



AGENDA

SNOW HILL BOARD OF COMMISSIONERS

Monday 12 September 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 8 August 2022

V. Town Manager Report:

A. Snow Hill Splash Pad Project Grant Award: \$300,000 - *Information*

B. Neuse Regional Library – Non-Profit Funding - *Action*

C. Code of Ethics Policy for Elected and Appointed Officials – *Action*

D. Public Works Vehicle Replacement – ARP Funding - *Action*

VI. Monthly Reports:

A. Financial Report

B. Police Report

C. Public Works

D. Property Evaluation Data

VII. Comments from Mayor and Board:

VIII. 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 12 September 2022.



MINUTES
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: Commissioner Washington
Pledge of Allegiance: Mayor Dennis 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; Town Attorney Pridgen; Waste Water Director Robart

II. Approval of Agenda

Motion by: Washington

Second by: Andrews

Votes: Ayes - 5

Nays-0

Abstained-0

Approved

III. Public Comments (NCGS § 160A-81-1) NONE

IV. Consent Agenda:

A. Consider Approval of Minutes 13 June 2022

Motion by: Washington

Second by: Wilkes

Votes: Ayes – 5

Nays – 0

Abstained – 0

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
Motion by: Andrews
Second by: Washington
Votes: Ayes – 5
Nays – 0
Abstained – 0
- C. Juneteenth Floating Holiday
Motion by: Andrews
Second by: Washington
Votes: Ayes – 5
Nays – 0
Abstained – 0
- D. Social Media Policy & Online Networking: Snow Hill Police Department
Motion by: Washington
Second by: Andrews
Votes: Ayes – 5
Nays – 0
Abstained – 0
- E. Greene Lamp / American Legion
A motion was made to allow American Legion Post to move into the office space at a prorated amount of \$50 per month on a month-to-month basis and a \$600 deposit until a renter or buyer who would pay full price rented the space and then they would have to vacate.
Motion by: Wilkes
Second by: Daniels
Votes: Ayes – 2
Nays – 3 (Andrews, Washington, Shackleford)
Abstained – 0
Motion failed: 3-2

VI. Monthly Reports:

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

VII. Comments from Mayor and Board: No comments were made.

VIII. Closed Session: § 143-318.11. Personnel

Motion to go into closed session at 6:39 p.m.

Motion by: Washington

Second by: Wilkes

Votes: Ayes - 5

Nays- 0

Abstained- 0

Motion to come out of closed session at 7:30 p.m.

Motion by: Washington

Second by: Andrews

Votes: Ayes - 5

Nays- 0

Abstained- 0

IX. Board Actions in open session - NONE

X. Adjournment at 7:30 p.m.

Motion by: Washington

Second by: Wilkes

Votes: Ayes - 5

Nays- 0

Abstained- 0

Approved: Dennis Liles Dennis Liles, Mayor

Respectfully Submitted: Laquita Davis Laquita Davis, Town Clerk



To: Mayor and Board Members

From: Todd Whaley

Date: 12 September 2022

REF: Snow Hill Splash Pad Project Grant Award: \$300,000 - Information

Background:

I am pleased to announce on August 26th, we were awarded a \$300,000 PART (Parks and Recreation Trust Fund) grant. This grant is a dollar-for-dollar matching grant which will be supplemented by the SCIF (State Capital Infrastructure Grant) in the amount of \$300,000 that was awarded last July. In summary, we will have a total allocation of \$600,000 grant funds to develop a state-of-the-art splash pad and playground area. This will be a large project and huge accomplishment for the Town of Snow Hill. The commitment papers will be finalized in October and we plan to move forward with the project soon after.

Recommendation: No action needed

Now Therefore Be It Resolved, No action needed.

Moved: _____ Second: _____

Vote: Yes _____ No _____

Unanimous: _____



Todd Whaley, Town Manager <manager@snowhillnc.com>

Question

2 messages

Todd Whaley, Town Manager <manager@snowhillnc.com>

Tue, Aug 30, 2022 at 7:38 AM

To: Brittany Shipp <bwshipp@ncsu.edu>

Brittany,

Just following up from yesterday. In the authority meeting Friday the Town of Snow Hill was announced to receive funding for the splash pad in Snow Hill. I do not see it on the website however I am not familiar with the PARTF awarding process. Can you confirm the award and what to expect in the near future?

Thanks,

--

Todd Whaley

Town Manager

Town of Snow Hill

PO Box 247 | 908 SE Second St.

Snow Hill, NC 28580-0247

(252) 747-3414 ext. 206 Phone | (252) 747-4269 Fax | (252-560-5949) Cell

Brittany Shipp <bwshipp@ncsu.edu>

Tue, Aug 30, 2022 at 12:16 PM

To: "Todd Whaley, Town Manager" <manager@snowhillnc.com>

Good morning Todd,

Thank you for the email and congratulations to the Town of Snow Hill on being selected for \$300,000 in funding in the 2022 PARTF application cycle. The press release has been distributed from the Governor's Office so you are welcome to share the news publically as well. It will likely be October before contracts are fully executed between the Division of Parks and Recreation and local governments. Please keep in mind that there can not be any work until the contract is fully executed in order for it to be eligible for reimbursement. I will be in touch as we work towards contracts and inspections.

Thanks,

Brittany W. Shipp, CPRP

Eastern Region Consultant, Recreation Resources Service

Department of Parks, Recreation and Tourism Management

P: 910.212.6730

bwshipp@ncsu.edu

**All electronic mail messages in connection with State business which are sent to or received by this account are subject to the NC Public Records Law and may be disclosed to third parties.*

[Quoted text hidden]

Grant recipients and award amounts are as follows:

