

MINUTES
Snow Hill Board of Commissioners
Monday, 8 February 2016; 6:30 pm
G. Melvin Oliver Town Hall
201 N Greene Street

1. Call to Order

Invocation / Pledge of Allegiance

2. Roll Call

Members present were Mayor Liles, Commissioners Hagans, Shackelford, Taylor, and Wilkes. Commissioner Washington was absent due to travel. Staff present were Brian Pridgen- Attorney, Cathy Webb- Clerk/Finance, and Dana Hill, Manager/PWD

3. Consider Agenda Approval

Hill asked that Item 6(b)1 be removed. Motion to approve with revision by Commissioner Taylor, Second by Commissioner Shackelford, Carried

4. Consider Minutes Approval

11 January 2016

Motion to approve by Commissioner Wilkes, Second by Commissioner Hagans, Carried

5. Program / Presentations:

NONE

6. Report of Officers:

a. Mayor

b. Town Manager / PW Director

1. Gym Acquisition

Information

Removed during Item 3

2. ETJ Boundaries

Information

Hill explained that as a result of a cooperative effort with Brandon Sutton, GC Planner, a finalized draft map has been produced that results in a small proposed expansion of the ETJ along Highway 258 South. Hill shared a copy of the map and advised that per action taken during the January meeting, a public hearing will be held on 14 March prior to adoption of the changes.

3. FY 16-17 Budget Calendar

Information

Hill presented a proposed budget calendar for FYE 2017 and asked that Commissioners present any recommendations for expenditures to Mrs. Webb or himself as soon as possible

4. Ordinance Codification

Action Request

A final proposed Code of Ordinances was distributed to Commissioners prior to the meeting along with a list of notable changes. Hill and Pridgen explained that these proposed updates reflect changes in legislation since the Ordinances were last codified. Hill also explained that a public hearing will need to be set prior to adoption

5. 2016 Capital Projects

Action Request

Hill asked that members consider undertaking one or more of the projects discussed during their recent retreat. Suggested items were Third Street sidewalk extensions, dog park, splash pad, and cemetery expansion. Mayor Liles stated that he would like to see the sidewalk project pursued to benefit the many residents that walk to area shopping centers. Commissioner Wilkes stated that she would like to see the cemetery expansion completed. Discussion was held on a possible dog park due to the relatively small cost involved. The only viable location at this point would be near the boating access area on Mill Street. Hill reported that to begin the sidewalk project, an engineer would need to draw plans, obtain an encroachment agreement from DOT, and compile a cost estimate. He feels that the project would be around \$35000 based on past work. Hill

requested that the Board consider allocating \$20000 from fund balance to begin work at the cemetery, including bringing in topsoil and having paths and lots mapped. He will report back as progress is made and further cost estimates are obtained.

c. Town Clerk / Finance Officer

1. Tax Release

Action Request

Mrs. Webb reported that due to an error discovered in the GC Tax Office, overpayments were received on parcel 0301396. She asked that the Board consider a refund be made to Dale Media for \$256.24 and NFinity Link for \$256.24

7. Report of Boards: PB / BOA

Information

Hill advised the Board that draft minutes from each meeting had been included in the meeting package for review, no questions were raised

8. Public Comments

9. Action Items:

**1. Consider Setting a Public Hearing on Code of Ordinances Adoption
On 14 March 2016**

Motion to approve by Commissioner Wilkes, Second by Commissioner Hagans, Carried

2. Consider Which Project(s) to pursue

Motion by Commissioner Taylor to obtain plans and cost estimate for the Third Street sidewalk extension, Second by Commissioner Shackelford, Carried

Motion by Commissioner Taylor to allocate \$20,000 to begin cemetery improvements, Second by Commissioner Wilkes, Carried

3. Consider Authorizing Tax Release for Media Cast and NFinity Link

10. Closed Session

NCGS 143-318.11(a)(5)Property

NCGS 143-318.11(a)(6) Personnel

Motion to enter closed session by Commissioner Shackelford, Second by Commissioner Hagans, Carried

Motion to resume open session by Commissioner Taylor, Second by Commissioner Wilkes, Carried

11. Commissioner Comments

A brief discussion was held on current and future donations to various non-profit organizations and possible revisions to current practice. Further discussion will take place during the April budget workshop

12. Adjourn

Motion to adjourn by Commissioner Shackelford, Second by Commissioner Wilkes, Carried

Respectfully Submitted: _____
Cathy Webb, Town Clerk

Approved: _____
Dennis Liles, Mayor