

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
MONDAY, MAY 14, 2012
MUSEUM
SNOW HILL, NORTH CAROLINA 28580

- 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 Shackelford.**
- 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 Washington, seconded by Commissioner Shackelford and carried unanimously to approve the Agenda as presented.**
- 4. Consider Minutes Approval – A motion was made by Commissioner Hagans, seconded by Commissioner Scarborough, and carried unanimously to approve the April 26, 2012 minutes as presented.**
- 5. Presentation: Robert Masters, Carolina Opportunities – Mr. Hill gave a brief recap-He said that this was a follow-up from another meeting and some conversation with Mr. Masters-what the Town was looking at in the future-maybe looking at some funding for expansion of the Town Hall, and some of the things listed on the Capital Improvement Plan.
Mr. Masters said that before the Town considered contracting with him or anyone else, that they needed to sit down and talk about some things that the Town may want to undertake. He said that he would like to work in Snow Hill. Per request from the Board, Mr. Masters presented a proposal to the Board for Planning and development services. He said that money was going to be short in The future.
He identified four basic needs that could be met with a contractual arrangement with Carolina Opportunities. They are as follows:
 - 1) Planning & Zoning Administrator – He indicated that they could perform all duties to include enforcement issues. He said that they would work closely with the Planning Board and the Board of Adjustment. They would attend all meetings of the Planning Board, Board of Adjustment, and the Town Board.**
 - 2) Economic Developer - Carolina Opportunities would work closely with The Town Economic Commission, Administrator, and Town Board to identify important factors for attracting and retaining business in Snow Hill.**
 - 3) Grant Writer/Project Manager – He indicated that successful grant writing allows the Town to leverage local tax dollars against State and****

Federal funds to help finance a given project. The goal is not to undertake A project if grant funds are available. Instead a project is properly Planned and resources committed prior to seeking grant assistance.

- 4) **Other Administrative Duties**-He indicated that his personal experience would allow him to assist in other duties such as procurement, personnel Management, finance and budgeting.

He offered to meet with the Town Board, at no cost, to act as a facilitator to discuss the economic development goals and objectives that the elected officials and staff can develop.

Commissioner Scarborough commented that in 2011 the Town came up with a Capital Improvement Plan and that several of the projects on the list had been completed or were in the process of being completed. She indicated that at the last meeting Mr. Masters mentioned that he had not been in touch as much with the Town and since that time the Town has started the Police Department and Code Enforcement and that the Planning Board, along with Dana, have been handling the Zoning Enforcement Issues -these things are already been done in-house. She indicated that the Town had had a meeting with Steve Molar, with ECOG, and a comprehensive list was put together at that time. We pay dues to the ECOG and can get some help from them from time to time. She said that was one thing the Board had tried to do over the past few years-not to double pay for services. She said that if the Town did need any services, that it should be put through a bid process like anything else. Her last question to Mr. Masters was: Of the businesses listed that you have obtained grants/financing for how many are still in existence? His said that his first response would be that anyone that had been in business for the last four years and were still in business were good businessmen. He said that most of the businesses in the County were on the edge. She asked if Adams Nursery was still in existence. He said it was there but Mr. Summerville was not operating it at this time. She asked about Serve Well Meats-he said that it had spun off into a different field. Commissioner Scarborough reiterated that she thought that a bid process should be used if services were needed. Mr. Masters said that he did not believe that anyone would say that they have any more experience in working with the Town than he has-they may charge a cheaper price. He said that he would like to comment on the in-house thing-you say you have staff to take care of things-most small towns have a limited staff. The staff does not have the time to do a lot of these things. He said that the Town did not need a full time Planning department-you need one when you need one-when you have a project that is worth applying for grant/financing for.

6. Report of Officers:

a. Town Administrator

- 1) Housing Enforcement – Mr. Hill stated that the housing enforcement process is pretty well completed. We moved forward on 3 of the 4

identified properties. 3 of the 4 were completed demolished and have been cleaned up. He said that roughly about \$12,000 had been spent but that legal expenses had not come in. He said that the Board allocated \$20,000 in the initial action but that there are at least 2 properties needed some immediate attention-one being the yellow house on 3rd Street-it needed immediate attention. He sent a letter to the owner of that property today and hope to be able to reach some kind of solution. He asked the Board to consider allowing him to use some more of the allocated funds on some more properties. He would present further information at the next meeting.