Applicant	County	Project Name	Funds Awarded
Holden Beach	Brunswick	Holden Beach Pier	\$500,000
Franklin	Franklin	Epsom Park	\$434,625
Burgaw	Pender	Osgood Canal Greenway- West Side Development	\$443,408
Fuquay Varina	Wake	Community Center North	\$500,000
Cabarrus County	Cabarrus	Mt. Pleasant Park Athletic Complex	\$500,000
Morganton	Burke	Bethel Park, Phase 1	\$500,000
Pender County	Pender	Hampstead Kiwanis Park Phase 4	\$500,000
Spindale	Rutherford	Spindale Skatepark and Pump Track	\$425,000
Watauga County	Watauga	Boone Gorge Park, Middle Fork Greenway	\$500,000
Rutherfordton	Rutherford	Norris Recreation Complex	\$450,000
Lenoir	Caldwell	Lenoir Aquatic and Fitness Center / Soccer Complex Renovations	\$500,000
Garner	Wake	Yeagan Park Phase 1	\$400,000
Pasquotank County	Pasquotank	Northern (Newland) Park Development	\$500,000
Davidson	Davidson	Yadkin River Playground	\$500,000
Ashe County	Ashe	Ashe County Park Expansion	\$500,000
Haywood	Haywood	Francis Farm Bike Park	\$500,000
Marshville	Union	Stegall Lake- Phase 1	\$500,000
Jamestown	Guilford	Jamestown Park Rejuvenation and Refresh	\$215,205
Nash	Nash	Miracle Park and Coopers- Phase 2	\$425,000
Tobaccoville	Forsyth	Village Park Expansion	\$480,000
Craven County	Craven	Craven County Nature Park	\$500,000
Pender County	Pender	Central Pender Park Development	\$500,000
Jackson	Jackson	Whittier / Qualla Community Park	\$500,000
Lewisville	Forsyth	Jack Warren Park Improvements	\$230,940
Mitchell	Mitchell	Mitchell County Recreation Complex	\$500,000
Henderson	Henderson	Redefining Etowah Park	\$286,125
Onslow	Onslow	Hines Farm Park	\$393,875
Badin	Stanly	Badin Waterfront Park	\$500,000
Sunset Beach	Brunswick	Majestic Oaks Land Acquisition	\$500,000
Wrightsville Beach	New Hanover	Wrightsville Beach Park Facility Improvements	\$397,538
Calabash	Brunswick	Calabash Waterfront Park	\$500,000
Gastonia	Gaston	Linwood Springs Redevelopment	\$500,000
Kinston	Lenoir	Emma Webb Park	\$500,000
Belville	Brunswick	Brunswick Riverwalk Extension	\$500,000
Swain	Swain	Swain County Recreation Park Aquatics Center Improvements	\$500,000
Yancey County	Yancey	Ray Cort Park Renovation	\$350,000
Aulander	Bertie	Aulander Municipal Park Phase 2	\$142,650
Dunn	Harnett	Clarence Lee Tart Park – Phase 2	\$200,000
Snow Hill	Greene	Splash Pad Recreation Facility	\$300,000
39 Awards	Total	\$17,074,366 Funds Awarded	



To: Mayor and Board Members

From: Todd Whaley

Date: 13 September 2022

REF: Neuse Regional Library – Non-Profit Funding - Action

Background:

In February of this year, Melanie Morgan with Neuse Regional Library completed the application for non-profit funding with the Town of Snow Hill. I appropriated in our budget \$500 conservatively to ensure we produced a balanced budget. Recently I have been contacted with the request for that amount to be increased to \$2000.

Our total allocation for non-profits is budgeted at \$10,000. Year – to – date we disbursed \$500 to the Lenoir Community College Foundation which leaves a remaining balance of \$9500. Attached is your packet is a list of “typical” non-profit request organizations seeking additional funding.

Recommendation:

Now Therefore Be It Resolved, the Town of Snow Hill Board of Commissioners

Moved: _____ Second: _____

Vote: Yes _____ No _____

Unanimous: _____

Non-Profit Request for Funding

Non-Profit Name: Greene County Public Library

Contact Person: Melanie Morgan

Business Address: 510 N. Queen Street, Kinston, NC 28501

Phone Number: 252.527.7066 ext. 130

Email Address: mmorgan@neuselibrary.org Website: <http://www.neuselibrary.org/>

501 C 3: No

Funding Requested from Town for FY 22-23: \$2,000.00

Funding Received from Town for FY 21-22: \$500.00

Justification for Requested increase (if applicable): The Greene County Public Library is requesting a partial restoration in Town of Snow Hill funding in the amount of \$2,000. The restorative funding will allow the Library to increase the base pay of Branch Managers/Librarians to \$16.50 an hour. The wage increase will begin the process of aligning base pay with the state average of \$21.25 an hour for this position. The 25% lowest percentile average for Branch Managers/Librarians is \$16.56 an hour. Additionally, the Library hopes to raise the base pay of Library Assistants to \$11.00 an hour in comparison to the state average of \$13.04 an hour and the 25% lowest percentile average of \$11.29 an hour. It is the Library's hope to better align the base pay with those in surrounding counties and the 25% percentile average to maintain a stronger workforce. The total proposed budget is \$187,000. In all other respects, this proposed budget is similar to last year's budget.

We hope that Town Council will consider granting the Library the requested partial restoration of Town funding which was reduced in the 2017-2018 fiscal budget from \$4,250 to \$500 to help continue to grow the Library and make a lasting impact in our community. The partial restoration of funding is a crucial step in the process of better aligning base pay with those in surrounding counties and meeting the 25% lowest percentile average to ensure future sustainability and a well-qualified workforce. With your continued financial support, we will be able to fully meet the needs of our patrons and help provide them with a brighter future.

Total Non-Profit (Government) Budget: \$187,000.00

Funding from Other Sources:

Greene County Government: \$139,500 State Aid: \$45,500

Financial Statement Attached for review (previously submitted with proposed budget).

Purpose for which Town's funding will be used: As information becomes the great equalizer in today's society, libraries play an increasingly critical role in leveling the playing field by

providing free access to technology and information resources to everyone. The funding allocated from the Town of Snow Hill will contribute to the revenue required to operate the Greene County Public Library in a fiscally conscious manner, and provide the residents of Snow Hill accessibility to valuable resources and programming.

Events to be held in Snow Hill: Yes

Number of persons using Organization's events/activities in Snow Hill on annual basis: The Greene County Public Library (GCPL) offered 234 programs during the 2020-2021 fiscal year with a total attendance of 2,707 participants. In addition, 6,011 community members utilized the GCPL's technology including computers and hotspots.

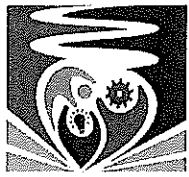
Number of Visitors: 20,906 community members visited the Greene County Public Library during the 2020-2021 fiscal year. In addition, Greene County Public Library staff members answered 1,756 career assistance and technology questions.

Number of Snow Hill Residents: The Greene County Public Library provides 3,091 students attending Greene County Public Schools free library accounts with no fines or fees to ensure equal access to library resources. Additionally, 8,516 residents of Greene County are active library cardholders, and borrowed 50,912 items from the GCPL.

Overall justification for Snow Hill Funding: Positioned at the heart of the community, the Greene County Public Library is a powerful resource for people of any age to find the tools they need to help improve their quality of life. The Library's status as a freely accessible community center places it in a unique position to offer lifelong learning opportunities and social engagement activities to all ages, both inside and outside the Library's facility. Whether connecting people with resources or with one another, the Greene County Public Library has become a community hub committed to lifelong learning and collaboration.

Vision: The Neuse Regional Library System enriches lives by inspiring creativity, fostering learning, and engaging community.

Mission: The Neuse Regional Library System will be a center for community connections that provides evolving technologies, programming, and services that meet 21st century literacy needs, while making accessible a collection that is as diverse and intergenerational as the people of Lenoir, Jones and Greene Counties.



