



AGENDA
SNOW HILL BOARD OF COMMISSIONERS

Monday 8 August 2022, 6:00 p.m.

G. Melvin Oliver Town Hall

908 SE Second St.

Call to Order: Mayor Dennis Liles
Invocation: Mayor Liles will ask a Board Member to give the invocation
Pledge of Allegiance: Mayor Dennis Liles

I. Roll Call

II. Approval of Agenda

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

IV. Consent Agenda:

A. Consider Approval of Minutes 13 June 2022

V. Town Manager Report:

- A. Snow Hill Well No. 4 Rehabilitation and Resiliency Grant Award - \$536,000
- B. Amendment: Digital Sign located on Greene County Parcel: 9003819
- C. Juneteenth Floating Holiday
- D. Social Media Policy & Online Networking: Snow Hill Police Department
- E. Green Lamp / American Legion

VI. Monthly Reports:

- A. Financial Report
- B. Police Report
- C. Public Works
- D. Project Information Updates

VII. Comments from Mayor and Board:

VIII. Closed Session: § 143-318.11. Personnel

Calling a Closed Session. - A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.

(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

XI. Board Actions in open session

XII. Adjournment

Any person who has a disability requiring a reasonable accommodation to participate in this meeting should contact Town Hall prior to the meeting date. Requests for an interpreter require five (5) working days' notice. Proposed agenda current as of 8 August 2022.



MINUTES
SNOW HILL BOARD OF COMMISSIONERS

Monday 13 June 2022, 6:00 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; Commissioners Andrews, Daniels, Shackelford, Washington; Town Manager Whaley; Town Clerk Davis; Town Attorney Pridgen; Wastewater Director Robart; Finance Officer Lockamy and Interim Police Chief Smith.

II. Approval of Agenda with an amendment to add a discussion about the reduction of speed limit on Third St.

Motion by: Washington

Second by: Andrews

Votes: Ayes – 5

Nays – 0

Abstained – 0

Approved

III. Public Comments (NCGS § 160A-81-1) Jasper Jones with American Legion Post 536 of Snow Hill came to ask the Board of Commissioners to accommodate them in the building owned by the town located at 110 SE First St. Commissioner Andrews asked if they are planning to pay rent for the space and Mr. Jones said they are a 501c3 non-profit organization and do not have the funds to pay rent. They currently meet at the Greene County Community Center at a cost of \$50 per month. Discussion continued and decision was made to table until the next Board meeting and Whaley will contact Jones with further information.

Clara Shaw, Sidewalks are needed on Gregory Avenue going towards the State Employees Credit Union. Also spoke about the trash in that area; and the sidewalks going toward the community center are broken and dangerous.

B. Approval Budget FY 22-23

Motion by: Washington

Second by: Andrews

Votes: Ayes – 5
Nays – 0
Abstained – 0

Approved

C. Approval Rate Schedule

Motion by: Andrews

Second by: Wilkes

Votes: Ayes – 5
Nays – 0
Abstained – 0

Approved

D. July Meeting cancelled

Motion by: Washington

Second by: Daniels

Votes: Ayes – 5
Nays – 0
Abstained – 0

Approved

E. Speed limit reduction on the threshold between SE Fourth St. and Mills St. on SE Third St. from 35 mph to 25 mph.

Motion by: Washington

Second by: Andrews

Votes: Ayes – 5
Nays – 0
Abstained – 0

Approved

VIII. Monthly Reports:

A. Financial Report

B. Police Report

C. Public Works

IX. Comments from Mayor and Board:

Commissioner Andrews asked about the status of the potential splash pad. Whaley said PART-F grant awards will be announced August 1, and the town will find out if they will be awarded one. Andrews also spoke about the new sign that has been installed at the Kingold intersection and how nice it looks like. Whaley said there will be a policy drawn up to dictate the potential for announcements to be posted.



To: Mayor and Board Members
From: Todd Whaley
Date: 8 August 2022

REF: Snow Hill Well No. 4 Rehabilitation and Resiliency Grant Award - \$536,000

Background:

Attached In your packet is a preliminary scope of work for Well No. 4 complete rehabilitation w/elevated stand by power. If you recall, earlier this year we adopted resolutions and provided prerequisite information to successfully complete a state funded ARP Grant Application process.

I am pleased to announce on August 3rd, we were notified of a \$536,000 100% grant funded project. This money will be utilized to upgrade and completely replace all motors, pumps, building repairs, elevated generator etc. for Water Well No. 4. Well No. 4 is located across from the Speedway on 258 N. In the coming months I will have more details that will require board action. I will be glad to answer any questions regarding this grant award.


