

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
WEDNESDAY, AUGUST 24, 2011
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 Scarborough. The Pledge was led by Commissioner Whitson.
2. **Roll Call** – The roll was called by Cathy Webb. All members were present. A quorum was declared.
3. **Consider Agenda Approval** – A motion was made by Commissioner Scarborough, seconded by Commissioner Whitson, and carried unanimously to approve the Agenda as amended by the Town Administrator.
4. **Consider Minutes Approval** – A motion was made by Commissioner Scarborough, seconded by Commissioner Whitson, and carried unanimously to approve the August 8, 2011 minutes as presented.

5. **Presentations** –

Comprehensive Transportation Plan – Brendan Merithew, NCDOT

Mr. Merithew presented to the Board the Greene County Comprehensive Transportation Plan Update. This is a 25-30 years long range planning process. This is a cooperative process involving the County, Municipalities, the Public, RPO, and NCDOT. There are ten steps to this process. The group are on target with the planning as projected. They are now analyzing the deficiencies. A deficiency is present when a road or other transportation facilities fail to accommodate traffic demand. He asked that anyone who knew of any deficiencies in the Town or county to please email him with these concerns. He said that they needed all the feedback they could get.

6. **Report of Officers** –

Mayor-

- a. **Recognize Kelly Smith and Clarence Moore, Senior Games** – Mayor Liles recognized Mr. Kelly Smith and Mr. Clarence Moore for their achievements in the Senior Games. Each was given a certificate of appreciation.
- b. **Tenth Anniversary of September 11th Attacks** - Commissioner Whitson read a Resolution entitled “**We Will Never Forget**”. The Mayor and Commissioners of the Town of Snow Hill urge citizens to set aside September 11th as a day to mourn, reflect, and rededicate ourselves to ending terrorism, And honor the victims of September 11th by reaffirming ourselves to

sustaining our newfound patriotism.

Town Administrator –

a. Police Department Report

- 1) **Vehicle Acquisition** – Mr. Hill informed the Board that he had purchased a 2006 Crown Victoria from NCDMV. The car has 94,000 miles on it and the cost of the car was \$7300.
- 2) **Resolution** – Mr. Hill presented a resolution supporting the formation of a Municipal Police Department by the Town of Snow Hill. Commissioner Scarborough asked Mr. Hill if he could schedule a meeting with the County Commissioner and the Town Board to sit down and discuss what the Town planned to do and to let them have some input. Commissioner Whitson wanted to know what kind of questions she wanted to ask-he thought that all questions had been asked and answered.
- 3) **Chief Job Description** – Mr. Hill presented a proposed Chief of Police Job description to the Board for review.
- 4) **Advertisement for Chief** –Mr. Hill presented an advertisement for the newspapers for review by the Board.
- 5) **Selection Advisory Panel** – He asked the Board to begin thinking about the selection process for Police Chief once applications are received. He indicated that he believed that the process should be as transparent as possible so that our citizens are assured that we provide the most experienced, best suited person to be their chief. He would like to select a panel of 3-4 law enforcement professionals to act in an advisory role through the process of application screening and interviews. His thoughts on the makeup of the panel would include a Police Chief from a comparably sized town, a NC Highway Patrol representative, a State Level Investigator, a law enforcement educator, and possibly legal Counsel. Once an initial screening and a first round of interviews are complete, maybe the Board would consider a second open meeting discussion regarding qualifications and experience with the top two candidates to allow interest citizens to listen in.
- 6) **Office Space for Police Department** – Mr. Hill said that there were several options available, one being an office across the street in the Museum building. Commissioner Scarborough asked what the rent would be. Mr. Hill said that the Museum had offered to rent the building for \$250 per month.
- 7) **Fall Clean-Up** – Mr. Hill announced that a fall cleanup day had been scheduled for the week of October 10th. A dumpster will be available that week for citizens which will be located on Daniel Drive (Public Works Office) inside the gate.
- 8) **Audit Report** – Mr. Hill said that the auditors were here and that things were going well and that the audit would be done by the due date.
- 9) **Sidewalk Repairs** – Mr. Hill reminded the Board that \$12,000 had been budgeted for the first phase of the sidewalk repairs. SASE Equipment company came in and demonstrated some sidewalk repair equipment.

He was very impressed with the equipment. The cost of the equipment will be \$7300 plus the cost of some blades, probably totaling around \$8,000-\$8500.00.

7. Unfinished Business - NONE

8. Report of Boards –NONE

9. Public Comments – Mr. Kelly Smith asked if the Town had considered a new meter reading system. Mr. Hill told him that the Town had applied for a grant to enable them to fund this project. Hopefully the grant will be awarded. Mr. Smith also asked if the repair of the sidewalks would be started soon. He also asked if DOT had thought about expanding Hwy 13 to a four lane highway.

10. Action Items: A motion was made by Commissioner Whitson, seconded by Commissioner O'Brien and carried unanimously for consent to add an action item to approve the resolution presented supporting the formation of a police department. A motion was made by Commissioner Whitson, seconded by Commissioner O'Brien, and carried unanimously to approve the Resolution as presented.

Consider Accepting Job Description for Chief of Police – A motion was made by Commissioner Whitson, seconded by Commissioner O'Brien, and carried unanimously to approve the Job Description for Chief of Police as presented.

Consider Authorizing the Town Administrator to advertise for the position of Chief of Police - A motion was made by Commissioner Whitson, seconded by Commissioner O'Brien, and carried unanimously to allow the Town Administrator to advertise the position.

11. Closed Session – A motion was made by Commissioner O'Brien, seconded by Commissioner Whitson, and carried unanimously to go into closed session for Legal consultation.

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

12. Commissioner Comments - Commissioner Scarborough wanted everyone to start thinking about a Martin Luther King Celebration, maybe to be sponsored by the Town. She said that essays will be written by some school kids and would be judged.

13. Adjourn - There being no further business to come before the Board, A motion was made by Commissioner Shackelford, seconded by Commissioner Taylor, and carried unanimously to adjourn. The meeting adjourned at 8:15 p.m.

Mayor

Clerk