NEUSE REGIONAL LIBRARIES

Inspiring Creativity. Fostering Learning. Engaging Community.

February 21, 2022

Todd Whaley, Town Manager
Town of Snow Hill
908 SE Second Street
Snow Hill, NC 28580

To Mr. Todd Whaley,

Enclosed you will find the Greene County Public Library's (GCPL) proposed budget and funding request for fiscal year 2022-2023. The GCPL is requesting a partial restoration in Town of Snow Hill funding in the amount of \$2,000. The restorative funding will allow the Library to increase the base pay of Branch Managers/Librarians to \$16.50 an hour. The wage increase will begin the process of aligning base pay with the state average of \$21.25 an hour for this position. The 25% lowest percentile average for Branch Managers/Librarians is \$16.56 an hour. Additionally, the Library hopes to raise the base pay of Library Assistants to \$11.00 an hour in comparison to the state average of \$13.04 an hour and the 25% lowest percentile average of \$11.29 an hour. It is the Library's hope to better align the base pay with those in surrounding counties and the 25% percentile average to maintain a stronger workforce. The total proposed budget is \$187,000. In all other respects, this proposed budget is similar to last year's budget.

Neuse Regional Libraries are committed to fostering learning of 21st century digital literacy skills, inspiring creativity that opens new educational and professional doors for local residents, and engaging the community in modern and novel ways. We hope that you and the Town Council will consider granting the Library the requested partial restoration of Town funding which was reduced in the 2017-2018 fiscal budget from \$4,250 to \$500 to help continue to grow the Library and make a lasting impact in our community. The partial restoration of funding is a crucial step in the process of better aligning base pay with those in surrounding counties and meeting the 25% lowest percentile average to ensure future sustainability and a well-qualified workforce. With your continued financial support, we will be able to fully meet the needs of our patrons and help provide them with a brighter future.

Best regards,

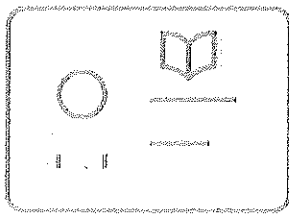
Melanie U. Morgan
Director of Libraries

Enclosures

NEUSE REGIONAL LIBRARIES BY THE NUMBERS

Neuse Regional Libraries are centers for community connections that provide evolving technologies, programming, and services that meet 21st century literacy needs, while making accessible a collection that is as diverse and intergenerational as the people of Lenoir, Jones and Greene Counties.

GREENE COUNTY PUBLIC LIBRARY



8,516
people were active
Library cardholders,
having used their
accounts within the
past two years



50,912
total items borrowed
including e-resources



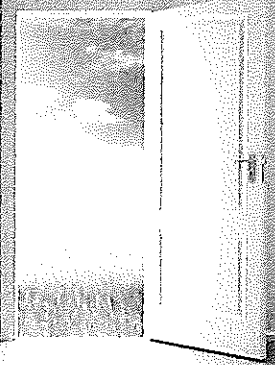
2,707
community members
participated in 21st century
literacy programming

1,756

Career Assistance & Technology
questions were answered

20,906

The Greene County
Public Library
welcomed 20,906 visitors
through its doors



Student Access

3,091

Student Access provides students
attending Greene County Public
Schools free library accounts
with no fines or fees

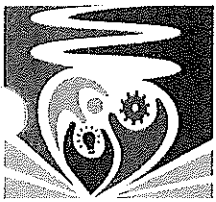
NCKIDS
Digital Library



6,011

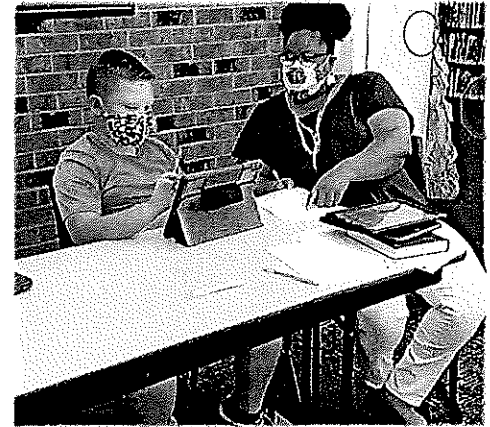
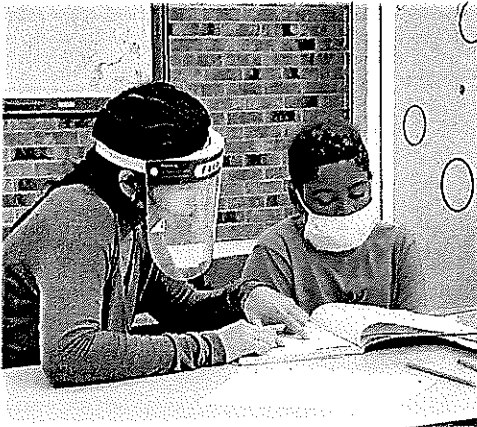
Community members utilized internet
technology tools like computers and iPads
6,011 times at their local library

Inspiring Creativity. Fostering Learning. Engaging Community.



NEUSE REGIONAL LIBRARIES

Inspiring Creativity. Fostering Learning. Engaging Community.



GREENE COUNTY PUBLIC LIBRARY

PROPOSED BUDGET FISCAL YEAR 2022-2023

I.	PERSONNEL	\$133,045.00
II.	LIBRARY MATERIALS	\$21,700.00
III.	GENERAL OPERATIONS	\$26,985.00
IV.	CAPITAL OUTLAY	\$5,270.00
	TOTAL BUDGET	\$187,000.00
	Proposed budget funded from County	\$139,500.00
	Proposed budget funded from Town of Snow Hill	\$2,000.00

Thank you for your support of the Greene County Public Library.

GREENE COUNTY PUBLIC LIBRARY
Annual Budget Estimate - Revenues

Account Number	Account Description	Current Year 2021-2022			Coming Year 2022-2023	
		Budget	Actual to Dec 31	Estimated Entire Year	Budget Officer's Request	Approved By Board
3290.40	Interest Earned on Investments	34.40	13.47	29.40	29.40	
3350.40	Miscellaneous Revenue	3,000.00	1,450.00	3,000.00	4,500.00	
3360.40	Gifts and Donations	100.00	0.00	100.00	100.00	
3460.40	Municipal Grants	500.00	0.00	500.00	2,000.00	
3500.40	County Grants	139,500.00	69,750.00	139,500.00	139,500.00	
3671.40	Sales Tax Refunds	910.60	910.60	910.60	910.60	
	Total Revenue	144,045.00	72,124.07	144,040.00	147,040.00	-
3680.40	Transfer from Cap. Imp. Fund	0.00	0.00	0.00	11,375.00	
3990.40	Fund Balance Appropriated	47,955.00	47,955.00	47,955.00	28,585.00	
	Total Revenue + Balance	192,000.00	120,079.07	191,995.00	187,000.00	-

