



AGENDA
SNOW HILL BOARD OF COMMISSIONERS

Monday 11 April 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 14 March 2022
- B. Resolution: Sewer Lift Station Rehabilitation

V. Town Manager Report:

- A. Proposal: Capital Improvement Plan (*Action*)
- B. Proposal: Audit Services Thompson, Price, Adams & Company P.A. Auditing Services for FY 22-23 (*Action*)
- C. Spring Clean Up Day (*Action*)
- D. Rental Property -110 SE First Street Parcel ID 9004920 (*Discussion*)

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, Legal

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.

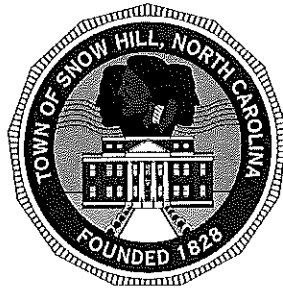
(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military 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 11 April 2022.



PUBLIC COMMENTS

DATE: 4/6/2022

NAME: Boy Graves

COMMENTS: I wish to follow up with the
council regarding the request my
neighbors and I made in April of 2021 -
regarding speed and excessive
auto noise on third st in Snow
Hill. (the speed is excessive and
dangerous.)



To: Mayor and Board Members

From: Todd Whaley

Date: 11 April 2022

REF: Consent Agenda

Background:

- Consider Approval of Minutes 14 March 2022 – motion and second needed
- Resolution: Sewer Lift Station Rehabilitation

Recommendation: Approve

Now Therefore Be It Resolved, The Town of Snow Hill Board of Commissioners approves consent agenda.

Moved: LW Second: PA

Vote: Yes / No

Unanimous: /



MINUTES
SNOW HILL BOARD OF COMMISSIONERS

Monday 14 March 2022, 3:30 p.m.

G. Melvin Oliver Town Hall

908 SE Second St.

Call to Order: Mayor Liles at 3:30 p.m.
Invocation: Mayor Liles
Pledge of Allegiance: Commissioner Washington

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; Finance Officer Lockamy; Wastewater 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 15 February 2022

B. Budget Ordinance Amendment; Edwards Truck Service \$5,719.50 Bucket Truck Repair

C. Three Resolutions Authorizing Water & Wastewater Infrastructure Grant Funding

Motion by: Washington

Second by: Andrews

Votes: Ayes - 5

Nays - 0

Abstained - 0

Approved

V. Presentation:

- A. Carolina Recreation: Splash Pad – Caleb Mangum, Charlotte, NC; gave a presentation of the process of choosing a location and the different types of pads and water systems. Commissioner Washington asked if the company visits the proposed site to assist with decisions and Mr. Mangum said yes, they do site visits.

***NO ACTION TAKEN**

- B. Omid Barr UNC School of Government: Enterprise Fund Rate Study
Explained to the Board the tool able to assist with deciding about an increase to water and wastewater rates.
Commissioner Washington asked what would happen if the rates do not change. Barr explained that the town should make sure the revenues exceed the expenditures to avoid a shortfall.

***NO ACTION TAKEN**

VI. Town Manager Report:

- A. Resolution in Consideration to Support East Carolina Council of Government

Motion by: Washington

Second by: Shackleford

Votes: Ayes - 5

Nays - 0

Abstained - 0

Approved

- B. Retreat Discussion Topics

- i. Project Completion Chart – Whaley discussed the completed projects and. Mayor Liles asked the approximate age of some of the existing water lines and Whaley said they may be between at least 50 years old.
- ii. Departmental Discussions: Needs & Requests
 1. Governing Body
 2. Administration
 3. Police – Washington asked if the PD really needs a new vehicle? Whaley said the intention would be to replace a Crown Vic to update the force to Ford Explorers and the Interceptor if the Board chooses to approve the purchase.
 4. Fire
 5. Streets – Washington suggested that Jennifer Ln. be repaired using ARP and Powell Bill funds. Whaley explained that repairing the whole street would be costly due to the amount typically received is \$43,000.
 6. Cemetery
 7. Sanitation

8. Powell Bill Fund

9. Water & Sewer

Mayor Liles asked about beautification around the town. There are two areas with clocks one that is missing and the other one does not work. He would like to see these areas back fixed up again to enhance the Town. The areas had been maintained by a local garden club in the past.

