

MINUTES
SNOW HILL BOARD OF COMMISSIONERS
MONDAY, JANUARY 14, 2013
G. MELVIN 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 Mayor Liles. Mayor Liles asked Mr. Jody Tyson to recognize Ms. June Rouse Preston, State Senator, who passed away recently.
2. Roll Call – The roll was called by Town Clerk, Cathy Webb. All members were present except Commissioner Washington. She was out due to surgery. A quorum was declared.
3. Consider Agenda Approval – A motion was made by Commissioner Scarborough, seconded by Commissioner Hagans 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 minutes November 15, 2012 minutes as presented.
5. Program: Meter Bids, DWSRF Line replacement Offer – Rich Moore, PE
Rural Center/Oak Street replacement

Mr. Moore presented the bid proposals for the AMR System.

- 1) Matchpoint Inc.-Meter Supplier Badger with Aclara Operating System
This system offers the flexibility of allowing computer server to be housed at the Town Hall or at Aclara location. Additional features include customer service internet account management and leak detection software/devices. Base bid \$545,308.50
- 2) Matchpoint, Inc. – Meter Supplier: Sensus
The Sensus offers the same flexibility of computer server location as well as leak detection software. This system is more expensive and the customer support system is presently not cost effective. Base bid is \$718,649.50
- 3) Matchpoint, Inc. – Meter Supplier: Badger with Galaxy Operating System

The Galaxy System does not offer two way communication (allows continual interface with customer's meter). This system does not offer customer support of leak detection. Base bid \$544,528.50

4) Thielsch Engineering-Meter supplier-Neptune

The Neptune system offers the flexibility of having the computer System housed at the Town Hall or remotely at Neptune, but no price was offered for remote hosting. Neptune has customer support availability, but did not offer a price. Neptune does not currently offer leak detection software/device. Base bid \$639,435.37

Mr. Moore said that the following action was needed on the following Items:

- 1) Select a Contractor/Meter Supplier
- 2) Select options to incorporate into the Award/Contract.
 - a. Extended warranty on Software and any additional features. Extended warranty cost can be included into the initial Contract and can provide 1-5 years of cost.
 - b. Keep computer server at Town Hall or require meter supplier to house and maintain the server (requires annual cost)
 - c. Purchase leak detection software/equipment
 - d. Incorporate customer service internet account access option.

He said based on these actions, he would notify the contractor of selection and develop an award package to include change orders to add additional options desired by the Town.

Mr. Moore advised the Board that the Town had been offered a 20 year, no interest loan of \$656,000 from NC DENR for the purpose of replacing aging, problematic water mains. Mr. Hill said that this will result in an annual debt service of \$32,800. No payment will be made in the current year but that \$36,895 had been budgeted as capital reserve and \$25,000 as contingency. He said that these are more than adequate funds available to meet the debt service through the current rate.

Mr. Moore said that bids had been received on the Oak Street line replacement. The low bid was submitted by Empire Construction. Once awarded this work should be done before summer.

6. Report of Officers:

- a. Chief of Police –Chief Rhea presented for information a 2012 report of activity by the Police department. There were no questions or comments.
- b. Town Administrator –

1. Appointment to GC EDC Board – Mr. Hill announced that the Town had been asked to appoint a member to the Greene County Economic Development Commission to replace Allison Thomas, whose term has expired. He said that Gene Riddle serves as the Chair for the Snow Hill Development Commission and he suggest that he fill this seat.
2. Appointments to Planning Board – He said that there were two Expired terms on the Planning Board now held by Jason Thomas and Dale Scarborough. Mr. Scarborough has submitted an application to be re-appointed and applications from Salvador Abrego, Sam Edmonds, and JoAnn Stevens to be appointed. He will ask for nominations and appointments at the February Meeting.
3. EMC Meeting Report –Mr. Hill said that the Environmental Commission plans to review the capacity use area rules in the near future.
4. DOT Sidewalk Funding – Mr. Hill reported that the Town had been approved for a sidewalk installation grant through NCDOT for the area around Snow Hill Primary and possibly West Greene. Hopefully this will be voted on at the February Meeting.
5. Annual Debris Removal – Mr. Hill said that he had been approached by citizens concerning a clean-up day. He recommends having this on February 11, 2013. He said that postcards would be sent out announcing this date.
6. Policy Reviews – Mr. Hill announced that he would be reviewing The policies in the next few months.
7. 2013 Meeting Schedule – Mr. Hill presented the 2013 Board of Commissioners Meeting schedule.

7. Report of Boards: NONE

8. Public Comments:

1. Sharon Ginn – Mrs. Ginn gave everyone a schedule of events that would be held at the museum for 2013.

9. Old Business:

1. Consider awarding Meter project to Matchpoint, Inc. with Badger Aclara Equipment – A motion was made by Commissioner Taylor, seconded by Commissioner Scarborough and carried unanimously to award the contract to Matchpoint, Inc.
2. Consider acceptance of DWSRF offer for a \$656,000 loan with a 20 year, no interest term. A motion was made by Commissioner Scarborough, seconded by Commissioner Taylor, and carried unanimously to accept this loan.
3. Consider awarding the Oak Street Water replacement contract to Empire Construction. A motion was made by Commissioner

Taylor, seconded by Commissioner Shackelford, and carried unanimously to award the contract to Empire Construction.

10. New Business:

1. Consider adopting the 2013 Meeting schedule – A motion was made by Commissioner Hagans, seconded by Commissioner Scarborough, and carried unanimously to accept the 2013 Meeting schedule as presented.

11. Closed Session – Personnel, Contract Negotiation, Property Acquisition-
A motion was made by Commissioner Shackelford, seconded by Commissioner Hagans to enter into closed session.

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

A motion was made by Commissioner Scarborough, seconded by Commissioner Taylor, and carried unanimously to amend the agenda to include consideration of preliminary evaluation of water supply and consideration of after-hours cemetery compensation for employees.

A motion to enter into services agreement with Green Engineering for preliminary evaluation of water supply and test well was made by Commissioner Scarborough, seconded by Commissioner Taylor, and carried unanimously.

A motion was made by Commissioner Scarborough, seconded by Commissioner Shackelford, and carried unanimously to compensate employees working after-hour funerals a flat \$50 per occurrence.

12. Commissioner Comments: Commissioner Scarborough said that she was appalled at the condition of the trailer park on Chelsea Drive that belongs to Denny Gardner and ask that Town Administrator, Dana Hill, send a letter to him concerning this. She also thanked Dana Hill and Cathy Webb for a job well done.

Mayor Liles thanked Dale Hancock, with Media Cast, for televising the meetings and gave him a 2013 schedule of the meetings.

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 8:45 p.m.

Mayor

Clerk