GREENE COUNTY PUBLIC LIBRARY
Annual Budget Estimate - Expenditures

Account Number	Account Description	Current Year 2021-2022			Coming Year 2022-2023	
		Budget	Actual to Dec 31	Estimated Entire Year	Budget Officer's Request	Approved By Board
6002.40	Salaries and Wages Expense	97,225.00	39,561.70	79,123.40	96,250.00	
6003.40	401k Expense	1,250.00	150.00	625.00	1,380.00	
6005.40	FICA Tax Expense	7,950.00	2,941.30	5,882.60	8,115.00	
6006.40	Group Insurance Expense	18,550.00	8,325.06	16,650.12	18,750.00	
6007.40	Retirement Expense	7,475.00	3,288.18	6,577.60	8,375.00	
6009.40	Unemployment Insurance	175.00	0.00	175.00	175.00	
	Total Personnel Costs	132,625.00	54,266.24	109,033.72	133,045.00	-
6101.40	Books	14,500.00	0.00	14,500.00	13,000.00	
6102.40	Periodicals	2,250.00	0.00	2,250.00	1,500.00	
6103.40	Audiovisuals	3,750.00	3,582.20	3,582.20	3,750.00	
6105.40	Other Materials	2,750.00	0.00	1,275.00	2,750.00	
6107.40	Processing	750.00	0.00	750.00	700.00	
	Total Library Material Costs	24,000.00	3,582.20	22,357.20	21,700.00	-
6311.40	Telephone and Postage	4,000.00	4,000.00	4,000.00	4,000.00	
6312.40	Printing	300.00	300.00	300.00	250.00	
6314.40	Travel	500.00	500.00	500.00	500.00	
6316.40	Maint. & Repair-Equipment	350.00	240.00	240.00	315.00	
6317.40	Maint. & Repair-Vehicles	200.00	200.00	200.00	250.00	
6331.40	Automotive Supplies	250.00	250.00	250.00	500.00	
6333.40	Supplies	3,250.00	3,250.00	3,250.00	3,250.00	

GREENE COUNTY PUBLIC LIBRARY
Annual Budget Estimate - Expenditures

Account Number	Account Description	Current Year 2021-2022			Coming Year 2022-2023	
		Budget	Actual to Dec 31	Estimated Entire Year	Budget Officer's Request	Approved By Board
6337.40	NC Sales Tax	750.00	277.43	554.86	750.00	
6339.40	County Sales Tax	450.00	118.17	236.34	450.00	
6345.40	Contracted and Prof. Services	8,250.00	8,250.00	8,250.00	8,250.00	
6354.40	Insurance and Bonds	350.00	142.27	350.00	350.00	
6357.40	Miscellaneous Expense	5,550.00	2,341.83	4,766.52	5,620.00	
6360.40	Programming	2,750.00	664.43	2,150.00	2,500.00	
	Total Other Costs	26,950.00	20,534.13	25,047.72	26,985.00	-
6472.40	Capital Outlay - Furniture	7,150.00	0.00	6,971.36	3,500.00	
6474.40	Capital Outlay - Equipment	1,275.00	0.00	0.00	1,770.00	
	Total Capital Outlay	8,425.00	0.00	6,971.36	5,270.00	0.00
	Total Expenditures	192,000.00	78,382.57	163,410.00	187,000.00	-

**GREENE COUNTY PUBLIC LIBRARY
PROPOSED BUDGET
FISCAL YEAR 2022-2023**

Budget from Greene County	\$139,500.00
Budget from Town of Snow Hill	2,000.00

I. PROGRAM: GENERAL OPERATIONS

1. Telephone and Postage	\$4,000.00
2. Printing	250.00
3. Travel	500.00
4. Maintenance and Repair – Equipment	315.00
5. Maintenance and Repair – Vehicles	250.00
6. Automotive Supplies	500.00
7. Supplies	3,250.00
8. NC Sales Tax	750.00
9. County Sales Tax	450.00
10. Contracted and Professional Services	8,250.00
11. Insurance and Bonds	350.00
12. Miscellaneous Expense	5,620.00
13. Programming	<u>2,500.00</u>

TOTAL PROGRAM COST	<u>\$26,985.00</u>
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II. PROGRAM: PERSONNEL

1. Salaries and Wages Expense	\$96,250.00
2. 401K Expense	1,380.00
3. FICA Tax Expense (Social Security)	8,115.00
4. Group Insurance Expense	18,750.00
5. Retirement Expense	8,375.00
6. Unemployment Insurance	<u>175.00</u>

TOTAL PROGRAM COST	<u>\$133,045.00</u>
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III. PROGRAM: LIBRARY MATERIALS

1. Books	\$13,000.00
2. Periodicals	1,500.00
3. Audiovisuals	3,750.00
4. Other Materials	2,750.00
5. Processing	<u>700.00</u>

TOTAL PROGRAM COST	<u>\$21,700.00</u>
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IV. PROGRAM: CAPITAL OUTLAY

1. Furniture	\$3,500.00
2. Equipment	<u>1,770.00</u>

TOTAL PROGRAM COST	<u>\$5,270.00</u>
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- I. **PROGRAM – GENERAL OPERATIONS:** The General Operations portion of the total budget outlines the proposed spending for all items other than personnel, books, materials, and capital expenditure. Its primary function is to provide funds for the day-to-day administrative operations of the Greene County Public Library facility.

1. **TELEPHONE AND POSTAGE:** This subprogram provides the funds for the mailing of overdue notices and other general mailings. It also includes the flat rate for maintaining the four telephone business lines and the public access Internet lines for the Greene County Public Library. This is a transfer account in which the Regional budget assumes remaining balance of total service.

SUBPROGRAM COST \$4,000.00

2. **PRINTING:** This subprogram provides the funds for the printing of a portion of the materials necessary for the daily operation of the Greene County Public Library. This is a transfer account in which the Regional budget assumes remaining balance of total service.

A. Print receipts	\$85.00
B. Printing informational flyers	85.00
C. Miscellaneous	<u>80.00</u>

SUBPROGRAM COST \$250.00

3. **TRAVEL:** This subprogram provides the funds for the employees of the Greene County Public Library to receive additional training in their particular jobs or related fields at locations other than their designated library. This is a transfer account in which the Regional budget assumes remaining balance of total service.

SUBPROGRAM COST \$500.00

4. **MAINTENANCE AND REPAIR – EQUIPMENT:** This subprogram provides the funds for the upkeep and emergency maintenance for all equipment owned. A reserve account is maintained in Neuse Regional Library funds to pay 100% of any emergency larger than the \$75.00.

