



MINUTES
SNOW HILL BOARD OF COMMISSIONERS
ANNUAL RETREAT

Monday 13 March 2023, 4:00 p.m.

G. Melvin Oliver Town Hall

908 SE Second St.

Call to Order: Mayor Liles
Invocation: Mayor Pro-Tem Wilkes
Pledge of Allegiance: Mayor Liles

I. Roll Call

Attendees: Mayor Liles; Mayor Pro-Tem Wilkes; Commissioner Andrews; Commissioner Daniels; Commissioner Shackelford; Commissioner Washington; Town Manager Whaley; Town Clerk Davis, Finance Manager Lockamy.

II. Approval of Agenda

Motion was made to approve the Agenda

Motion by: Washington

Second by: Shackelford

Votes: Ayes – 5

Nays – 0

Abstained – 0

Approved

III. Consent Agenda:

A. Consider Approval of Minutes 13 February 2023

B. Consideration to approve Cauley & Pridgen Law Firm contract.

C. Capital Project Ordinance for the construction of Water System Rehabilitation Project for Well Four to be financed by ARPA Grant with the North Carolina Department of Environmental Quality, Division of Water Infrastructure.

Motion was made to approve the Consent Agenda.

Motion by: Washington

Second by: Andrews

Votes: Ayes – 5

Nays – 0

Abstained – 0

Approved

IV. Presentation

A. Oma Bea Lockamy, Finance Director

-Finances are in great shape, continue to stay conservative with the spending, the General Fund cash in First Citizens Bank has \$160,129.87 as of February 28, 2023, balanced to the bank statement. The Capital Management Trust Account has gained a good amount of interest due to the current rates since January \$1,734,974.60 which gives us a total of \$1,895,104.47 for the General Fund.

-Discussed the Powell Bill funds, Revenue Totals, reason for a Fund Balance Appropriation

V. Retreat Discussion Topics:

- A. Greene Lamp Building
- B. Town Sponsored Events
- C. Employee COLA 2.5%.
- D. Non-Profit Funding
- E. Neuse Regional Library
- F. Food Truck Ordinance
- G. Personnel Policy & Ordinance Updates
 - i. Fire Pit Ordinance
- H. American Disability Act Compliance Updates
- I. Cemetery
- J. Grant Opportunity – Community Project Fund
- K. Tree Removal
- L. Board of Elections – Election Billing Estimate
- M. Dog Park – Mayor Pro-Tem Wilkes

RW- asked about a fence being put around the pond at the cemetery. Whaley explained that there was \$20,000.00 budgeted and none has been spent, in the past there were 'No Trespassing' signs posted a few years ago that warn people to stay out of it. Closing the pond in, is an option; however, there will be some significant financial obligations in the future for the cemetery due to grading work and surveying and only \$20,000.00 allotted at this time.

LW - Said she thought it had previously been discussed to add a fountain to the pond and landscaping.

DA - asked about adding some lighting; TW said there is an ordinance that prohibits being in the cemetery after dark. Whaley asked for permission to get estimates for temporary fencing to deter people from parking in the new area to avoid destroying a vault.

TW - said he has 4 things to work on, fountain, rocks, fence, and survey completed to begin the process to opening the new side of the pond. Whaley said he recommends beginning the next block, naming those streets because it will give significant guidance for staff to help the public with directions.

DA - received a text from a citizen about getting some of the dirt at the cemetery. Whaley said it's for Town citizens, not ETJ, the Town will deliver for a fee, delivery only, not spreading.

LW - Are there grants for sidewalk repair? Whaley said there is funding and FD had sent him some information about one but the Town was not eligible for it. Whaley said there is \$20,000.00 in Powell Bill Funds, approximately \$53,000 in ARP funding that may be used.

DA - She has been asked why we use Duke Power and not Pitt & Greene, which is a local company. Whaley said Duke would have to willingly sell their power to Pitt & Greene and said he's confident that they will not.

RW- asked about having a suggestion box for complaints and concerns for the citizens who are unable to make it to the meetings for the Board to check. Also has concerns about the handicap accessibility of the building. TW said there are customers who would benefit from the Town bringing the building to ADA compliance, put it out for bid to get estimates to see if it is affordable.

FD - asked about the boat landing getting some updates like what Hookerton has i.e., picnic tables and pavement, cleaning up the bushes for citizens to be able to go back there and enjoy nature. That would also benefit Downtown Snow Hill.

TW - gave a little of the history about the boat landing, the Town was awarded a \$100,000.00 grant by Duke Energy, total project scope was approximately \$382,000.00, for a new ramp, a new dock and a fishing pier and the significant work that was needed in there because when it rained it would wash the drain tile out so the state chose to put concrete in there. The first step would be to get permission from NC Wildlife because the Town does not own anything that you drive around. The Town has inherited for at least 8 years to keep the maintenance up because Wildlife was not keeping it cleaned up.