Recommendation: No action needed

Now Therefore Be It Resolved, No action needed.

Moved: _____ Second: _____

Vote: Yes _____ No _____

Unanimous: _____

8a. Project Budget (for Construction Projects and Pre-Construction Planning Grants only)			
Snow Hill Well 4 Rehabilitation and Resiliency	Division Funding Requested	Other Secured Funding Source(s)	Total Cost Amount
Indicate construction costs by line item (e.g., linear feet of different-sized lines)			
Construction Costs		0	
Acid Clean ,Air burst and rehab screens	25,000	0	25,000
Replace Pump , Motor, Controls, building repairs, and chemical feed	225,000	0	225,000
Replace all electrical and install elevated standby power	125,000	0	125,000
<i>Contingency (10% of construction costs):</i>	37,500	0	37,500
Construction Subtotal:	412,500	0	412,500
Engineering Costs			
Engineering Design	35,000	0	35,000
Permitting	3,000	0	3,000
Land Surveying Costs			
Engineering Subtotal:	38,000		38,000
Administration Costs			
Planning (pre-construction costs)			
Easement Preparation			
Engineering Report Preparation	7,500	0	7,500
Environmental Documentation Preparation (if applicable)			
Legal Costs			
Compensation for Connection Fees and System Development Fees that will not be charged after connecting residences in disadvantaged, underserved areas (if applicable)			
Project Funding Administration (if applicable)	8,500	0	8,500
Other :Construction Observation	27,500	0	27,500
Other: as built dwgs/GIS			
Administration Subtotal:	43,500	0	43,500
TOTAL PROJECT COST:	494,000	0	494,000
<p>A Professional Engineer signature and seal for the estimate <i>must be provided</i> in the space to the right for the application to be considered complete.</p>			



To: Mayor and Board Members

From: Todd Whaley

Date: 8 August 2022

REF: Amendment: Digital Sign located on Greene County Parcel: 9003819

Background:

Attached is a proposed Digital Sign Amended Agreement and Lease regarding the LED sign in front of Bojangles. The policy establishes a clarity and guidelines for the sign ownership, property owner, location, implementation and oversight, and the restricted uses. All information attached gives each entity fair and equal opportunities to keep the public informed but eliminate opportunities for questionable and unnecessary material.

Recommendation: It is my recommendation to approve attached Digital Sign Amendment

Now Therefore Be It Resolved, the Town of Snow Hill Board of Commissioners adopt the Digital Sign Amendment

Moved: _____ Second: _____

Vote: Yes _____ No _____

Unanimous: _____

North Carolina
Greene County

AMENDED AGREEMENT AND LEASE

THIS AMENDED AGREEMENT AND LEASE is made and entered into this the ____ day of _____, 2022, by and between the **TOWN OF SNOW HILL (“Town”)** and the **SNOW HILL RURAL FIRE DEPARTMENT, INC. (“Fire Department”)**.

WITNESSETH:

WHEREAS, the Town and Fire Department entered into an “Agreement and Lease” in 2020 for the lease of property owned by the Town of Snow Hill and identified as Greene County Tax Parcel ID number 9003819 (hereinafter the “Property”), for the placement and use of a digital sign (hereinafter referred to as the “Sign”) on the Property; and

WHEREAS, the Town and Fire Department desire to amend the Agreement and Lease.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements set forth herein, the parties hereto do hereby agree to amend the 2020 Agreement and Lease (attached hereto as “Exhibit A”) as follows:

1. The Town agrees to lease space on the Property for the Fire Department’s construction and use of the Sign for ONE (\$1.00) DOLLAR per year.
2. Before installation of the sign, the Fire Department shall submit for approval plans to Lessor depicting the proposed size, appearance, and location of the Sign on the Property.
3. The term of the lease shall be for ten (10) years. This lease shall automatically renew for periods of five (5) years unless terminated in writing ninety (90) days prior to the anniversary date of this agreement.
4. The Town agrees that 75% of the Sign usage will be directly for Snow Hill Fire Department recruitment and retention activities related to the SAFER grant award from FEMA.
5. The Fire Department will indemnify and save the Town harmless from and against any and all claims, actions, damages, and liabilities in connection with property damage, loss of life, personal injury, sickness or illness arising from or out of the Fire Department’s construction or operation of the Sign or use of Property except to the extent that any such claims, actions, damages, and liabilities are caused solely by the negligent acts or omission of the Town.
6. The Fire Department shall maintain property damage insurance for the Sign and shall maintain general liability insurance for the construction and operation of the Sign and use of the Property.