A. Down East Protection System monitoring annual fee	\$240.00
B. General reserve for the emergency service and repair of all equipment	<u>75.00</u>

SUBPROGRAM COST \$315.00

5. **MAINTENANCE AND REPAIR –VEHICLES:** This subprogram provides the funds for the Greene County Public Library to assume responsibility for approximately 50% of the total cost of maintenance and repair of vehicles. This is a transfer account in which the Regional budget assumes 50% of the total subprogram cost.

SUBPROGRAM COST \$250.00

6. **AUTOMOTIVE SUPPLIES:** This subprogram provides the funds for the Greene County Public Library to assume responsibility for approximately 50% of the total cost of fueling of vehicles. This is a transfer account in which the Regional budget assumes 50% of the total subprogram cost.

SUBPROGRAM COST \$500.00

7. SUPPLIES: This subprogram provides the funds for the purchase of all operating supplies used by the Greene County Public Library. It includes, but is not limited to, pencils, pens, office supplies, processing and copier supplies. This is a transfer account in which the Regional budget assumes remaining balance of total service.

SUBPROGRAM COST \$3,250.00

8. NORTH CAROLINA SALES TAX: This subprogram provides the funds for the payment of all state tax when billed. Amount paid is refunded during the next fiscal year.

SUBPROGRAM COST \$750.00

9. COUNTY TAX: This subprogram provides the funds for the payment of all county tax when billed. Amount paid is refunded during the next fiscal year.

SUBPROGRAM COST \$450.00

10. CONTRACTED AND PROFESSIONAL SERVICES: This subprogram provides the Library's contribution toward the statewide NC Cardinal consortium's support and hosting of the Library's automation software for library circulation and cataloging systems, as well as support for public computer time and print management systems and the Library's RFID system. This is a transfer account in which the Regional budget assumes approximately 50% of the total program cost.

SUBPROGRAM COST \$8,250.00

11. INSURANCE AND BONDS: This subprogram further provides the funds for the payment of the Workmen's Compensation insurance.

SUBPROGRAM COST \$350.00

12. MISCELLANEOUS EXPENSE: This subprogram provides the necessary funds for 50% of the total cost of any materials or services not otherwise described in this budget. Expenditures include, but are not limited to, adult and/or juvenile programs sponsored by Greene County Friends of the Library, board meetings, staff meetings, and emergencies not included in the expressed budget or petty cash balances.

SUBPROGRAM COST \$5,620.00

13. PROGRAMMING SERVICES: This subprogram provides funds for the Summer Reading Challenge or special juvenile and/or teen programs at the Greene County Public Library.

SUBPROGRAM COST \$2,500.00

TOTAL PROGRAM COST \$26,985.00

- II. PROGRAM – PERSONNEL: The program of personnel supplies the funds for regular employees, substitutes, vacation pay, and sick leave.

1. SALARIES AND WAGES EXPENSE:

A. Salaries

1. Full-time employees (2) \$63,480.00

2. Part-time employees (3) 23,180.00

3. Substitute 9,590.00

96,250.00

B. 401K Expense 1,380.00

C. FICA Tax Expense 8,115.00

D. Group Insurance Expense	18,750.00
E. Retirement Expense	8,375.00
F. Unemployment Expense	<u>175.00</u>

<u>TOTAL PROGRAM COST</u>	<u>\$133,045.00</u>
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III. **PROGRAM – LIBRARY MATERIALS:**

1. **BOOKS:** This subprogram allows for the purchase of new books and e-books to be loaned to the citizens of Greene County. This is a transfer account in which the Regional budget assumes approximately 75% of the actual cost of materials.

SUBPROGRAM COST	<u>\$13,000.00</u>
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2. **PERIODICALS:** This subprogram is a transfer account in which the Regional budget assumes 50% of the actual cost of periodicals which total \$3,000.00.

SUBPROGRAM COST	<u>\$1,500.00</u>
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3. **AUDIOVISUALS:** This subprogram provides 50% of the total cost of materials listed below.

A. Audiobooks for adult audience	\$750.00
B. Audiobooks for youth audience	500.00
C. Circulating DVDs for all audiences	<u>2,500.00</u>

SUBPROGRAM COST	<u>\$3,750.00</u>
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4. **OTHER MATERIALS – SPECIAL REFERENCE:** This subprogram provides the necessary funds for 25% of the total cost of materials to ensure that special reference materials and web-based services are purchased and/or maintained at the Greene County Public Library.

SUBPROGRAM COST	<u>\$2,750.00</u>
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5. **PROCESSING:** This subprogram provides the funds to subcontract Ingram Book Company to process library materials. This is a transfer account in which the regional budget assumes approximately 50% of the total subprogram cost.

SUBPROGRAM COST	<u>\$700.00</u>
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<u>TOTAL PROGRAM COST</u>	<u>\$21,700.00</u>
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IV. **PROGRAM – CAPITAL OUTLAY- FURNITURE AND EQUIPMENT:** This program provides the necessary funds for the replacement of worn or damaged furniture/equipment and/or purchase of new furniture/equipment.

1. <u>FURNITURE:</u>	\$3,500.00
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2. <u>EQUIPMENT:</u>	<u>\$1,770.00</u>
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<u>TOTAL PROGRAM COST</u>	<u>\$5,270.00</u>
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To: Mayor and Board Members

From: Todd Whaley

Date: 12 September 2022

REF: Policy: Code of Ethics Policy for Elected and Appointed Officials

Background:

Attached is a copy of the updated Code of Ethics Policy for Elected and Appointed Officials. I would encourage each Board Member and myself to read these policies to familiarize our mission to the Town and its citizens. There are no major changes. This was approved in years past but recently in need of necessary updates and re-approval. Our Attorney Brian Pridgen will explain any modifications or changes made.

Recommendation: (Motion Required) It is my recommendation to approve Code of Ethics Policy for Elected and Appointed Officials

Now Therefore Be It Resolved, The Town of Snow Hill Board of Commissioners approve the Code of Ethics Policy for Elected and Appointed Officials

Moved: LW Second: RW

Vote: Yes / No

Unanimous: ✓



TOWN OF SNOW HILL

CODE OF ETHICS POLICY FOR ELECTED AND APPOINTED OFFICIALS

Adopted
Effective

Policy Purpose

The Town of Snow Hill Board of Commissioners has adopted a Code of Ethics for members of the Town's Board of Commissioners and the Town's Advisory Board and commissions to establish guidelines for ethical standards of conduct, to help determine what conduct is appropriate in particular cases and to assure public confidence in the integrity of local government and its effective and fair operation. It should not be considered a substitute for the law.

Preamble:

The citizens and businesses of Snow Hill are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity. In keeping with the Town of Snow Hill's commitment to excellence, the effective functioning of democratic government therefore requires that:

- Public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Public officials be independent, impartial and fair in their judgment and actions;
- Public office be used for the public good, not for personal gain; and
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Snow Hill's Board of Commissioners has adopted a Code of Ethics for members of the Board of Commissioners and of the Town's advisory boards and commissions to assure public confidence in the integrity of local government of respect and civility.

