

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
WEDNESDAY, SEPTEMBER 28, 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 Mayor Liles.
2. **Roll Call** - The roll was called by Cathy Webb. All members were present except Commissioner Whitson. A quorum was declared.
3. **Consider Agenda Approval** - A motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford, and carried unanimously to approve the Agenda as presented.
4. **Consider Minutes Approval** - A motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford, and carried unanimously to approve the September 28, 2011 minutes as presented.

5. **Presentations: NONE**

6. **Report of Officers**

Mayor-

- 1- Mayor Liles announced the Historic District yard sale would be held on October 8, 2011.
- 2- Mayor Liles announced that the fall cleanup would be held on October 10th and that a card would go out to all citizens advertising this.
3. Mayor Liles commended Town Administrator, Dana Hill, and his staff for the cleanup after the hurricane.
4. Mayor Liles announced that the Town had received a \$50,000 Talent Enhancement Capacity Building Grant that would help to develop Capacity for the town.

Town Administrator-

1. **Overtime Compensation Policy – (Exhibit 1)** Mr. Hill presented a proposed amendment to the Snow Hill Personnel Policy, Section 13: Overtime Pay Provisions – This states that in case of a natural or man-made disaster in which Snow Hill and/or Greene County is officially declared a disaster by the chief elected official, all employees, whether exempt or non-exempt, will be entitled to compensation at the appropriate overtime rate for hours worked over 40 per week when duties directly relate to disaster recovery.

2. **Surplus Property Bid** – Mr. Hill advised the Board that the advertisement for upset bids for the property located at the intersection of Pine Street and Jordan Avenue had resulted in no additional bids. Commissioner Scarborough said that in the future she would like to see a minimum price set on the sale of any property but she agreed that the sale of the property on Jordan Avenue had already been set and that she thought this sale should go as agreed upon. Commissioner O'Brien agreed with this.
3. **Fall-Cleanup Collection** - Mr. Hill told the Board that postcards would be mailed this Friday to all citizens. The card list the items and how they are to be separated. They will not pick up tires, paint, or chemical containers. If the items listed are not separated as stated on the card, they will not be picked up.
4. **NCEM Agent Designation** - Mr. Hill asked the Board for permission to be the designated agent for the NC Division of Emergency Management, with Cathy Webb as the secondary agent.
5. **Waiver Request from Greene County** – Greene County is in the process of constructing the Elaney Wood Heritage Farmer's Market on Hwy. 13. They have asked the Town to waive the impact fee since the project will effectively serve both entities.
6. **Supplemental Employee Insurance** – Mr. Hill told the Board that the employees wanted to take get some insurance from Allstate and asked if this should be Board approved. Attorney Pridgen said that if this was deducted from their paychecks and no cost to the Town, it did not have to be approved.

Town Clerk –

1. **Budget Amendment I** – Mrs. Webb asked the Board for permission to make a budget amendment. She told the Board that when the Budget was done for 2011-12 that she was informed that the Alternative Water Grant would be completed by the end of June. However, the grant was extended until September 30th. An amendment for \$50,000 was made for this. Due to Hurricane Irene, an amendment for \$100,000 for Storm debris cleanup needs to be made also. However, she told the Board that all bills had not been presented at this time, and that an additional amendment would probably be needed later.
7. **Unfinished Business: NONE**
 8. **Report of Boards -SHDC-Gene Riddle** – Mr. Riddle told the group that the plans for the Christmas Extravaganza were going well. He said that they had decided to sell ads for the booklet that they were going to prepare to help offset some of the

advertising costs. He talked about applying for the NC STEP Program and that a meeting would be held on December 13th and that he planned to attend. He also mentioned that he would like to apply for a Parks & Recreation Grant.

9. Public Comments –

- 1. Gene Riddle** – Mr. Riddle said that he would like to see the Board make a decision on changing the speed limit on 3rd and 4th Streets to 25 mph. He also mentioned that he knew a group of people that might be interested in purchasing the lots the Town had for sale to be used for gardens.
- 2. Clara Smith Shaw** - Mrs. Shaw told the Board that there were foxes and dogs running loose in her neighborhood and that she had called animal control and was told that they did not have any cages to bring at the time. She has not heard anything else from them. She said that the neighborhood was primarily senior citizens and that they were afraid to go outside. Mayor Liles asked her to call Michael Rhodes and advise him of the problem. She also asked if the Town was planning to spray for mosquitoes. Mr. Hill told her that they had sprayed once and would spray again. He explained that they had to get the mosquito machine had to be recalibrated and as soon as this was done, they would spray.

10. Action Items:

- a. Consider Authorizing the Approval of the Neuse Regional Library Agreement as presented on 9/12/2011** – A motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford, and carried unanimously to approve the agreement.
- b. Consider Adoption of Customer Service Policy as presented on 9/12/2011-** A motion was made by Commissioner O'Brien, seconded by Commissioner Scarborough, and carried unanimously to approved the policy.
- c. Consider Authorizing Personnel Policy Amendment** – A motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford, and carried unanimously to approve the amendment.
- d. Consider accepting \$393.60 plus closing costs from James Hill for surplus property located at the intersection of Pine Street and Jordan Avenue –** A motion was made by Commissioner Shackelford, seconded by Commissioner O'Brien, and carried unanimously to approve this sale.
- e. Consider authorizing Town Administrator to act as Official Agent with NCEM and FEMA** –A motion was made by Commissioner Scarborough, seconded by Commissioner O'Brien, and carried unanimously to authorize Mr. Hill to act as Official Agent.
- f. Consider Authorizing Budget Amendment I -** A motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford, and carried unanimously to approve Budget Amendment I.

- 11. Commissioner Comments** – Commissioner Scarborough asked if the joint meeting with the Greene County Board of Commissioners had been set up. Mr. Hill said that he needed to know some dates and he would follow up with Mr. Davenport. Commissioner Shackelford asked when did they have

to let the County know about the impact fee waiver. Mr. Hill said that it would be on the next agenda for action. Mayor Liles thanked Jody Tyson for his help in getting some inmates to help with the storm cleanup. Also he asked everyone to thank Mr. Louis Pate for his help in getting some things done.

- 12. Adjourn** - There being no further business to come before the Board, a motion was made by Commissioner Shackleford, seconded by Commissioner Scarborough, and carried unanimously to adjourn. The meeting adjourned at 7:30 p.m.

Mayor

Clerk