7. The Fire Department shall be responsible for all repairs, damages, insurance, and other necessary maintenance associated with the Sign.

8. The Town shall maintain and be solely responsible for the electrical power supplied to the Sign.

9. At all times the Town and Fire Department shall have full access and right to use, change, and configure any information permitted on the Sign subject to the terms of this Agreement.

10. In circumstances of time conflicting content to be posted, the Fire Chief and Town Manager shall consult and agree to post media in 8 second intervals changing from Town business to Fire Department business.

11. All emergency weather messages that are preset as default shall take precedence over all other messages posted by the Town or Fire Department.

12. In the event of power failure or disruption, it shall be the responsibility of the Town to provide another power source within 180 days.

13. The Sign shall at all times be maintained in good condition and appearance. If the Sign is not maintained to an acceptable standard in the sole opinion of the Town, the Town shall provide written notice to the Fire Department that the Sign must be repaired to an acceptable condition within thirty days. If the Fire Department does not timely comply with the repair request, the Town may either 1) remove and dispose of the sign without liability to the Fire Department or 2) repair the Sign and request repayment of the repair costs from the Fire Department.

14. If at any time the Fire Department or the Town do not wish to continue services provided by the Sign, either party may submit a written 180-day notice of termination and the Fire Department shall remove the sign prior to the end of the termination notice period. Upon failure of the Fire Department to timely remove the Sign, the sign shall be deemed abandoned by the Fire Department and the Town may 1) remove and dispose of the sign within its sole discretion without liability to the Fire Department or 2) maintain use and sole ownership of the Sign.

15. The Sign shall not be used to display the following:

- a. Political statements, campaigns or advertisements;
- b. Logos of any business, store, non-profit, or other company without written consent from the owner and consent from both the Town and Fire Department;
- c. Personal information to include name, date of birth, address or any identifying information for any one person, group or business;
- d. Vulgar or offensive language;

- e. Sexually explicit content; or
- f. Discriminatory language regarding race, religion, ethnicity, or gender.

16. All uses that may constitute questionable material not covered in this agreement, shall be in writing and have written consent of both the Town and Fire Department prior to posting.

17. Should content be posted on the Sign in violation of this Agreement, the complaining party shall provide immediate notice to the posting party and the questionable content shall be immediately removed from the sign until the parties agree in writing that the same is not in violation of this Agreement and may be re-posted.

18. No waiver of any breach of any covenant, condition or stipulation hereunder shall be taken to be a waiver of any succeeding breach of the same covenant, condition or stipulation. In the event of default, either party may also pursue those remedies available to it under the laws of the State of North Carolina.

19. This Agreement and Lease does not create the relationship of principal and agent or a partnership or joint venture, or of any association other than that of the Town and the Fire Department.

20. The terms of this Agreement may only be amended by mutual written agreement of the Parties.

IN WITNESS WHEREOF, the parties hereto have executed or caused this instrument to be executed as of the day and year first above written.

LESSOR:
TOWN OF SNOW HILL

By: _____

(SEAL)

DENNIS K. LILES, MAYOR

LESSEE:
SNOW HILL RURAL FIRE DEPARTMENT,

INC.

By: *Lynwood Burns* (SEAL)

Title: *Chief*



To: Mayor and Board Members
From: Todd Whaley
Date: 8 August 2022

REF: Juneteenth Floating Holiday

Background:

On June 19th, 2022, Governor Roy Cooper published a Proclamation declaring June 19th “Juneteenth Day” to reflect, rejoice, and work toward a brighter future in our society. To coincide with this Proclamation and Executive Order No 262, I am requesting the Board coincide with a floating holiday for all town employees. The holiday will be eligible to all full time (40 weekly work hour) employees. They will earn eight (8) hours per calendar year to be used for any single day of personal significance. The total eight (8) hours must be used in one work shift equal to one full day or regular adopted hours of business. For example: the Towns adopted hours of business are 9-hour days while our police work 12-hour shifts. In this event each employee will be eligible to their full one (1) day of work. This will be a non-refundable holiday and will not be carried over to the next year. There is no cash value and can not be converted to retirement credit. The policy if adopted, will be in affect today and will remain in affect unless rescinded by the Town of Snow Hill Board of Commissioners

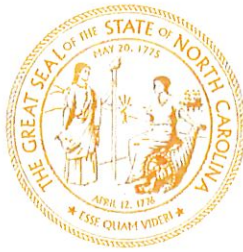
Recommendation: It is my recommendation to approve June 19th, as “Juneteenth Day”, a floating holiday for all town employees per calendar year