1. **Act in the Public Interest** — Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Snow Hill and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Town of Snow Hill Board of Commissioners, as well as various advisory boards and commissions.

2. **Act with Integrity and Independence** — Members should act with integrity and independence from improper influence as they exercise the duties of their office. Characteristics and behaviors consistent with this standard include the following:
 - Adhering firmly to a code of sound values
 - Behaving consistently and with respect toward everyone with whom they interact
 - Exhibiting trustworthiness
 - Living as if they are on duty as elected officials regardless of where they are or what they are doing
 - Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner
 - Remain incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others
 - Disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial proceedings themselves
 - Treating other board members and the public with respect and honoring the opinions and ideas of others
 - Not reaching conclusions on issues until all sides have been heard
 - Showing respect for their offices and not behaving in ways that reflect poorly on those offices
 - Recognizing they are part of a larger group and acting accordingly
 - Recognizing that individual board members are not generally allowed to act on behalf of the Board but may only do so if they Board specifically authorizes it, and that the Board must take official action as a body.
3. **Comply with the Law** — Members shall comply with the laws of the Nation, the State of North Carolina and the Town of Snow Hill in the performance of their public duties. These laws include but are not limited to: the Constitutions of The United States and North Carolina; the Snow Hill Town charter; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and Town ordinances and policies.
4. **Conduct of Members** — The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of boards and commissions, the staff or public.
5. **Respect for Process** — Members shall perform their duties in accordance with the processes and rules of order established by the Snow Hill Board of Commissioners, advisory boards, and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Town board of commissioners by the Town staff.
6. **Public Transparency** — Board members should conduct the affairs of the Board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. Members should remember that when they meet they are conducting the

public's business. Members should also remember that local government records belong to the public and not to board members or Town employees. Members should prohibit unjustified delay in fulfilling public record requests.

7. **Conduct of Public Meetings** — In order to ensure that strict compliance with the laws concerning openness, Board members shall make clear that an environment of transparency and candor is to be maintained at all times in the governmental unit. Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.
8. **Decisions Based on Merit** — Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
9. **Communication** — Members shall publicly share substantive information that is relevant to a matter under consideration by the board or commission, which they may have received from sources outside of the public decision-making process.
10. **Conflict of Interest** — In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or where they have an organizational responsibility or personal relationship which may create a conflict of interest, or which give the appearance of a conflict of interest. As may be related to matters before them, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.
11. **Conflict of Interest involving Nonprofits** — Members cannot knowingly participate in the deliberation, voting, or creation of a contract, award of money in the form of grant, loan, or other appropriation, that the member is associated with. A nonprofit that the public official is associated with is a nonprofit corporation, organization, or association, that is organized or operating in the State for religious, charitable, scientific, literary, public health and safety, or educational purposes and of which the public official is a director, officer, or governing board member, excluding any board, entity, or other organization created by this State or by any political subdivision of this State. The member shall record his or her recusal with the clerk to the board, and once recorded the Town may enter into or administer the contract.
12. **Gifts and Favors** — Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.
13. **Closed Sessions** — Members should take deliberate steps to make certain that any closed sessions held by the Board are lawfully conducted and that such sessions do not stray from the purpose for which they are called. All information and discussions that occur during closed sessions are to remain confidential.

14. **Confidential Information** – Members shall respect the confidentiality of information concerning the property, personnel or affairs of the Town. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.
15. **Use of Public Resources** – Members shall not use public resources not available to the public in general, such as Town staff time, equipment, supplies or facilities, for private gain, personal purposes, or business purposed unrelated to their position with the Town.
16. **Representation of Private Interests** – In keeping with their role as stewards of the public interest, members of any board or commission shall not appear on behalf of the private interests of third parties before the any board, commission or proceeding of the Town, nor shall members of any boards and commissions appear before their own bodies or before the board of commissioners on behalf of the private interests of third parties on matters related to the areas of service of their bodies.
17. **Advocacy** – Members shall represent the official policies or positions of the appropriate board or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the Town of Snow Hill, nor will they allow the inference that they do.
18. **Independence of Boards and Commissions** – Because of the value of the independent advice of boards and commissions to the public decision-making process, members of the board of commissioners shall refrain from using their position to unduly influence the deliberations or outcomes of advisory board or commission proceedings.
19. **Positive Work Place Environment** – Members shall support the maintenance of a positive and constructive work place environment for Town employees and for citizens and businesses dealing with the Town. Members shall recognize their special role in dealings with Town employees to in no way create the perception of inappropriate direction to staff.
20. **Debts Owed to Town** – If a member owes money to the Town for any reason, including, but not limited to assessments, utilities, taxes, etc., the finance officer of the Town shall withhold the funds from the monthly stipend paid by the Town until the debt is satisfied.
21. **Implementation** – As an expression of the standards of conduct for members expected by the Town, the Snow Hill Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, ethical standards shall be included in the regular orientations for candidates for the board of commissioners, applicants to advisory board, and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understood the Town of Snow Hill Code of Ethics. In addition, the Code of Ethics shall be annually reviewed by the board of commissioners, advisory boards, and commissions, and the board of commissioners shall consider recommendations from the advisory boards, and commissions and update it as necessary.
22. **Compliance and Enforcement** – The Town of Snow Hill Code of Ethics expresses standards of ethical conduct expected for members of the Snow Hill Board of

Commissioners and its appointed boards. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

Any citizen of Snow Hill has the right and responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention. The board of commissioners may impose sanctions on members of any board member when their conduct does not comply with the Town's ethical standards. Sanctions may take the form of a reprimand, formal censure, loss of seniority or committee assignment, budget restriction, or removal from an advisory board. Except as provided by law, violation of this code of ethics shall not be considered a basis for challenging the validity of a board of commissioners or advisory board and commission decision.

Effective on the ____ day of _____, 2022.

Adopted, this the ____ day of _____, 2022.

Mayor

ATTEST:

Town Clerk



To: Mayor and Board Members

From: Todd Whaley

Date: 12 September 2022

REF: Public Works Vehicle Replacement – ARP Funding – *Action*

Background:

As budgeted for our ARP allocations, the Public Works Department are in need of two (2) vehicle replacements. The vehicles replaced will be a 2005 Sport Trac and a 2004 Ford F-150. Both vehicles have served their purpose with the town and are the highest cost for vehicle maintenance. We are not expanding our fleet – only replacing. The vehicles replaced will be sold as surplus at a later date.