Commissioner Washington brought up some structures in the town that need repair or to be torn down because they were dangerous. Whaley suggests the Board form a committee to assess the properties that need to be evaluated. Mayor Liles, Diane Andrews and Faye Daniels volunteered to be on the committee. Liles requested Whaley to reach out to the Building Inspector and the Fire Marshall to possibly go around with the board so they could help with the rules and regulations.

Commissioner Andrews suggested the town find a theme and get everyone involved and promote the community beautification idea.

Whaley suggests the Board set a date for a Spring cleanup at the April 11 meeting.

Commissioner Wilkes asked about the disrepair and condition of the old laundromat on SE Second St. that is currently a welding business. Whaley said the owner of the property could be contacted to try to resolve the issues.

iii. Town Sponsored Events

Discussion of events that the town assists with and the events that are the responsibility of the town and if continuing some of them is feasible and if starting some new ones would be affordable. Commissioner Andrews said a citizen asked her about a dog parade they remember years ago and why the town stopped having it. None of the Commissioners remember it.

Liles asked about the costs associated with Market Day, said he would like to begin having it again along with the Veterans Day program, and Christmas Extravaganza.

Wilkes asked about Whaley if the Town could spray for mosquitoes and he said when he got an estimate approximately two years ago it was \$10,000.

iv. ARP Funding (American Rescue Plan Act – COVID Money)

Whaley gave an update to the status of the ARP funding and required meetings about the guidelines. Attorney Pridgen explained how the money was distributed before all the guidelines were finalized which was in January 2022.

v. Employee COLA Pay Increase – Bea Lockamy, Finance Officer explained the budget and how much it would cost for town employees and the board to receive a 5% COLA and the cost to give an increase to the Police Department of \$5,000 to match starting salaries of area departments and to help retain officers and for recruitment purposes.

vi. Splash Pad Location – Attorney Pridgen explained how PARTF works. How they use ownership of property vs. lease of property to help make the decision for awarding grants.

A motion was made to retain the SE Third St. location for the proposed Splash Pad site.

Motion by: Wilkes

Second by: Andrews

Votes: Ayes - 5

Nays-0

Abstained-0

Approved

VII. Monthly Reports:

A. Financial Report

B. Police Report

C. Public Works

VIII. Comments from Mayor and Board:

IX. Closed Session: § 143-318.11. Personnel

Motion to go into closed session made at 7:02 p.m.

Motion by: Washington

Second by: Wilkes

Votes: Ayes - 5

Nays-0

Abstained-0

Approved

Motion to come out of closed session made at 7:24 p.m.

Motion by: Washington

Second by: Wilkes

Votes: Ayes - 5

Nays-0

Abstained-0

Approved

X. Board Actions in open session - **NONE**

XI. Adjournment at 7:26 p.m.

Motion by: Andrews

Second by: Wilkes

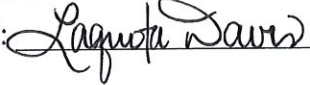
Votes: Ayes - 5

Nays- 0

Abstained-

Approved

Approved:  Dennis Liles, Mayor

Respectfully Submitted:  Laquita Davis, Town Clerk



RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, Session Law 2020-79 was signed into law on July 1, 2020 to improve viability of the water and wastewater systems of certain units of local government; the Viable Utility Reserve was established in the Water Infrastructure fund to be used for grants to include the study of rates, asset inventory and assessment and/or merger and regionalization options; the State Water Infrastructure Authority and the Local Government Commission have developed criteria to assess local government units and identify distressed units, and

WHEREAS, The Town of Snow Hill has been designated as a distressed unit and intends to conduct an updated Asset Inventory and Assessment Study, Board training, Rate Study, well supply equipment replacement with standby power, wastewater pump stations replacement and rehabilitation including standby power, Waste Water Treatment Plant Equipment Replacement, and

WHEREAS, The Town of Snow Hill has need for state grant assistance for the project.

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE TOWN OF SNOW HILL):

That Town of Snow Hill, the Applicant, will complete the viable utility requirements in §159G-45(b) by:

1. Conducting an asset assessment and rate study. (Recently completed asset assessment or rate studies may be sufficient to meet this requirement.)
2. Participate in a training and educational program.
3. Develop a short-term and long-term action plan considering all of the following:
 - a. Infrastructure repair, maintenance, and management.
 - b. Continuing education of the governing board and system operating staff.
 - c. Long-term financial management plan.

