SE Fourth-** A motion was made by Commissioner O’Brien, seconded by Commissioner Whitson, and carried unanimously to designate the street as a one-way street.
- d. Consider Authorizing Cornerstone EAP Contract Execution-**
A motion was made by Commissioner Shackelford, seconded by Commissioner Scarborough, and carried unanimously to continue paying the EAP Contract.
- e. Consider authorizing Town Clerk to bill and collect 2001-2011 Ad Valorem and Personal Property Taxes –** A motion was made by Commissioner Whitson, seconded by Commissioner O’Brien, and carried unanimously to authorize the Town Clerk to bill the 2011 taxes and to collect any delinquent taxes from 2001-2010.
- f. Consider authorizing CDBG Talent Enhancement Application-** A motion was made by Commissioner Scarborough seconded by Commissioner Whitson and carried unanimously to allow the Town Administrator to apply for the CDBG Talent Enhancement Grant.

- 12. Closed Session: Development/Personnel –** A motion was made by Commissioner Scarborough, seconded by Commissioner Whitson to go into closed session to discuss development and personnel.

A motion was made by Commissioner Shackelford, seconded by Commissioner Scarborough, and carried unanimously to reconvene to regular session.

- 13. Commissioner Comments -** Commissioner Whitson thanked Town Administrator, Dana Hill, for the hard work he was doing for the Town.
- 14. Adjourn –** There being no further business to come before the Board, a motion was made by Commissioner Shackelford, seconded by Commissioner Whitson, and carried unanimously to adjourn. The meeting adjourned at 8:10 p.m.

Mayor

Clerk