

**MINUTES  
SNOW HILL BOARD OF COMMISSIONERS  
MONDAY, MARCH 10, 2014  
MELVIN G. OLIVER TOWN HALL  
SNOW HILL, NC 28580**

- 1. Call to Order – Mayor Liles called the meeting to order at 7:00 p.m. The prayer was offered by Commissioner Wilkes. The Pledge was led by Commissioner Shackelford.**
- 2. Roll Call – All present except Commissioner Washington. A quorum was declared.**
- 3. Consider Agenda Approval – Motion to approve by Commissioner Shackelford, seconded by Commissioner Wilkes-Carried**
- 4. Consider Approval of Minutes of February 10, 2014 – Motion to approve by Commissioner Shackelford, seconded by Commissioner Wilkes – Carried**
- 5. Program – Comprehensive Plan Review**

**Dr. Jerry Weitz, Associate Professor and Director of the Urban and Regional Planning Program at ECU, along with a group of students, completed a Comprehensive Plan for the Town. The plan will become a working Document that can be altered as needs and resources change. (A copy is available in the Town Office) This document is not intended to be a regulation or binding document in any way.**

- 6. Presentations – None**
- 7. Report of Officers –**
  - A. Mayor – NONE**
  - B. Town Administrator –**
    - 1) Billing methods – Mr. Hill said that the billing method he shared at the last meeting switching from cards to letter/envelope would increase in cost to over \$5,000. He said that there may be an option of a bi-fold/ tri-fold and that he had not had the opportunity to compare the prices but that he would do this and have the information at the next meeting. Commissioner Wilkes had some concern about this and would like to see this done for confidentiality reasons.**

- 2) Connie Circle Update – Mr. Hill said that the Town could not make financial improvements on the property without owning the property. He had talked with the landowner of this property and the owner was not inclined to make any arrangements for that property. The owner is not willing to part with the right-of-way access. The landowner agreed that he would purchase some gravel/rock and Mr. Hill agreed that the Town could help out with some equipment, etc.**
- 3) Eastern Region Funding – Mr. Hill has been informed that Greene County has approximately \$300,000 available in loan funding from the N.C. Eastern Region which can be used for development activities. Greene County has committed to use \$200,000 and have given the other Towns in the county the opportunity to borrow some of those funds for a project. Mr. Hill said that he did not know of a project at this point that would justify additional debt service.**
- 4) Fee Schedule Revision – Mr. Hill proposed amendments to the current fee and rate schedule that would increase the price of water taps for new services. This increase is due to (1) the fact that the new electronic meter assembly costs more to purchase than the standard meter and (2) recent EPA requirements dictate that no more fitting can be installed that contain lead-new parts contain brass, which increases the cost significantly.**
- 5) Water Production Well 4A – Mr. Hill said that there had been a lot of discussion this past year about water sources and changes in the State requirement to reduce aquifer withdrawals. NC DWR has issued a new permit to allow the Town to pump 319,000 gallons per day from the regulated aquifer. Mr. Hill prepared a spreadsheet that shows the time frame for our water sources. One spreadsheet shows a 1% growth rate with our current sources and carries us out 102 years. The other spreadsheet shows a 1% growth rate with the addition of the shallow well that has been discussed and carries us out 131 years. After discussion with NC Public Water Supply and Leo Green, consulting engineer, he believes The cost to add this shallow, unregulated well would not exceed \$100,000, though an exact price is hard to quote without an initial investment. Mr. Hill believes that installing this well would be beneficial to the future of Snow hill in both the extended security and from a developmental standpoint. The funding for this project could come from the \$6 per meter “surcharge” which was intended for system improvements.**

- 6) **Solid Waste Collection Contract – Mr. Hill recommends the waste Collection contract be awarded to Carolina Waste Management, which was the lowest bidder.**
- 7) **Water/Sewer Equipment Purchase – Mr. Hill told the Board that \$44,000 was budgeted in the water fund for debt service for the meter and line replacement projects. These funds will not be expended. He planned to budget for a service truck for water/sewer in the 2014-15 budget. However, he asked that the Board consider allowing him to use a portion of the unused funds to purchase this truck. He said that he would look for a used truck and would anticipate the cost not to exceed \$25,000, but that would depend on the age and condition of available vehicles.**

