

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
MONDAY, MAY 13, 2013
MELVIN G. OLIVER TOWN HALL
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 Taylor.
2. Roll Call – The roll was called by Town Clerk, 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 8, 2013 minutes as approved.
5. Program: Public Hearing – FY 2014 Proposed Budget –
A motion was made by Commissioner Taylor, seconded by Commissioner Washington, and carried unanimously to begin the public hearing. Dana Hill asked if there were any questions from the Board or anyone. He indicated that the Budget Ordinance, the Budget Message, and the proposed budget was being presented. Mr. Hill said that the only significant changes were that he had received the Health Insurance Rates since the last proposed budget was presented. He said that there was a new line item in each department that was for Unemployment Reserve-a new state requirement. Commissioner Scarborough asked if there was any monies being put back into the proposed budget. Mr. Hill indicated that \$20,000 had been allocated to contingency and \$22,000 for capital outlay. A motion was made by Commissioner Washington, seconded by Commissioner Hagans, and carried unanimously to close the Public Hearing and reconvene to regular session.
6. Presentations: NONE
7. Report of Officers:
 - a. **Mayor** - Mayor Liles reported that there would be a benefit for the Animal Shelter On Thursday night, May 16th, 2013 at the City Club on Carolina Drive..

There would be a silent auction and a meal will be served. He urged all that could to attend this function.

He also mentioned that Ms. Mary Jane Exum, who was instrumental in getting the lights put on the bridge, passed away. He also mentioned that Mr. Jesse Dixon passed away and a resolution was presented in honor of him. Mayor Liles asked everyone to bow their heads in a moment of silence.

Mayor Liles announced that the June 13, 2013 meeting would be combined with A Business After Hours. He would make some presentations-The Presentation of the SBEC Grant, etc. He also commented on the flower pots on main street donated by the Garden Club, and asked if anyone saw any of the members of the Garden Club to express their appreciation for them.

b. Town Administrator – Dana Hill

- 1. AMR Update** – He announced that pre-construction meeting for the Automatic Meter Reading System was held on May 8, 2013. The Antennae will be put on the water towers in the next couple of weeks. The contractors will individually notify each customer before they begin the meter change out. Commissioner Scarborough asked how long the customers would be without water once the change out began. Mr. Hill said that it would take approximately 15-20 minutes to change out a meter. Mr. Hill said that the contractors had about 180 days to complete the project.
- 2. South Greene Ball field Restrooms** - Mr. Hill said that the bathrooms should be completed in about a week.
- 3. Auditing RFP** – Mr. Hill noted that we were not dissatisfied with the current Auditors, but thought that it was time to see what proposals other auditors had to offer. We received several bids, the lowest one being John Pollard, CPA, from Tarboro. Favorable references were received from all that Mr. Hill contacted. We were billed \$12,000 for last year's audit. Mr. Pollard proposed \$7,500 for the first year and \$7,600 for the second year. (bid proposals will be a part of the minutes) Commissioner Scarborough asked how long had Mr. Pollard been a CPA. Mr. Hill said that he did not know but would check. Commissioner Washington said that she was satisfied with the references that Mr. Hill had.
- 4. Town Hall Renovation** - Mr. Hill obtained pricing to have the service Counter at Town Hall removed and replaced in a way which will allow for more efficient operation by decreasing computer terminals and adding a

security element that is lacking in the previous arrangement. This will also allow for more comfortable seating at the Board Meetings. The cost will be minimal at under \$2,000 and can be funded from the current operating budget. He would like to attempt to get one additional price and proceed with the most economical and qualified bidder. Commissioner Washington said that the cashiers would have more privacy when talking with Customers.

