

**MINUTES**  
**SNOW HILL BOARD OF COMMISSIONERS**  
**MONDAY, JANUARY 9, 2012**  
**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 Hagans. The Pledge was led by Commissioner Taylor.**
- 2. Roll Call – Town Clerk, Cathy Webb, called the roll. All were present and a quorum was declared.**
- 3. Consider Agenda Approval – Town Administrator, Dana Hill, asked if he could add after the Town Administrator Item D to do a feedback session to allow the public to express their opinions on the Police department Coverage and do that separate from Public comments. A motion was made by Commissioner Washington, seconded by Commissioner Shackelford, and carried unanimously to approve the agenda with the modification recommended by the Town Administrator.**
- 4. Consider Minutes Approval – The Clerk told the Board that there was a error on page 3 of the December 28, 2011 minutes. The motion concerning the Budget Amendment was made by Commissioner Taylor, and seconded by Commissioner Shackelford. A motion was made by Commissioner Washington, seconded by Commissioner Shackelford, and carried unanimously to approve the December 28, 2011 minutes with the correction made by the Clerk.**
- 5. Presentations: American Legion Post 536 – Veterans Cemetery – Mr. Jasper Jones gave some history of the cemetery and explained that the Cemetery would be available for burial around a May timeframe. The Executive Council of Post 536 agree that they do not have the resources, personnel, or experience to manage a cemetery. Mr. Jones presented a proposal to the Town asking that the Town to take over the total management and operation of the Veterans Cemetery. They would like to deed the cemetery over to the Town. They would like to ask that veterans in Greene County that are a member of American Legion Post 536, Post 332, Post 94, and the VFW be entitled to burial in the cemetery free of charge upon their death and that all Veterans and their spouses be eligible for burial for a fee of \$300, or a fee Deemed more appropriate by the Town. All proceeds generated by the Cemetery would go to the Town of Snow Hill. (A copy of this proposal is included with these minutes.) Commissioner Scarborough asked Mr. Jones how many hours per week or month did he think that it would take for his organization to assume the responsibility of this cemetery. Mr. Jones said that they had not made that determination. He said that he had talked to several**

Funeral Directors and that the management of the cemetery would require a full time person. Commissioner Scarborough said that what concerned her was that opening and closing graves cost money and that some of what the Town charged was the opening and closing of graves. Mr. Hill said that we had separate fees for Opening and Closing and a grave purchase fee. Commissioner Scarborough asked Mr. Jones if he was asking that we did not charge an opening and closing fee for Veterans. He said that the Funeral Directors had told him that the opening and closing fees were part of their cost. He said that the fees that he had mentioned could be changed He said that the specifics could be worked out with the Town.

**6. Report of Officers –  
Town Officer –**

**a. 2012 Meeting Schedule** – Mr. Hill presented the scheduled meeting dates for the Board for 2012. The first meeting of the month will be held on Monday nights and the last meeting of the month will be held on Thursday nights. All meeting will be held at 7:00 p.m. at the Museum. (A copy of this schedule will be attached to the minutes and posted at The Town Office.

**b. CTP Open House** – DOT will have three public open house workshops for the Greene County Comprehensive Plan. These workshops focus on the transportation needs of the entire county over the next thirty years. Workshops will be held in Snow Hill on January 10, 2012 from 4-7 p.m., in Walstonburg on January 11, 2012 from 4-7 p.m., and in Hookerton on January 12 from 4-7 p.m. Local community staff and Project consultants will be there to gather public input for the plan. Participants are encouraged to view maps, ask questions, share ideas, and fill out comment forms.

**c. Water System Funding** – Mr. Hill announced to the Board that the Town had been approved for funding in the amount of \$841,000 from the Revolving Fund Program administered by the NC Department of Natural resources. This package is from the 2009 funding request and was written to implement an automated meter reading (AMR) system which will greatly reduce the amount of lost water due to old meters, and reduce the manpower needed to manually read and bill. Also included in this package are plans to replace the small diameter pipes in the distribution system with larger diameter lines, improving flow and water quality. This offer is for an 80% grant -\$672,800 and 20% no interest loan - \$168,200. Mr. Hill explained to the Local Government Commission that the Town had applied for another Grant and that it looked very favorable that the Town would receive the Grant/Loan. The Local Government Commission has approved the loan for six (6) years, but due to that fact that another grant/loan may be available, Mr. Hill has requested that they reconsider for a longer term. Since that time, Mr. Hill has received a verbal confirmation from the Local Government that the Town will be approved for a fifteen (15) year

term at no interest for the \$168,20 loan portion. The loan payment for a 6 year term would be \$28,000 per year-for the 15 year term the payment would be about \$11,000 per year. Commissioner Scarborough asked what the total of the other loan/grant package would be. Mr. Hill said that the grant/loan would total \$656,000-the loan portion being \$13,120. He indicated that the total payment on both loans would be just under \$20,000-which according to last years audit report would be manageable.