Recommendation: It is my recommendation to approve the purchase of two (2) public works vehicles not to exceed \$60,000

Now Therefore Be It Resolved, The Town of Snow Hill Board of Commissioners approves the purchase of two (2) public works vehicles not to exceed \$60,000

Moved: DA Second: W

Vote: Yes / No

Unanimous: /

**TOWN OF SNOW HILL
ARP PRELIMINARY BUDGET
MAY 2021 - DECEMBER 2026**

Total Fund: 2021	Total Funds 2022	Total All Together
240,935.27	240,935.27	481,870.54

Request:	Cost	Money Spent
Employee Bonus:	\$ 59,961.09	\$ 59,961.00
Leaf Collection Unit:	\$ 45,845.00	\$ 45,845.00
Public Works Vehicle(s):	\$ 60,000.00	\$ 60,000.00
Police Vehicle:	\$ 35,000.00	
Roof Town Hall:	\$ 42,784.00	
Roof Public Works Shop:	\$ 8,819.00	
Cemetery Improvements	\$ 20,000.00	
SCADA Upgrade	\$ 59,616.12	\$ 59,616.12
Water Department	\$ 20,000.00	
Sewer Department	\$ 25,000.00	
TOTAL	\$ 377,025.21	\$ 225,422.12

Non-Allocated Funds:	\$ 104,845.33
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16.66%Revenues100 GENERAL FUND
Accounts

004 REVENUE

Budgeted

Amend/Apprvd

Actual

YTD
Pct
percentage

100 GENERAL FUND

004 REVENUE

Property taxes	\$359,757.00	\$359,757.00	\$1,797.25	0.50%
Property taxes 2021	\$2,000.00	\$2,000.00	\$2,070.84	103.54%
03020 Mv Taxes	\$50,000.00	\$50,000.00	\$11,383.04	22.77%
Waste Collection Fees	\$149,725.00	\$149,725.00	\$26,188.00	17.49%
Special Pickups	\$500.00	\$500.00	\$260.00	52.00%
Sale of Lots	\$35,000.00	\$35,000.00	\$400.00	1.14%
Grave Openings	\$40,000.00	\$40,000.00	\$12,112.50	30.28%
Install Grave Markers	\$800.00	\$800.00	\$390.00	48.75%
Other Revenue	\$557,934.00	\$557,934.00	\$40,300.17	7.22%
ARPA REV				
03990 Fund Balance		\$0.00	\$0.00	

Total GENERAL FUND	\$1,195,716.00	\$1,195,716.00	\$94,901.80	7.94%
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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	\$99,358.70	18.95%
Sewer Fees	\$527,145.00	\$527,145.00	\$95,928.22	18.20%
Other Revenue	\$41,100.00	\$41,100.00	\$14,347.50	34.91%
ARPA				
37980 APPR RETND EARNINGS	\$0.00	\$0.00		
039910 RETAINED EARNINGS		\$0.00		

Total WATER/SEWER FUND	\$1,092,495.00	\$1,092,495.00	\$209,634.42	19.19%
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TOTAL ALL REVENUE FUNDS

\$2,337,191.00

\$2,337,191.00

\$304,536.22

13.03%

PG2

Expenses

100 GENERAL FUND

005 EXPENSE

04110 Governing Body	\$47,896.00	\$47,896.00	\$7,150.59	14.93%
04120 Administration	\$232,209.00	\$232,209.00	\$39,094.20	16.84%
04170 Election expense	\$0.00	\$0.00	\$0.00	
04300 Police	\$383,407.00	\$383,407.00	\$51,710.93	13.49%
04310 Fire Protection Contract	\$89,958.00	\$89,958.00	\$0.00	0.00%
04510 Streets	\$128,037.00	\$123,037.00	\$22,963.29	18.66%
04710 Solid Waste Collection	\$151,159.00	\$151,159.00	\$24,100.55	15.94%
04740 Cemetery	\$55,050.00	\$55,050.00	\$10,900.13	19.80%
04930 Community Development	\$108,000.00	\$108,000.00	\$843.00	0.78%

Total GENERAL FUND	\$1,195,716.00	\$1,190,716.00	\$156,762.69	13.17%
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110 Powell Bill

\$48,980.00

\$48,980.00

\$5,325.56

10.87%

Total POWELL BILL

\$48,980.00

\$48,980.00

\$5,325.56

10.87%

600 WATER/SEWER FUND

005 EXPENSE

07130 Water	\$506,607.00	\$506,607.00	\$65,424.09	12.91%
07140 Sewer	\$585,888.00	\$585,888.00	\$125,737.50	21.46%

Total WATER/SEWER FUND	\$1,092,495.00	\$1,092,495.00	\$191,161.59	17.50%
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TOTAL EXPENSE ALL FUNDS

2,337,191.00

2,332,191.00

353,249.84

15.15%

Incident Media Log

Snow Hill Police Department

Incident Number:	Incident Date:	Inc. Time:	Location:	Offense:	Reporting Officer:
2022-0098	08/05/2022	14:30	209 Eastover Dr., Snow Hill, NC 28580	CFS - Calls for Service	601 - Chief Joshua S. Smith
2022-0099	08/02/2022	14:00	915 SE Second St., Snow Hill, NC 28580	26A - False Pretenses/Swindle/Confidence Game	601 - Chief Joshua S. Smith
2022-0100	08/05/2022	7:00	194 SE First St., Snow Hill, NC 28580	90Z - B&E	601 - Chief Joshua S. Smith
2022-0101	08/05/2022	20:25	Kingold Blvd and W Greene St, Snow Hill, NC 28580	90D - Driving While Impaired	606 - Officer Bria A. Payton
2022-0102	08/08/2022	10:55	Hardy's Appliance and Furniture, Snow Hill, NC 28580	23D - Theft From Building	607 - Officer James H. Harper
2022-0103	08/10/2022			WSOJ - Warrant Service for Offense(s) Committed in Another Jurisdiction	
2022-0104	08/15/2022	10:42	208 Eastover Dr., Snow Hill, NC 28580	220 - Breaking & Entering MV 23F - Theft From Motor Vehicle	601 - Chief Joshua S. Smith
2022-0105	08/15/2022	15:15	414C Kingold Blvd, Snow Hill, NC 28580	CFS - Larceny	606 - Officer Bria A. Payton
2022-0106	08/15/2022	17:00	211 W Harper St, Snow Hill, NC 28580	220 - Breaking & Entering MV	606 - Officer Bria A. Payton
2022-0107	08/14/2022	3:00	205 Kingold Blvd, Snow Hill, NC 28580	11C - Sexual Assault	606 - Officer Bria A. Payton
2022-0108	08/16/2022	20:55	905 SE Second St, Snow Hill, NC 28580	23C - Shoplifting	606 - Officer Bria A. Payton
2022-0109	08/20/2022	15:05	108 Greenwood Square (Food Lion), Snow Hill, NC 28580	120 - Robbery	606 - Officer Bria A. Payton
2022-0110	08/23/2022	11:30	103 Lakeshore Dr., Snow Hill, NC 28580	23F - Theft From Motor Vehicle	601 - Chief Joshua S. Smith
2022-0111	08/28/2022	2:30	13 S and Hwy 58 N	WSOJ - Warrant Service for Offense(s) Committed in Another Jurisdiction	
2022-0112	08/30/2022	9:00	202 Pine St., Snow Hill, NC 28580	23F - Theft From Motor Vehicle	601 - Chief Joshua S. Smith

Total Incidents: 15

Citation Charge Totals by Officer

Snow Hill Police Department

(08/01/2022 - 08/31/2022)

606 - Officer Bria A. Payton

8 - Expired Registration	1
17B - Other (2nd Charge - Infraction)	1
Total:	2

609 - Officer Charles R. Corbitt

1B - Speeding (Infraction)	2
17A - Other (2nd Charge - Misdemeanor)	1
Total:	3

Aug. 2022 Police activity report cont.