Now Therefore Be It Resolved, the Town of Snow Hill Board of Commissioners approve June 19th, as “Juneteenth Day”, a floating holiday for all town employees per calendar year

Moved: _____ Second: _____

Vote: Yes _____ No _____

Unanimous: _____



State of North Carolina

ROY COOPER
GOVERNOR

JUNETEENTH DAY

2022

BY THE GOVERNOR OF THE STATE OF NORTH CAROLINA

A PROCLAMATION

WHEREAS, on September 22, 1862, President Abraham Lincoln issued the Emancipation Proclamation, declaring that as of January 1, 1863, all enslaved people in the rebellious states would be thenceforward and forever free; and

WHEREAS, in addition to freeing enslaved people held in Confederate States, the Emancipation Proclamation enabled the enlistment of African Americans in the Union Army as U.S. Colored Troops; and

WHEREAS, it took almost three more years of conflict and loss to bring about the end of the Civil War and the ratification of the Thirteenth Amendment to the United States Constitution in December 1865 to officially end slavery in the United States; and

WHEREAS, the news of freedom disseminated gradually throughout the nation; on June 19, 1865, two months after the official surrender of the Confederacy at Appomattox, Union Soldiers arrived in Galveston, Texas, and issued General Order No. 3 announcing freedom to some of the last enslaved people in the United States; and

WHEREAS, June 19, or Juneteenth, is nationally recognized as National Freedom Day, the oldest holiday commemorating the abolition of sanctioned slavery in the United States; and

WHEREAS, on this anniversary each year, organizations and individuals throughout North Carolina and our nation celebrate African American heritage, history, freedom, and culture with events and ceremonies that reflect the power of community, family, art, and tradition in the face of oppression; and

WHEREAS, despite more than 150 years since the abolition of slavery, there remain economic, institutional, and social barriers for Black people in America; and

WHEREAS, the State of North Carolina encourages people to observe Juneteenth as an opportunity to reflect, rejoice, and work toward a brighter future as we continue to address racial injustices in our society today;

NOW, THEREFORE, I, ROY COOPER, Governor of the State of North Carolina, do hereby proclaim June 19, 2022, as "**JUNETEENTH DAY**" in North Carolina, and commend its observance to all citizens.





Roy Cooper
Governor

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the State of North Carolina at the Capitol in Raleigh this sixteenth day of June in the year of our Lord two thousand and twenty-two and of the Independence of the United States of America the two hundred and forty-sixth.



JUNETEENTH PERSONAL OBSERVANCE LEAVE

Introduction:

This policy is created and enacted at the direction and request of the Snow Hill Board of Commissioners who, desire to recognize Juneteenth with a day of Personal Observance Leave for the Town employees similar to that enacted by the Governor of North Carolina in Executive order No. 262 which provides up to eight hours of fully paid leave to eligible employees for a day of personal observance to utilize on a day of significance, including days of cultural, religious, or personal observation.

The Town of Snow Hill supports a work environment that fosters respect and values all people regardless of their race, color, religion, sex, national origin, age, genetic information, disability, sexual orientation, gender identity and expression, or veteran or National Guard Status. Snow Hill seeks opportunities to promote diversity and inclusion at all occupational levels of the County's workforce through Equal Employment Opportunity initiatives.

The Town of Snow Hill strives to be an employer of choice, including recruiting and retaining a diverse workforce and creating an inclusive environment. The Town has adopted this Policy to ensure that employees have an opportunity to observe these days of personal, cultural, or religious importance.

Eligible Types of Employees:

The policy of the Town is to provide vacation leave, sick leave, and holiday leave to all full-time employees and to provide proportionately equivalent amounts to employees having average work weeks of different lengths.

Amount of Leave:

Forty hour per week employees will receive eight hours of personal observance leave each calendar year. The number of holiday hours earned by employees shall be determined in accordance with the formula set forth in Article VII Section 2 of the Employee Personnel Policy.

Use of Leave:

Juneteenth Personal Observance Leave may be used for any single day of personal significance. This includes, but is not limited to, days of cultural or religious importance. The day used for personal observance leave does not have to be a day from the employee's own religious or cultural background.

The total amount of personal observance leave awarded to an employee must be utilized in one work shift equal to one full day or regular adopted hours of business.

Employees may use personal observance leave prior to exhausting any accumulated compensatory time.