That Town of Snow Hill, the Applicant, acknowledges that the State Water Infrastructure Authority and Local Government Commission can impose specific conditions on grants from the Viable Utility Reserve.

If applying or a merger / regionalization feasibility study, the Applicant will work with other units of government or utilities in conducting the study including (name units of government or utility).


That the Applicant will provide adequate access to staff, documents, equipment, and other resources pertinent to complete the project, and upon completion of the project provide good faith effort to implement the short- term and long-term plan to achieve viable utility infrastructure measures.

That Todd Whaley, Manager, the Authorized Official, and successors so titled, is hereby authorized to execute and file an application on behalf of the Applicant with the State of North Carolina for a (grant) to aid in the completion of the project described above.

That the Authorized Official, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Applicant has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants pertaining thereto.

Adopted this the (14th day of March) at the Snow Hill Town Hall, 908 SE Second St, North Carolina.



(Signature of Chief Executive Officer)

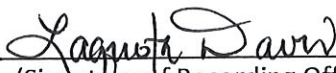
Dennis Liles

Mayor

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting (clerk to the board) of the (Town of Snow Hill) does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the (Town of Snow Hill Board) duly held on the--- 14th day of April ~~March~~, 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office.

IN WITNESS WHEREOF, I have hereunto set my hand this --- 14th day of April ~~March~~, 2022.



(Signature of Recording Officer)

Laquita Davis

(Clerk to the Board)



To: Mayor and Board Members

From: Todd Whaley

Date: 11 April 2022

REF: Proposal: Capital Improvement Plan (*Action*)

Background:

Attached in your packet is a draft Capital Improvement Plan for the Town of Snow Hill. This plan gives guidance to the Board and community the project scope through 2034. This is very tentative plan as things will change and require revisions based on unforeseen needs and Board request.

The plan is a requirement for our current state ARP grant fund application(s).

Recommendation: Approve Capital Improvement Plan FY 2022-2034

Now Therefore Be It Resolved, The Town of Snow Hill Board of Commissioners approves the Capital Improvement Plan FY 2022-2034.

Moved: lw Second: DA

Vote: Yes / No

Unanimous: /

Town of Snow Hill NC, Capital Improvement Plan

EXPENDITURES		FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	TOTAL PROJECT
Project Name:												
Kingold Outfall Sewer Line		8,000	8,200	8,400	8,600	8,800	9,000	9,200	9,400	9,600	9,800	89,000
Computer & Printing Replacement		5,000				7,000					10,000	22,000
Distress System Training			2,000									2,000
Rate Study to comply with Distress System			35,000									35,000
Roof Town Hall - Replace / Repair		45,000								5,000		50,000
Roof Public Works Shop - Repair		9,000								5,000		9,000
Update AIA Evaluation			15,000									15,000
PW Backhoe Replacement							120,000					120,000
WWTP Eng. Plant Upgrade - Bar Screen			1,800,500									1,800,500
Water Tank Reconditioning Tank 1 & 2		36,000	36,900	37,822	38,767	39,736	40,729	41,747	42,790	43,934	45,107	412,532
Leak Collection Unit		45,000										45,000
Replace failed infrastructure Well No. 4		494,000										494,000
Rehab WWPS 1 and add stand by power 20			266,000									266,000
Rehab WWPS 2 and add stand by power 10				275,000								275,000
Replace WWPS 3 and add stand by power 6					305,000							305,000
Rehab WWPS 4 and add stand by power								300,000				300,000
Rehab WWPS 5 and add stand by power									310,000			310,000
Manhole Upgrades		5,000			5,000			5,000			5,000	20,000
Develop an Asset Management Plan				\$40,000								40,000
Install Chlorine Leak sensors - Water & WWTP						4,200	4,200	4,300	4,300	4,400	4,400	25,800
Public Works Vehicle(s)		60,000					35,000				35,000	130,000
SCADA Upgrade		52,632.00										52,632.00
ANNUAL TOTALS:		759,632	2,163,600	361,222	357,367	59,736	208,929	360,247	369,490	70,934	112,307	4,823,464