- 33 Town Ordinance citations issued
- 8 Traffic crash reports taken



Public Works / Utilities August 2022

A. Water:

- Wells checked daily
- Samples taken daily
- Completed approximately 30 locates
- Repaired water leak W. Harper Street. Hwy 258 S.
- 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 x2
- Completed Emergency repairs on Clarifier

C. Sanitation:

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

D. Streets:

- Asphalt repair will be completed 5/12/22: Corbett, Hillendale, Pineshoal, Edgemont, and Carver Dr.
- 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



TOWN OF SNOW HILL PROPERTY EVALUATION LIST FY 22-23

LOCATION:	CONCERN:	PARCEL ID:	PROPERTY OWNER:	PROGRESS:
194 SE First Street	Vacant	0801356	James Timothy Bryant 111 Martinsborough Road Greenville NC, 27858	Mailed 1 st Letter: 8/29/22 Donna Bryant – 919-922-1133 Donna advised me the USDA owned the home and her family were no longer allowed on the property 9/2/22 Mailed 1 st Letter: 8/29/22
103 Woodside Circle	Cleanliness	0800149	Jimmy & Jan Cannon; same mailing address	
107 Woodside Circle	Cleanliness	0801156	Daniel L. Taylor Jr. 2950 Cupelo Road Farmville NC, 27828	Mailed 1 st Letter: 8/29/22 252-753-4477 Mr. Taylor advised he would have the property cleaned up. He was unaware his rental property looked as it does.
315 Hines Street	Vacant / Cleanliness	0800944	Tammy Marie Best; same mailing address	Mailed 1 st Letter: 8/29/22 252-268-5973 Krista; Stated she was going to clean all of her yard and maintain the yard in an orderly manner.
Chelsea Drive Trailer Lots	Cleanliness	N/A	Servin Horacio Aguirree 371 Albritton Road Snow Hill NC, 28580	Mailed 1 st Letter: 8/29/22
310 SE Third Street	Vacant	0801104	Hany Habashi, Jami A. Williams 104 Chelsea Drive Snow Hill NC, 28580	Mailed 1 st Letter: 8/29/22 Hany Habashi – 1-571-276-5397: Spoke with him on 9/1/22. Stated he is planning to move forward with remodeling the property. He is having trouble receiving contractors to perform work.
315 SE Second Street	Vacant / Appearance Structural Damage	0801078	Acts of Faith Church; No mailing address	Mailed 1 st Letter: 8/29/22 Everette Murray – 252-747-8694 252-286-2111 Ms. Murray stated she was unsure of what she needed to do. I informed her to contact the building inspections office for further guidance regarding integrity of the building. 9/6/2022

112 Dobbs Street	Vacant / Appearance Structural Damage	0824049	Tinoco Construction Services LLC 111 SE Second Street, Snow Hill NC 28580	Mailed 1 st Letter: 8/29/22 I spoke with Mr. Salvador Tinoco on 9/6/22 and advised him on the notice. He told me he did not receive a notice as of that date. He said he understood and would work toward improving the property.
304 SE Third Street	Cleanliness	0804075	Timothy James Potter 212 W. Greene Street	Mailed 1 st Letter: 8/29/22 I met Mr. Potter on site 9/1/22. He informed me he would be removing the old furniture, tires, and clean the rear portion of the property.
607 W. Harper Street	Cleanliness	0800508	Brenda Foreman 505 W. Harper Street Snow Hill NC 28580	Mailed 1 st Letter: 8/29/22
609 W. Harper Street	Cleanliness	0800508	Brenda Foreman 505 W. Harper Street Snow Hill NC 28580	Mailed 1 st Letter: 8/29/22
817 W. Harper Street	Cleanliness / Vacant	0800649	Robert Battle (Deceased); no mailing address listed	Mailed 1 st Letter: 8/29/22
1014 Hull Road	Cleanliness / Vacant	0801233	Harvey & Gloria Warren, 504 Peak Branch Road, Snow Hill NC 28580	Mailed 1 st Letter: 8/29/22 Spoke with Mrs. Glori 8/31/22; She stated she would do her best to remove overgrowth areas. She works at Fast Break and is on a fixed income with a disabled husband.
301 Pineshoal Drive	Overgrowth / Out Building Structural Damage	0801011	Odell Marie Shackleford Best; same mailing address	Mailed 1 st Letter: 8/29/22
221 Kingold Blvd	Overgrowth	0800311	Horacio Servin Aguirre; 371 Albritton Road Snow Hill NC, 28580	Mailed 1 st Letter: 8/29/22
207 Kingold Blvd	Overgrowth	0800386	Brenda Foreman; 505 W. Harper Street Snow Hill NC 28580	Mailed 1 st Letter: 8/29/22
706 Kingold Blvd	Cleanliness	0801114	Alexine Edwards McCollum PO Box 295, Snow Hill NC 28580	Mailed 1 st Letter: 8/29/22
309 SE Fourth Street	Overgrowth	0801275	Tyler, George Earp; 722 Whitley Way, Wendell NC 27591	Mailed 1 st Letter: 8/29/22
811 W. Harper Street	House, Structural Damage	0800316	Alice Faye Bryant; 104 Elm Street Montclair NJ 07042	Mailed 1 st Letter: 8/29/22
305 Hull Road	Overgrowth / Vacant	0800497	Unveiling Glory In Worship Ministry; No mailing address found	Mailed 1 st Letter: 8/29/22
707 W. Harper Street	Overgrowth / Cleanliness	0800436	Gray, William & Minnie Heirs C/O 107 Peach Rock Rd. Princeton NC, 27569	Mailed 1 st Letter: 8/29/22
619 W. Harper Street	Overgrowth / Cleanliness	0800755	SPD Investment Group; 4030 Wake Forest Rd; Raleigh NC 27609	Mailed 1 st Letter: 8/29/22

706 W. Harper Street	House, Structural Damage	0800312	Edwards, Carrie Forbes, Deceased C/O Mccollum, Alexine P O Box 295 Snow Hill Nc 28580	Mailed 1 st Letter: 8/29/22
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