Employees must use their personal observance leave before using vacation or sick leave.

Employees shall use their allotment of personal observance leave beginning January 1st, through December 31st of each calendar year or forfeit the leave.

Employees should submit the request for leave to their Department Head or the Town Manager. Department heads or Town Manager are responsible for ensuring proper staffing and may deny leave requests when they create a hardship for the Town. Thus, the department head or Town Manager may require the personal observance leave be taken at a time other than the one requested, based on the needs of the Town.

Personal Observance Leave is Credited:

Personal Observance Leave is effective and continual each calendar year after first adoption.

New hires will be credited with leave immediately upon their employment with the Town.

Separated employees that are re-employed within the same calendar year will receive the same amount of leave as a newly hired employee unless they previously utilized the leave within the same calendar year.

Other Limitations:

Personal Observance Leave not taken by December 31st of each calendar year is forfeited and shall not be carried forward.

Personal Observance Leave has no cash value and cannot be converted into retirement credit.

Employees shall be paid for unused Personal Observance Leave at separation.

This leave shall not be payable upon death of an employee during service.

Personal Observance Leave shall not be applied to existing negative leave balances.

This leave shall not be donated under the Voluntary Shared Leave Policy.

This leave may not be used for the same purposes as sick leave.

Effective Date and Modification:

This Policy becomes effective immediately. It may be modified or rescinded by the Town of Snow Hill Board of Commissioners for any reason.

DULY ADOPTED this the _____ day of August 2022.

TOWN OF SNOW HILL

Dennis K. Liles, Mayor

ATTEST:

Laquita Davis, Town Clerk



To: Mayor and Board Members

From: Todd Whaley

Date: 8 August 2022

REF: Social Media Policy: Snow Hill Police Department

Background:

Attached in your packet is a social media Policy for the Snow Hill Police Department. Chief Smith has expressed a need to create a policy to ensure that all employees understand and use appropriate discretion in their use of social media outlets both on and off duty. The purpose is to prevent any negative reflection upon the professional image of the Town of Snow Hill and the Snow Hill Police Department and employees. This will also serve as a protective measure to prevent any investigation to be “leaked” or posted on social website without the approval of the Chief.

Recommendation: It is my recommendation to approve Snow Hill Police Department Policy & Procedures Chapter 32, Social Media and Online Networking

Now Therefore Be It Resolved, The Town of Snow Hill Board of Commissioners approves the Snow Hill Police Department Policy & Procedures Chapter 32, Social Media and Online Networking

Moved: _____ Second: _____

Vote: Yes _____ No _____

Unanimous: _____

SNOW HILL POLICE DEPARTMENT POLICY/PROCEDURES		
Chapter 32	Title: Social media and online networking	
Effective Date: 08/02/2022	By Order of: Chief of Police	
Review Date:		Pages: 1-2

PURPOSE:

The purpose of this policy is to ensure that all employees understand and use appropriate discretion in their use of social media outlets, both on and off duty. Employees have the right to use social media outlets as deemed reasonable; however, all employees shall conduct themselves, both on and off duty, in a manner which will not in any way reflect negatively upon the professional image of Snow Hill Police Department or any of its employees.

Terms that may be implied in this directive as a "social media outlet" include, but are not limited to: blog, page, profile (i.e. Facebook, Twitter, Instagram, Reddit, YouTube, etc.)

POLICY:

Snow Hill Police Department employees are cautioned that speech on or off duty made pursuant to their official duties is not protected speech under the First Amendment and may form the basis of discipline if deemed detrimental to the agency. Snow Hill Police Department employees shall abide by the following guidelines when using social media outlets:

- SHPD employees are free to express themselves as private citizens on social media outlets to the degree that their speech/publications do not:
 - o Impair working relationships of the PD for which loyalty and confidentiality are important.
 - o Impede the performance of their duties.
 - o Impair discipline and harmony among coworkers and the community.
 - o Negatively affect the public perception of SHPD
- SHPD employees shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the Chief of Police
- Employees shall not display SHPD badges, logos, official vehicles, or similar identifying items for any reason to include political or financial gain.