FD - Was asked about the status of the splash pad and walking trail at the Senior Center

TW - has met with the engineers, said the splash pad has \$300,000 in funds and is hoping it will cover the splash pad, restroom area and a shaded picnic area to accommodate the splash pad. Lights, outdoor basketball goal, playground equipment and turf and to encompass the entire area with a walking trail if the price is within the amount of the grants received.

DA - said if there is room a pickle ball court would be good because it has become very popular.

TW - said it depends on the layout and use of the area for the splash pad; also have to consider parking spaces and the finances. The plan is to fill the whole area with recreation.

FD-would like an action plan to put into place to be able have a guide to look at and go by.

RW - would like to get rid of the nonprofit funding but if it is kept to enforce the fact that they have to be a 501c3 if they are not then they are ineligible to receive funds.

TW- said first the Board should vote if they want to keep the non-profit funding or get rid of it.

A motion was made to continue with the non-profit funding of \$10,000.00 with updates to the application to ensure the requester is an actual 501c3.

Motion by: Andrews
Second by: Washington
Votes: Ayes – 5
 Nays – 0
 Abstained – 0
Approved

LW- asked about the discussion needed about the Neuse Regional Library

TW - said that would be beneficial to him because Bea would have to add that in as a line item, where they would automatically receive a check at the beginning of the fiscal year and would only be eligible to ask for more funds the next fiscal year. They are not a non-profit, so they are not eligible to ask for any of that funding.

A motion was made to add the Neuse Regional Library as a line item with a \$2000.00.

Motion by: Wilkes
Second by: Washington
Votes: Ayes – 5
 Nays – 0
 Abstained – 0
Approved

DA- said she would like to address the Personnel Policy & Ordinance Updates; as elected officials, staff should never feel threatened because a commissioner has asked staff to do something personal for them;

BP - read the ethics policy that was updated in the last 6 months; also, in 2009 the Legislature required that all municipalities to adopt an Ethics policy. The provision in the policy that address DA's concern.

DA - said it needs to be practiced by everyone; for the Board to do what is ethically right, the policy is there, and everyone should follow it.

FD - would like to be told exactly what the issue is so she can avoid doing it if it is her, the specific issue needs to be addressed.

RW - asked about the wires that are equipment cords that are needed when InfinityLink is here recording.

TW - said his goal is to have an in-house recording system to avoid that. Needs a quote to move forward with that project.

BP - another consideration is some towns do not live stream nor video the public comment section due to trying to avoid grandstanding by the commentor.

RW- Would like a dog park to assist with some people who are unable to walk their dog if their dog is friendly.

DA - Dog parks usually have signs posted that state if the owner does something wrong the owner is responsible.

FD - asked about a location, a discussion started about certain areas that may be appropriate.

DL - said he would like a nice splash pad and a walk track for seniors, said it would make the town pop.

TW - Greene Lamp building needs a new roof; suggests selling the building; Greene County has shown interest in purchasing it and the Manager has been given the green light to purchase; Bill Edwards is interested in purchasing the building also and has submitted a cash offer of \$176,000.00.

Motion was made to advertise for an upset bid for the Greene Lamp building.

Motion by: Washington

Second by: Andrews

Votes: Ayes – 5

Nays – 0

Abstained – 0

Approved

RW - Asked if an allotment has been set aside for bands for the Christmas parade. Would like to offer the school bands to be given at least \$200 each.

TW - referenced a packet that contains event costs that the town hosts or assists with each year.

GS - asked about item C on the Discussion Topics: Employee COLA 2.5%

TW - The plan is that as long as the numbers line up and the budget balances is do a COLA at the rate of 2.5%. The County is projected to give an additional raise this year. Feels it is fair to stay in a fair market to be able to keep the town employees.

FD - asked about a potential bonus.

TW - explained a bonus could be decided later and would be in the ARP money.

RW - Asked is it okay to seek 1 or 2 more bands to participate in the parade and offer a donation for their gas.

TW - advised that \$300 would not affect the budget but the board must decide yes or no; It would be smart to make sure there is availability for that date by checking the managers' listserv.

DA - Pointed out Mickey Anderson with the Eastern Carolina RPO (rural planning organization) and Scott Walston NCDOT are going to be working on the county transportation plan update and wanted to inform the board. Scott Walston presented information only CTP, Comprehensive Transportation Plan, long-range plan from 2012 being updated; highway, bicycle/pedestrian; will work cooperatively with municipalities; CTP process generally takes 12-18 months; Would like someone from the town to participate on the steering committee.

VI. Monthly Reports:

- A. Police Report
- B. Public Works

VII. Adjournment

Motion was made at 6:26 p.m. to adjourn.

Motion by: Washington

Second by: Shackelford

Votes: Ayes – 5

Nays – 0

Abstained – 0

Approved

Approved: Dennis Liles Dennis Liles, Mayor

Respectfully Submitted: Laquita Davis Laquita Davis, Town Clerk