To: Mayor and Board Members

From: Todd Whaley

Date: 11 April 2022

REF: Proposal: Audit Services Thompson, Price, Adams & Company P.A. Auditing Services for FY 22-23 (*Action*)

Background:

Thompson, Price, Adams & Company P.A. Auditing firm has provided our audits the last three (3) years (FY18-19, FY 19-20, FY20-21) without discrepancy. Under the attached contract Thompson and Price will continue to provide all general auditing services to include, a report on internal control, financial statements, accounting policies, ARP / grant processes and reporting those findings in according to the Government Auditing Standards to the Local Government Commission. As with any other firm, we are responsible to provide the adequate information necessary to complete this process. Thompson & Price will also provide copies to our office and will provide a presentation within sixty (60) days of audit services.

Recommendation: It is my recommendation to approve Audit Services Thompson, Price, Adams & Company P.A. Auditing Services for FY 22-23

Now Therefore Be It Resolved, The Town of Snow Hill Board of Commissioners approves Audit Services Thompson, Price, Adams & Company P.A. Auditing Services for FY 22-23

Moved: DA Second: RW

Vote: Yes / No _____

Unanimous: /



Thompson, Price, Scott, Adams & Co., P.A.
4024 Oleander Drive Suite 3
Wilmington, North Carolina 28403
Telephone (910) 791-4872
Fax (910) 239-8294

January 1, 2022

Town of Snow Hill
P.O. Box 247
908 SE Second Street
Snow Hill, NC 28580-0247

We are pleased to confirm our understanding of the services we are to provide the Town of Snow Hill for the year ended June 30, 2022. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Snow Hill as of and for the year ended June 30, 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Snow Hill's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Snow Hill's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Net Pension Asset/Liability RSI
- 3) OPEB

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Snow Hill's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial

statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

- 1) Budgetary Comparison Statements
- 2) Combining Statements
- 3) Individual Fund Statements
- 4) Supporting Schedules

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Town of Snow Hill and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Town of Snow Hill's financial statements. Our report will be addressed to the governing board of the Town of Snow Hill. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Town of Snow Hill is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of

transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are

required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Snow Hill's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the Town of Snow Hill in conformity with U.S. generally accepted accounting principles based on information provided by you. In addition, we will assist in preparing depreciation schedules and adjusting entries to convert cash basis financial information to accrual. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3)

others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes, depreciation schedule and cash to accrual adjustments, and that you have reviewed and approved the depreciation schedule and cash to accrual adjustments and financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to

prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We will provide copies of our reports to the governmental unit; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Thompson, Price, Scott, Adams & Co., PA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to cognizant agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Thompson, Price, Scott, Adams & Co., PA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately July 1, 2022 and to issue our reports no later than October 31, 2022. Gregory S. Adams is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services is stated in the approved audit contract. Any additional work out of the normal scope of the audit will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Town of Snow Hill and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Thompson, Price, Scott, Adams & Co., PA

RESPONSE:

This letter correctly sets forth the understanding of the Town of Snow Hill.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

Auditor signature: _____

Title: _____

Date: _____

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: ☒ Auditor ☐ Governmental Unit ☐ Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	Title and Unit / Company:	Email Address:
Bea Lockamy	Finance/Snow Hill	financeofficer@snowhillnc.com

OR Not Applicable ☐ (Identification of SKE Individual not applicable for GAAS-only audit or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. Should the 75% cap provided below conflict with the cap calculated by LGC Staff based on the billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

Primary Government Unit	Town of Snow Hill
Audit Fee	\$ 14500.00
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$ 2500.00 if applicable
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval (not applicable to hospital contracts)	\$ 10875.00

DPCU FEES (if applicable)

Discretely Presented Component Unit	NA
Audit Fee	\$
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval (not applicable to hospital contracts)	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
Thompson, Price, Scott, Adams & Co., PA	
Authorized Firm Representative (typed or printed)*	Signature*
Gregory S Adams, CPA	
Date*	Email Address*
	gadams@tpsacpas.com

GOVERNMENTAL UNIT

Governmental Unit*	
Town of Snow Hill	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Todd Whaley, Interim Town Manager	
Date	Email Address
	manager@snowhillnc.com

Chair of Audit Committee (typed or printed, or "NA")	Signature
NA	
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Oma Bea Lockamy, Finance Officer	
Date of Pre-Audit Certificate*	Email Address*
	financeofficer@snowhillnc.com

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
NA	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all
required signatures prior to submission.