- Employees shall not post any information about another SHPD employee without their permission.
- Employees of SHPD shall be mindful that their conduct on social media outlets could be deemed representative of the agency both on and off duty. Employees should reference Chapter 4 "Ethics" and Chapter 8 "Code of conduct" when utilizing social media outlets. SHPD employees are prohibited from:
 - o Speech/publications containing obscene or sexually explicit language, images, or acts
 - o Statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals
 - o Speech/publications involving themselves or other SHPD employees reflecting behavior that would reasonably be considered reckless or irresponsible
 - o Speech/publications that contain negative comments about the internal operations of SHPD, or specific conduct of supervisors or peers that impacts the public perception of the agency
- Employees may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of SHPD without express authorization
- SHPD employees should be aware that they may be subject to civil litigation for:
 - o Publishing or posting false information that harms the reputation of another person, group, or organization (defamation)
 - o Publishing or posting private facts and personal information about someone without that person's permission that had not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person
 - o Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose
 - o Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner
- Employees should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by SHPD at any time without prior notice
- Any employee becoming aware or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify their superior officer immediately for follow up action



To: Mayor and Board Members
From: Todd Whaley
Date: 8 August 2022

REF: Green Lamp Building / American Legion

Background:

At the request of the American Legion, they have interest in a room at the Green Lamp Building. Currently a portion of the property is still occupied as rental space for Greene Lamp use. To reconsider, the American Legion has requested to utilize this room (approximately 24'x36') for meeting purposes. The request also included minimal rent to be owed, and pro-rated water and utility services due to 501C3 status.

The considerations the board must analyze are as follows: The Greene Lamp is currently being charged monthly rent which is calculated in our budget revenues. They are also paying a pro-rated water and utility bill until the other space can be rented. If the American Legion utilizes a portion of the building with little or no rent this could create an environment subject to lose a paying tenant. From a town budgeting standpoint, we are looking at a loss in revenue of \$12,000 or more when not earning rent.

I have offered the facility to the American Legion for their monthly meetings free of charge. The stipulation at hand was they could not move or alter the room layout and if the space were rented, they would not be allowed access. The offer was declined.

Moved: _____ Second: _____

Vote: Yes _____ No _____

Unanimous: _____

AUGUST MEETING 2022	REVENUE -EXPENSE REPORT MONTH ENDING JULY 31, 2022				PG1
			8.33%		
Revenues					
100 GENERAL FUND	004 REVENUE				
Accounts	Budgeted	Amend/Approvd	Actual	YTD Pct	
100 GENERAL FUND				percentage	
004 REVENUE					
Property taxes	\$359,757.00	\$359,757.00	\$0.00	0.00%	
Property taxes 2021	\$2,000.00	\$2,000.00	\$2,070.84	103.54%	
03020 Mv Taxes	\$50,000.00	\$50,000.00	\$4,987.75	9.98%	
Waste Collection Fees	\$149,725.00	\$149,725.00	\$13,100.00	8.75%	
Special Pickups	\$500.00	\$500.00	\$130.00	26.00%	
Sale of Lots	\$35,000.00	\$35,000.00	\$400.00	1.14%	
Grave Openings	\$40,000.00	\$40,000.00	\$7,162.50	17.91%	
Install Grave Markers	\$800.00	\$800.00	\$290.00	36.25%	
Other Revenue	\$557,934.00	\$557,934.00	\$29,053.86	5.21%	
ARPA REV					
03990 Fund Balance		\$0.00	\$0.00		
Total GENERAL FUND	\$1,195,716.00	\$1,195,716.00	\$57,194.95	4.78%	
POWELL BILL					
STATE ALLOCATION	48,980.00	\$48,980.00	\$0.00	0.00%	
FUND BALANCE APPROPRIATION					
TOTAL POWELL BILL		\$48,980.00			
600 WATER/SEWER FUND					
004 REVENUE					
Water Fees	\$524,250.00	\$524,250.00	\$37,322.00	7.12%	
Sewer Fees	\$527,145.00	\$527,145.00	\$44,076.87	8.36%	
Other Revenue	\$41,100.00	\$41,100.00	\$11,700.55	28.47%	
ARPA					
37980 APPR RETND EARNINGS	\$0.00	\$0.00	\$0.00		
039910 RETAINED EARNINGS		\$0.00			
Total WATER/SEWER FUND	\$1,092,495.00	\$1,092,495.00	\$93,099.42	8.52%	
TOTAL ALL REVENUE FUNDS	\$2,337,191.00	\$2,337,191.00	\$150,294.37	6.43%	

