



MINUTES
SNOW HILL BOARD OF COMMISSIONERS

Monday, 8 November 2021, 6 p.m.

G. Melvin Oliver Town Hall

908 SE Second St.

Call to Order: Mayor Pro-Tem Bobby Taylor

Invocation: Commissioner Washington

Pledge of Allegiance: Commissioner Andrews

Approval of the Agenda

Motion by: Washington
Motion Seconded by: Shackleford
Votes: Ayes - 5
Nays - 0
Abstained - 0

I. Public Comments (NCGS § 160A-81-1) *Please state your name, topic you will be speaking, and your three (3) minutes will begin.*

II. Consent Agenda:

A. Approval of the 11 October 2021 Minutes

B. Approval of the 11 October 2021 Public Hearing Minutes

Motion by: Wilkes
Motion Seconded by: Shackleford
Votes: Ayes - 5
Nays - 0
Abstained - 0

APPROVED

III. Presentations: None

IV. Discussion:

A. Employee Christmas Party -Town Manager Whaley explained the plans for the Staff Christmas party that will be held in conjunction with the monthly meeting on Monday, December 9, 2021, catering to be provided by Chele's Cafe.

- B. Audit – Whaley explained Finance Office Lockamy and the staff have submitted everything to the auditor for it to be finalized and submitted to the LGC before December 1.

V. Action Items

- A. Christmas Parade - Motion was made to hold the Christmas Parade on Saturday, December 4 at 2 p.m.

Motion by: Wilkes
Motion Seconded by: Andrews
Votes: Ayes - 5
Nays - 0
Abstained – 0

APPROVED

- B. Amendments: Personnel Policy - Motion was made to accept the amendments to the Procurement Policy and Travel Policy

Motion by: Washington
Motion Seconded by: Andrews
Votes: Ayes - 5
Nays - 0
Abstained – 0

APPROVED

- C. Peddler Permit Policy and Procedure Whaley explained the updates needed to the policy to the limitations and any actions that can be taken by the Police Department.

Motion by: Washington
Motion Seconded by: Shackelford
Votes: Ayes - 5
Nays - 0
Abstained – 0

APPROVED

- D. Renewal Contract – ServLine Leak Protection Program
Motion was made to approve the updated ServLine Leak Program contract.

Motion by: Washington
Motion Seconded by: Wilkes
Votes: Ayes - 5
Nays - 0
Abstained – 0

APPROVED

E. Consideration: Planning Board and Board of Adjustment Consolidation

A motion was made to consider the consolidation of the Planning Board and Board of Adjustment.

Motion by: Washington
Motion Seconded by: Shackelford
Votes: Ayes - 5
Nays - 0
Abstained - 0

VI. Items from Town Manager and Staff

- Project Information Updates
- Police Monthly Report for October 2021
- Public Works Monthly Report for October 2021
- Financial Report

VI. Comments from Mayor and Board

VII. Closed Session: § 143-318.11. Personnel

Motion was made to go into closed session at 6:32 p.m.

Motion by: Washington
Motion Seconded by: Andrews
Votes: Ayes - 5
Nays - 0
Abstained - 0

Motion was made to come out of closed session at 6:52 p.m.

Motion by: Andrews
Motion Seconded by: Shackelford
Votes: Ayes - 5
Nays - 0
Abstained - 0

VI. Board Actions in open session

Motion was made to give the Town of Snow Hill employees a \$150 Christmas bonus

Motion by: Washington
Motion Seconded by: Shackelford
Votes: Ayes - 3 Shackelford, Taylor and Washington
Nays - 2 Andrews, Wilkes
Abstained - 0

VII. Adjournment at 6:53 p.m.

Motion by: Andrews
Motion Seconded by: Shackelford
Votes: Ayes - 5
Nays - 0
Abstained - 0