5. **Cemetery Property - Mr. Hill said that he would be closing on the Cemetery property in the next few days.** Mr. Hill said that bids had been collected for clearing the newly acquired cemetery property. All prices were comparable at \$25,000 from qualified contractors. In a continued effort to spend money locally, Mr. Hill asked that the contract be awarded to Carolina Farms. He indicated that although the Town did not have immediate need for the property, once the site is prepared, excess cemetery dirt can be hauled in as available to begin filling the property in. Funding will be allocated from Fund Balance. Commissioner Taylor asked if the trees that had been planted could be moved. Mr. Hill said that

6. **Comprehensive Land Use Plan –** Mr. Hill reported that the Town has the opportunity to apply for funding from a Regional Transformation Grant to complete a Comprehensive Land Use Plan as it relates to health and recreational activities. This document can be used to qualify for future funding for those activities. The plan would be completed by East Carolina University Planning Department. The total grant request is \$5000. Mr. Hill said that he also spoke to the group about helping the Town update the Zoning Ordinances.

7. **SBEA Grant -** The Town was recently notified that they have been awarded the \$250,000 Small Business and Entrepreneurial Assistance Grant from NC Department of Commerce. This funding allows for improvements to the businesses that applied (Tide Tamer, Worth Products, Hardy's Appliance, and Greene County Florist) that will in turn create jobs. The Project Budget Ordinance and a request to solicit RFP's for grant Administrator and small business coordinator is included. This will require no Town funding. A pamphlet or booklet will be put together for people coming into Town looking to start a business-some information will be available to give them.

8. **Water Supply Options –** Mr. Hill said that there had been a lot of talk over the past couple of months about how the Town wanted to handle the alternative water supply. Green Engineering had been hired to do a study

of this. Mr. Green brought back two recommendations. The first finding states that Snow Hill has adequate supply and allocation to provide water without a foreseeable need to purchase from Greene County and the second one being that Snow Hill could more efficiently operate as an independent isolated water system. Mr. Hill stated that the Town is capable of producing 1.1 million gallons per day from the existing wells if all are in service. Mr. Hill said that the Division of Water Resources is currently evaluating the Requirement to continue reducing withdrawal of ground water, and that he expects to be able to hold at the current 25% reduction. This decision will be made in September. If Snow Hill proceeds with all conditions that are currently in place and a “worse case” decision comes from DWR, at a 1% steady growth rate we would have an adequate supply thru 2072. If no further reductions are required and we develop the test well into an unconfined, unregulated aquifer, and experience a steady 1% growth rate, we would have an adequate supply through 2072. If no further reductions are required and we develop the test well into an unconfined, unregulated aquifer, and experience a steady 1% growth rate, we have an adequate supply thru 2114. The cost to develop the test well is estimated to be \$50,000. If our system is isolated from Greene County, an estimated \$75,000 would be required to install a transmission line from Well #5 into Town. If Snow Hill remains a member of the GC Alternative Water Supply Project, we will pay an additional 1.87 million dollars into the fund (at \$12 per month) per account for 12 years) Commissioner Scarborough said that she had heard some comments about the quality of the water. Mr. Hill said that the county had presented the inter-local agreement back in September and the question is whether to sign this agreement. He said that he did not think this was beneficial to our citizens. He asked if the Board would support not entering into this local agreement. Commissioner Scarborough thanked Mr. Hill for explaining and gathering information concerning this.

- 9. Joint Meeting with Greene County Board** – Mr. Hill said that there had been some discussion in having a joint meeting with the Greene County Board and he believes that now would be a good time to discuss the water situation with them. Mr. Hill said that he would coordinate with Mr. Hicks and get this meeting scheduled.

c. Finance Officer – Tax release

1. Cathy Webb asked the Board for permission to release the taxes for JI Yang, Parcel #08-22313 located at 98 Chase Drive. This house was demolished in the hurricane in April 2011. The value of the property was \$82,300. The amount of the taxes billed was \$288.05.

d. Chief of Police – John Rea

1. **Operational report** – Mr. Rea presented crime reports for March and April, 2013 for information. Commissioner Scarborough asked how much revenue had been generated from the ordinance violations. Mr. Rea said that to date about \$15,000 had been received.