2. Parking Lot – Mr. Hill said that the Greene Street parking lot had been graded and that they were waiting for Progress Energy to come in and put the underground utilities in. He said the parking lot behind the Town Office would probably be graded this week. He said that after looking at both lots, he thinks some curbing needs to be added-adding \$2000-\$3000 to the project.

b. Town Clerk/Finance Officer – The Finance Officer presented the formal budget to the Board. A preliminary draft had been presented at the last meeting. She indicated that only one change had been made. \$50,000 had been added to the Water Budget. (NC Rural Center Grant) This was due to monies that should have been received in the 2011-12 fiscal year but had not been received.

7. Report of Boards – Mr. Hill presented a draft of the Planning Board minutes of May 1, 2012. The Planning Board recommended specifying a 200' separation between Internet Sweepstakes and any church, school, or residential use. Mr. Hill said that there had been some conversation about the distance between two Internet Sweepstakes Establishments. Item H in the ordinance specifies 1000 ft. between each establishment.

8. Public Comments:

1) Jim Baker – Mr. Baker, along with his neighbors, thanked the Town for condemning and tearing down the 3 houses located in his neighborhood that were unfit and unsafe. He praised the Board for a job well done.

2) Cheryl Mozingo – Ms. Mozingo reiterated what Mr. Baker had said about the cleanup of the properties in her neighborhood. Ms. Mozingo also mentioned that she had several break-ins in the past and that the response time to her house was about 30-40 minutes. However, about a week ago she called the Police Department again and they were there within 10 minutes.

3) Craig Dixon – Mr. Dixon explained that he owned the Bingo establishment

on 744 SE Third Street. He said that he understood that an internet café application had already been applied for in the area. He asked that the Town consider changing the distance of 1000 ft. so that he would be able to have a internet café also.

- 4) Ora Dixon – Ms. Dixon said that she and a group of others were present to give their support to Mr. Dixon concerning the distance of 1000 ft. between each Internet Sweepstakes Café. They would like to see it changed for the benefit of Mr. Dixon.
- 5) David Jones – Mr. Jones said that he was there in reference to the Police Department. He said that he sees that there are four people on staff now including the Chief. He asked if any effort had been made to receive applications from minority. Mr. Hill said that there had been some minority applicants. He said that the officers hired thus far were based on the Chief's recommendations and for the most part were hired because of their retired status, years of experience, and that the Town did not have to pay health insurance benefits on them. He said that a third full-time officer would be hired in the near future and that they hope to have a more diverse staff.

9. Old Business:

- 1) Consider Adopting Amendment to the Snow Hill Zoning Ordinance per Planning Board Recommendation- A motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford, and carried unanimously to approve the recommendation of the Planning Board to set the 200 ft. separation between Internet Sweepstakes and any church, school, or residential use.

10. New Business:

- 1) Consider setting a Budget Public Hearing for May 31, 2010 at 7:00 p.m.- A motion was made by Commissioner Washington, seconded by Commissioner Shackelford, and carried unanimously to set the Budget Public Hearing for May 31, 2012 at 7:00 p.m.
- 2) Consider Application for Funding in the amount of \$50,000 from the NC Rural center for Water Line Replacement-Oak Street – A motion was made by Commissioner Washington, seconded by Commissioner Scarborough, and carried unanimously to accept this application.

11. Commissioner Comments –

- 1) Commissioner Washington made a motion to send the Internet Café Ordinance back to the Planning Board for discussion on changing the distance of 1000 ft. between Internet Café establishments. The motion was seconded by Commissioner Shackelford. Commissioner Scarborough voted nay and Commissioner Taylor abstained from

voting. The motion carried.

2) Mayor Liles asked all Commissioners to go by the yellow house located On SE Third Street and notice the condition of the house. He see the the house as being very dangerous and unsafe.

12. Adjourn – There being no further business to come before the Board, a motion was made by Commissioner Shackelford, seconded by Commissioner Washington and carried unanimously to adjourn. The meeting adjourned at 8:40 p.m.

Mayor

Clerk