**c. Town Clerk/Finance Officer –**

- 1) **Budget Amendment II – Ms. Webb presented Budget amendment #II to the Board for consideration.**
- 2) **2013 Delinquent Taxes – Ms. Webb asked the Board to allow her to advertise any unpaid taxes on April 23, 2014. She also requested to enforce collection remedies provided in the NCGS to collect any unpaid taxes.**
- 3) **Tax Release – Ms. Webb asked for a tax release on a piece of property partially owned by the Town. The release amount is \$58.10. (Property located on Kingold Blvd-The Welcome Sign)**

**8. Report of Boards –**

- 1) **Development Advisory – Mr. Hill announced the Hillbillies monument is in place, but there is still some work to be done.**
- 2) **Planning Board – Mr. Hill said that the Planning Board took action at their meeting last week to support and endorse the Comprehensive Plan. They also approved a site plan for Greene County Interfaith for a building to be erected on Kingold Boulevard.**

**9. Public Comments –**

- 1) **Bob Masters – Mr. Masters reminded the Board that on March 27<sup>th</sup> at 6:00 p.m that he would be conducting an Entrepreneur Business Owners Symposium at the Museum. He said that he would be meeting with the Greene County EDC Board on Wednesday night to see if they would like to participate in this.**

2) **Roger Whitson – Mr. Whitson said that he was concerned about the article in last week’s paper concerning Connie Circle. He said that it appeared that a suggestion was made by the Administration that they were going to spend public funds on private property. He said that he was glad to hear the Town Administrator point out that it would be ill advice, but probably illegal as well. He was also concerned about the idea of spending \$5,000 on changing the way the water bills are mailed. He said that he hoped the Board would think about that. He said that these monies could be used somewhere else.**

3) **Gene Riddle – Mr. Riddle said that we did not have a good Communication system within the Town of Snow Hill. He said that a good thing to do is to send out a water bill with a note inside saying this is what is going on-come to the meeting to talk to us and we would have that means of communication. Mr. Whitson asked if an occasional mailer would take care of that.**

4) **David Jones – He wanted to comment on the Connie Circle issue. He said that no money had been spent-they were just exploring the alternatives. He has concerns about the way the Town looks at this point.**

**10) Action Items –**

- 1) **Consider Adoption of Comprehensive Plan – Motion made by Commissioner Taylor, seconded by Commissioner Shackelford-Carried**
- 2) **Consider Fee Schedule Amendments – Motion made by Commissioner Taylor, seconded by Commissioner Shackelford-Carried**
- 3) **Consider Authorizing the Installation of Well 4A – Motion by Commissioner Wilkes, seconded by Commissioner Shackelford –Carried to table this item at this time.**
- 4) **Consider awarding Solid Waste Collection to Carolina Waste Mgmt. Motion made by Commissioner Wilkes, seconded by Commissioner Hagans-Carried**
- 5) **Consider Authorizing Administrator to Seek/Purchase a Service Truck- Motion made by Commissioner Shackelford, seconded by Commissioner Hagans-Carried**
- 6) **Consider Adoption of Budget Amendment II – Motion made by Commissioner Shackelford, seconded by Commissioner Wilkes-Carried**
- 7) **Consider authorizing the Collection of 2013 and prior year’s taxes by any Allowable means and advertisement of taxes– Motion made by Commissioner Wilkes, seconded by Commissioner Shackelford-Carried**

**8) Consider Authorizing the Release of Property Taxes on Parcel 90-003819  
Motion made by Commissioner Hagans, seconded by Commissioner  
Wilkes-Carried**

**11. Closed Session – Motion made by Commissioner Shackleford, seconded by  
Commissioner Wilkes-Carried**

**Motion made by Commissioner Shackleford, seconded by Commissioner  
Taylor to reconvene to regular session**

**12. Commissioner Comments – NONE**

**13. Adjourn – Motion made by Commissioner Shackleford, seconded by  
Commissioner Taylor –Carried**

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**Mayor**

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**Clerk**