Expenses								PG2
100 GENERAL FUND								
005 EXPENSE								
04110	Governing Body	\$47,896.00	\$47,896.00	\$3,834.29			8.01%	
04120	Administration	\$232,209.00	\$232,209.00	\$24,054.25			10.36%	
04170	Election expense	\$0.00	\$0.00	\$0.00				
04300	Police	\$383,407.00	\$383,407.00	\$23,587.04			6.15%	
04310	Fire Protection Contract	\$89,958.00	\$89,958.00	\$0.00			0.00%	
04510	Streets	\$128,037.00	\$123,037.00	\$13,555.12			11.02%	
04710	Solid Waste Collection	\$151,159.00	\$151,159.00	\$13,377.76			8.85%	
04740	Cemetery	\$55,050.00	\$55,050.00	\$6,504.37			11.82%	
04930	Community Development	\$108,000.00	\$108,000.00	\$500.00			0.46%	
Total GENERAL FUND								7.17%
110 Powell Bill								
		\$48,980.00	\$48,980.00	\$3,441.96				
Total POWELL BILL								7.03%
600 WATER/SEWER FUND								
005 EXPENSE								
07130	Water	\$506,607.00	\$506,607.00	\$43,776.00			8.64%	
07140	Sewer	\$585,888.00	\$585,888.00	\$80,280.20			13.70%	
Total WATER/SEWER FUND								11.36%
TOTAL EXPENSE ALL FUNDS								9.13%

Incident Media Log

Snow Hill Police Department

Incident Number:	Date:	Time:	Inc. Location:	Offense:	Reporting Officer:
2022-0089	07/10/2022	17:00	213 W. Greene St., Snow Hill, NC 28580	13A - Assault with a deadly weapon inflicting serious injury	601 - Chief Joshua S. Smith
				<i>Cleared by arrest</i>	
2022-0090	07/16/2022	13:45	315 Pineshoal Dr, Snow Hill, NC 28580	23D - Theft From Building	609 - Officer Charles R. Corbett
				<i>Property returned to owner. Investigation ongoing</i>	
2022-0091	07/16/2022	17:30	203 W. Greene St, Snow Hill, NC 28580	23H - Simple Larceny	607 - Officer James H. Harper
2022-0092	07/18/2022	1:20	411 Greenridge Rd, Snow Hill, NC 28580	280 - Possession of Stolen Motor Vehicle	607 - Officer James H. Harper
				<i>Cleared by arrest</i>	
2022-0093	07/22/2022	21:15	50 Hull Rd, Snow Hill, NC 28580	90Z - Larceny of Firearm	606 - Officer Bria A. Payton
2022-0094	07/25/2022	13:50	410 School St, Snow Hill, NC 28580	23H - All Other Larceny	609 - Officer Charles R. Corbett
2022-0095	07/29/2022	18:00	746 S.E. Third St, Snow Hill, NC 28580	250 - Counterfeiting/Forgery	607 - Officer James H. Harper
2022-0096	07/29/2022	0:05	MLK Jr Blvd and NW 2nd St, Snow Hill, NC 28580	90D - Driving While Impaired	606 - Officer Bria A. Payton
				<i>Cleared by arrest</i>	

Total Incidents: 8

* State

Citations *

Citation Charge Totals by Officer

Snow Hill Police Department

(07/01/2022 - 07/31/2022)

606 - Officer Bria A. Payton

1A - Speeding (Misdemeanor)	1
6 - No Operator License	1
16B - Other (Infraction)	1
17B - Other (2nd Charge - Infraction)	1
Total:	4

607 - Officer James H. Harper

1A - Speeding (Misdemeanor)	2
6 - No Operator License	1
16A - Other (Misdemeanor)	1
16B - Other (Infraction)	1
17A - Other (2nd Charge - Misdemeanor)	2
17B - Other (2nd Charge - Infraction)	1
Total:	8

609 - Officer Charles R. Corbitt

1B - Speeding (Infraction)	1
17A - Other (2nd Charge - Misdemeanor)	1
Total:	2

SHPD monthly crime report cont.

_Town Ordinance citations-23

_Traffic crashes investigated-8



Public Works / Utilities 8 August 2022

A. Water:

- Wells checked daily
- Samples taken daily
- Completed approximately 20 locates
- Repaired water leak Hart Street and Kingold Blvd.
- Changed 1 angle Stop
- Awarded \$536,000 Grant funds to rehabilitate Well No. 4

B. Sewer:

- Weekly lift station checks
- Weekly samples
- Bench and Calibration every Monday and Tuesday
- Monthly reporting
- Sewer lateral back up x4
- Began repairs on Clarifier
- Repaired all posts at lift stations
- Cleaned Liberty Avenue Sewer Line

C. Sanitation:

- Weekly waste industries trash pick up
- Weekly debris removal
- Approximately 4 special pick ups.