8. **Report of Boards: Planning Board** –Mr. Hill said that the Planning Board Meeting Minutes of May 6, 2013 were included in the packet. He said the Planning Board reviewed two site plans presented by Carolina Community Developers. One plan specified duplexes and the other townhouses. Carolina Community Developers would prefer to have duplexes in order to serve the elderly Population better. A motion was made by Bobby Taylor to approve both Plans conceptually with the understanding that a final site plan would be submitted for review and comment for final approval. The motion was seconded by Salvador Abrego and carried.

9. Public Comments –

1. **Sharon Ginn** – Mrs. Ginn announced that the Annual Concert in the Courtyard would be held June 11, 2013 at 7:00 featuring the Malpass Brothers. This concert will be free-but donations will be taken.

10. Unfinished Business – NONE

11. New Business:

1. **Consider Authorizing Administrator to Execute Contract with John Pollard, CPA for Auditing Services-** Commissioner Scarborough said that Jay had been with our Town for many years and had been with the Town during turbulent times. She said that she was not saying that these things did not need to go out on bid, but that she thought Jay had served the town well. Commissioner Taylor said that he agreed with Commissioner Scarborough to a certain extent, but if we went thru the process of the bids, why wouldn't you give it to the lowest bidder-looks like you would be defeating the purpose. Commissioner Scarborough asked Attorney Pridgen if the Town was required by Law to give it to the lowest bidder. Attorney Pridgen said that he would have to check on this. A motion was made by Commissioner Washington, seconded by Commissioner Shackelford, and carried to execute the contract with John Pollard, CPA. Commissioner Scarborough voted nay.
2. **Consider Authorizing Administrator to Proceed with Town Hall Customer Service Counter Upgrades** – A motion was made by Commissioner Scarborough made a motion, seconded by Commissioner Washington, and carried unanimously to proceed with the service counter upgrade.

3. **Consider Authorizing Carolina farms to Clear cemetery property –**
A motion was made by Commissioner Scarborough, seconded by Commissioner Washington, and carried unanimously to authorize Carolina Farms to begin the Cemetery clearing project.
4. **Consider Endorsement of Land Use Planning Grant Application -**
A motion was made by Commissioner Washington, seconded by Commissioner Shackelford, and carried unanimously to approve this Land Use Planning Grant Application.
5. **Consider Adopting Project Budget Ordinance for SBEA Grant-**
A motion was made by Commissioner Washington, seconded by Commissioner Hagans, and carried unanimously to approve this Budget Ordinance.
6. **Consider Authorizing an RFP for CDBG Administrator/Small Business Activities Planner –**A motion was made by Commissioner Scarborough, Seconded by Commissioner Washington, and carried unanimously to Authorize Mr. Hill to send out RFP for the administrator.
7. **Consider Proposed Inter-Local Agreement for Alternative Water –**
A Motion was made by Commissioner Scarborough, seconded by Commissioner Hagans, and carried unanimously not to sign this Inter-Local agreement.
8. **Consider Authorizing a Tax release for JI Yang (Parcel #08-22313)**
A motion was made by Commissioner Shackelford, seconded by Commissioner Washington, and carried unanimously to approve this Release.

12. Closed Session –Personnel, Contract Negotiation

A motion was made by Commissioner Shackelford, seconded by Commissioner Hagans, and carried unanimously to go into closed session.

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

A motion was made by Commissioner Washington, seconded by Commissioner Scarborough, and carried unanimously to hire Bryant O'Briant for the position Of full-time police officer beginning July 1, 2013.

13. Commissioner Comments -

Commissioner Washington announced the passing of Mr. Jesse Dixon

- 14. Adjourn** – There being no further business to come before the Board, a motion was made by Commissioner Taylor, seconded by Commissioner Washington, and carried unanimously to adjourn.

Mayor

Clerk