PRINT

The	Governing Board
of	Primary Government Unit Town of Snow Hill
and	Discretely Presented Component Unit (DPCU) (if applicable) NA

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Thompson, Price, Scott, Adams & Co., PA
	Auditor Address 4024 Oleander Dr., Suite 103, Wilmington, NC 28403

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/22	Audit Report Due Date 10/31/2022
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Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.
2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.)[G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.



To: Mayor and Board Members
From: Todd Whaley
Date: 11 April 2022

REF: Spring Clean Up Day

Background:

Annually our Town offers the service widely known as Spring Clean Up Day to allow in town residents the opportunity to clean up their property and dispose such items at the cost of the Town. Each year this will begin on a Monday and takes roughly 5-7 days to completely remove all debris. The Public Works staff will begin on Monday May 16th at 8am and will stop at every house once. Anything curbside after Monday the 16th at 8am will be the responsibility of the homeowner to have it removed. There are specific limitations that will not be accepted due to disposal restrictions. Debris will not be removed if received from an out-of-town resident. Attached is a copy of the flyer that will be posted on the website, in our office, and on the water bills.

Recommendation: (Motion Required) It is my recommendation to host Spring Clean Up Day May 16th, 2022

Now Therefore Be It Resolved, The Town of Snow Hill Board of Commissioners approves to host Spring Clean Up Day May 16th, 2022

Moved: LW Second: DA

Vote: Yes / No

Unanimous: /



Town of Snow Hill

“Spring Cleaning Day”

Monday, May 16th, 2022

Please separate items in the following groups and place near the street

- ☐ Mattresses, Furniture, & Clothing
 - ☐ Construction Debris
 - ☐ Appliances, Electronics, & Metal
-
- We will not pick-up tires, paint, or chemical containers / or vegetative debris that week.
 - If your items are not separated as stated above the customer will be charged the special pick up fee of \$65.00
 - Items not in place on the morning of the 16th will not be removed
 - The Town will only visit each residence once
 - Snow Hill Residents ONLY! – Out of Town waste will be \$100.00 fine!



To: Mayor and Board Members

From: Todd Whaley

Date: 11 April 2022

REF: Rental Property -110 SE First Street Parcel ID 9004920 (*Discussion*)

Background:

The Town of Snow Hill currently owns and (partially) rents property located at 110 SE First Street Parcel ID 9004920 which is directly behind the GC Courthouse. The current renter is Green Lamp. The Greene County Board of Elections is no longer renting. Greene Lamp rents for \$550 per month and Board of Elections rented for \$800 monthly (they no longer rent). This brings an annual revenue of \$16,200. Repairs on the building average \$3,000 which brings our annual net revenue to \$13,200. The property tax appraisal is \$340,700 which covers 4,830 sq ft. If the property is sold and the town collects property tax from the new property owner, we will have a annual tax revenue of \$1,158.38. Currently under rental agreements it states the Town agrees to maintain the roof and outside walls of the premises, and all necessary heating and cooling equipment, plumbing lines, and other equipment. All other conditions are "as-is". The current building is a decent shape although could use some attention. I would recommend getting prices to fix the AC unit, roof, and details within the interior of the building and utilizing our ARP funds as revenue replacement to make the repairs. After consulting with other parties who are currently interested in renting the space, I believe our return on investment could easily refund itself within 2 years. This would still give us an annual income of 10-20 thousand dollars a year depending on the number of renters.

I did speak with Angela Bates, Director of Green Lamp and she is currently happy with the space she operates from.

Recommendation: (Motion Required) It is my recommendation to continue annual rental agreements and obtain quotes on AC, roof, and interior details.

Now Therefore Be It Resolved, The Town of Snow Hill Board of Commissioners approves to continue annual rental agreements and obtain quotes on AC, roof, and interior details.