**d. Police Department Operations** – Mr. Hill presented a proposal to consider authorizing the 12 hour operation of the Police Department with patrol hours to be determined by Chief Rea and himself, taking into consideration citizen and Board input as well as call volume experienced, scheduled in a random, unadvertised manner to preserve public safety. Coverage can be provided for 12 hours per day, seven days per week, utilizing the Chief, one full time officer and some combination of part-time officers. The full time officers will be expected to remain “on-call” in the same manner as Public Work employees to respond to major incidents during off hours. Mr. Hill said that with the exception of reporting software and an additional patrol vehicle, all major equipment has been purchased. He said that Chief Rea is currently looking into Mobile Terminals which will allow officers to run inquiries from the patrol vehicle. Commissioner Scarborough asked how the salaries were comparable with other salaries Mr. Rea told her that Mr. Rea told her that the salaries were competitive for Greene County and competitive for a department of our size. Commissioner Scarborough said that she was comfortable with the 12 hour proposal and that she thought that they needed to negotiate the hours of coverage and that caution needed to be used in advertising those hours of coverage too much and maybe have them on sort of rotating schedule. Mr. Hill has attached a summary of the cost of running the department for the remainder of the 2011-12 Fiscal and the proposed budget for the next fiscal year. (A copy of the memo and summary cost is attached as part of the minutes.)

Mr. Hill said that if the Board was okay with it, he would like to have some citizen feed back on this proposal at this time.

- 1) Leonard Phillips- Mr. Phillips asked the Board how to contact the police department. Mr. Rea said that all calls would be dispatched thru the Sheriff’s Department and that they would call the Snow Hill officers if it was a in town call.
2. David Jones – Mr. Jones expressed several concerns-mutual respect and patrol hours. He hopes that the officers will have continuous interaction with the community and forming good relations with them so that the citizens will perceive them as their friends and servants. He would like to see the officers do some patrolling

between midnight and dawn-because those are the hours that they need protection.

3. **Carolyn Newcomb** – Ms. Newcomb asked how many officers would they have to hire to have 12 hour coverage. He responded that they would have to hire 1 additional full-time officer and two part-time officers. Part-time employees would not be guaranteed any set number of hours.
4. **Jim Baker** – Mr. Baker said that the citizens would have to play a role in order to have a successful police department. He said that citizens were going to have to support them by getting on the phone and reporting any suspicious activity. He said that he wanted to go on record as saying it's as much our responsibility as it their responsibility for them to succeed.
5. **Melissa Shackelford** – Ms. Shackelford said that she had seen people running thru others backyards at night and drug activity was going on. She also said that the speed limit on Kingold Blvd. was 35 mph and people were flying up and down the street. She would like to see this area monitored.
6. **Joan Aktinson** – Ms. Atkinson said that there was a lot of activity going on in the Town and would like to see more patrolling done.

**Town Clerk –**

- a. **Property Tax request** – Cathy Webb presented some information for tax parcel #08-00735 owned by Mary Rometha Dixon. Ms. Dixon said that she was in a meeting with a former Board and that she was told the property was not in the city limits of Snow Hill. After looking at some memos by Bob Clark, it looks as if Mr. Clark was not able to determine conclusively whether the Dixon Property is in or out of the Town Limits. Ms. Dixon is asking the Board to review the boundary lines of her residence to determine if the property is within town limits. After much discussion, it was decided that it would be very expensive to have to investigate this matter further. The amount of the levy is \$19.99. Dana Hill asked for an action item “D” be added to consider allowing the Clerk to write off these taxes.

**Chief of Police – John Rea – Report of Activities** – Mr. Rea told the Board that he was now patrolling the Town. He has made a schedule and will be patrolling at different hours.

**7. Unfinished Business: NONE**

**8. Report of Boards:**

**Vacancies/Expired Terms** –Mr. Hill gave a list of the various Boards and Commissions along with their meeting schedule and member terms. Several seats have expired terms. Mr. Hill would like to get permission from the Board to begin the process of advertisement to fill the expired terms.

**9. Public Comments –**

- 1. Mrs. Sharon Ginn gave an update on the happenings at the Museum. Pictures are hung of African American Performers and a reception will be held on January 10, 2012 from 7:00 p.m. – 8:30 p.m. Some of the artist have been asked to perform.**
- 2. Ms. Mary Dixon thanked the Board for their consideration in her tax situation.**

**10. Action Items:**

- a. Consider accepting State revolving Fund award of \$841,000 consisting of 80% Grant and 20% no interest Loan for a term of six years, allowing administrator to negotiate a longer term if possible – A motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford, and carried unanimously to accept this grant/loan.**
- b. Consider authorizing the Advertisement and Recruitment of one full-time and two part-time Police Officers – A motion was made by Commissioner Washington, seconded by Commissioner Hagans, and carried unanimously to begin the advertisement and recruitment process for these officers.**
- c. Consider Authorizing Advertisement for various expired Board Seats- A motion was made by Commissioner Taylor, seconded by Commissioner Shackelford, and carried unanimously to start the advertisements for the expired Board seats.**
- d. Consider authorizing Clerk to write-off taxes for Ms. Mary Dixon-A motion was made by Commissioner Washington, seconded by Commissioner Shackelford to write off these taxes for Mary Dixon totaling \$19.99.**

**11. Commissioner Comments – None**

- 12. 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 8:10 p.m.**

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Mayor

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Clerk