D. Streets:

- Awaiting asphalt repair: Corbett, Hillendale, Pineshoal, Edgemont, and Carver Dr.
- Cleaned Jordan Avenue
- Visited residence with ordinance violations
- Sprayed weed killer on curbs across town.

E. Cemetery:

- Removed flowers
- Approximately 11 grave burials.
- Holes filled and dead flowers removed
- Waiting for bid on aprons and surveying
- Mowed weekly

F. Town Hall

- Waiting third bid for roof repairs



PROJECT INFORMATION UPDATES

1. SCADA System Replacement

The SCADA equipment has been installed is 100% complete. The SCADA system was approved and paid for utilizing ARP funds. This system will assist with locating water leaks within our system and electronically monitoring the elevated tank levels etc.

2. American Rescue Plan Funding (COVID Money)

We have received our final tranche of federal funding. This totals in the amount of \$481,870.54. We will update our budget in the coming months to ensure we are following the guidance suggested.

3. Parks and Recreation Trust Fund Grant

PARTF grant application has been submitted. This grant will be for a recreation facility on SE Third Street. Total grant project scope is \$600,000 with 50% being loan funded. In lieu of loan, Office of State Budget Management has authorized our \$300,000 SCIF grant to be supplanted. In short term, if awarded, we will receive \$600,000 for a recreation facility to include a splash pad. We should find out information this month on the awarding of this project.

4. SCIF – State Capital Infrastructure Fund

I have completed all necessary pre-grant applications to successfully receive \$300,000 grant. This grant will be 100% infrastructure grant money. There is no loan portion. OSBM has approved this money to be supplemented with our PARTF grant application process.

5. Precision Graphics (old Smart Play)

As of 8 February 2022, the closing has taken place for Precision Graphics. Precision Graphics has signed the pay incentive and we have a copy on file at Town Hall.

1. Jackson Builders under contract to start renovations ASAP
 - a. Plan is rough start March 1st
2. Mechanical production will begin April 1st with a build of robots we were ordered a contract for
 - a. See here: [2021 highlight real - YouTube](#)

6. NCDOT Road Paving Schedule

NC 123 - From SR 1438 (W Main St) to Contentnea Creek
Bridge
SR 1101 (Browntown Rd)
SR 1112 (Gray Rd)
SR 1133 (Cattle Gate Rd)
SR 1154 (Crestwood Dr)
SR 1155 (Longshore Dr)
SR 1156 (Hart Cir)
SR 1157 (Evergreen St)
SR 1158 (Edgemont Dr)
SR 1162 (Indianhead Cir)
SR 1169 (Lakeside Dr)
SR 1349 (Brooks Frizzelle St)
SR 1350 (Claude Braxton St)
SR 1351 (Mayo St/Judge Hardy St/Langlely St)
SR 1352 (Maury Depot St)
SR 1353 (Whitley St)
SR 1356 (Freeman St/Whitley St)
SR 1442 (Foxcroft Rd)
SR 1443 (Bert St/Judge Hardy St)
SR 1445 (Britt Rd)

7. Kingold Property Update

The property located on Kingold Boulevard for climate control self-storage was approved last month in our Planning Board of Adjustment Meeting. Property Owner, Mr. Gurley, is working with his engineer firm to finalize the modifications requested by the Board. Once this is approved construction will start. The only construction being performed at this time is land prep. No further board of commissioner action will be needed.

8. Hamptons Update

The Hampton subdivision located on Hwy 258 S. just before Ham Produce is undergoing construction. The site plan was approved numerous years ago and the plans are located in our Town office. The contractor is currently building 5 homes with anticipation on building more. Our Public Works Staff have worked tirelessly with contractors to ensure water and sewer services have been connected without further issues. We will continue to install new taps as homes are sold and become available.

9. Genesis Hill Subdivision

The Genesis Hill Subdivision expansion is almost complete. There are only 1-3 lots still available for sell. All other lots have been developed and sold to new homeowners. Our Public Works Staff have worked tirelessly with contractors to ensure water and sewer services have been connected without further issues.

10. Cemetery Mowing Update

In the past year or two we have contracted cemetery mowing to Nimmo Landscape. Moving forward this year, we are planning to use inmate labor to save cost. We currently have 4 inmates who will provide all trimming needs, and public works staff who will provide mowing needs. In the event inmate labor is pulled from the Town, we will revert to a contract at that time.

11. Ordinance Violations

On July 20th, members of the Board and our Attorney visited numerous sites in town that were in violation of various ordinances. I am working directly with Brian to ensure each residence is notified and executed. I will give monthly information as necessary to keep the board informed on the progress.