Moved: DA Second: LW

Vote: Yes / No

Unanimous: /

STATE OF NORTH CAROLINA

COUNTY OF GREENE

LEASE

THIS LEASE AGREEMENT made and entered into this the 1st day of July 2016, by and between THE TOWN OF SNOW HILL, a Municipal Corporation organized and existing under the laws of the State of North Carolina and located in Greene County, North Carolina, hereinafter referred to as "Lessor"; and GREENE LAMP, INC., a Non-profit Corporation existing under the laws of the State of North Carolina with one of its offices and places of business in Lenoir County, North Carolina, hereinafter referred to as "Lessee".

WITNESSETH:

THAT FOR AND IN CONSIDERATION of the mutual covenants and promises herein contained and subject to the terms and conditions hereinafter set forth, Lessor does hereby lease and let unto Lessee a portion of that certain building located at 110 Southeast First Street, Snow Hill, North Carolina, said portion consisting of approximately 1,440 square feet and being designated in the attached drawing marked Exhibit A, which drawing is by reference incorporated herein. Also included and leased to the Lessee are non exclusive easements and rights as follows:

A. The right for Lessee, its employees, clients, and invitees to the joint use of all parking areas located upon the tract of land of which the Demised Premises is a part.

B. The right of Lessee, its employees, clients, and invitees to the joint use of all sidewalks, walkways, stairways, doorways, hallways, or passage ways in and around the building of which the Demised Premises is a part for the purpose of ingress, egress, and

regress to and from the Demised Premises.

C. The right of Lessee, its employees, clients, and invitees to the joint use of the bathroom facilities located within the building of which the Demised Premises is a part.

(the foregoing property and easements being hereinafter referred to as the "Premises" or "Demised Premises".)

The terms and condition of this Lease are as follows:

1. TERM: The term of this Lease and the Lessee's obligation for rent hereunder, shall commence on the 1st day of July 2016 (hereinafter the "Commencement Date"). Unless sooner terminated in accordance with the terms hereof, the term of this Lease shall be for an initial term of five (5) years, to and until 1st day of July 2021.
2. RENT: Lessee shall pay as a monthly rent for the Demised Premises the sum of \$550.00 per month payable without notice or demand in advance on the first day of each calendar month throughout the term of this Lease beginning on the Commencement Date hereof provided, however, that if the Commencement Date shall be other than the first day of the calendar month, the first payment and the last payment of rent hereunder shall be a pro-rata part of such monthly rental payment based on the portion of such first month and last month during which this Lease shall be in effect.
3. TAXES: Lessor shall pay all real estate taxes and other charges levied against the Demised Premises and the building of which the Demised Premises are a part during the term of this lease. Lessee shall pay all ad valorem taxes that

may be levied or assessed on Lessee's property located within the Demised Premises or fixtures of Lessee located or installed in the Demised Premises.

4. USE OF THE PREMISES: Lessee shall have a right to use the Demised Premises for the operation of an office facility for its various programs and the various activities related thereto. Lessee agrees that it will make no unlawful use of the Demised Premises nor will it perform any act or carry on any practice or activity which may damage or injure the Demised Premises or any of the roadways, sidewalks, or parking areas which may be used by Lessee pursuant to the terms of this lease or that may constitute a public nuisance.
5. IMPROVEMENTS: Lessee shall make no structural modification or alteration to the Demised Premises without the prior written consent of Lessor, which consent shall not be unreasonably withheld. Lessee may install its fixtures and equipment into the Demised Premises provided such installation does not require structural modification or damage to the Demised Premises and may make such cosmetic additions such as painting, drapes, or moving existing interior partitions. Upon the expiration or other termination of this Lease, Lessee may remove its fixtures and equipment there from and repair any damage to the Demised Premises caused by such removal. Any such fixtures, equipment or cosmetic improvements not removed by the Lessee shall become the sole property of the Lessor.
6. UTILITIES: Lessor shall be responsible for electricity and water used on the Demised Premises throughout the term of this lease. The foregoing notwithstanding, the parties acknowledge that the electricity and water used in the Demised Premises will be billed to Lessor as a part of its bill for the entire building of which the Demised Premises is a part. It is agreed that the Lessee

shall reimburse to the Lessor as additional rent each month throughout the term of this lease an amount equal to 1/3 of the bill for electricity and water for the entire building of which the Demised Premises is a part. Lessor shall notify Lessee of the amount of such charge each month with a copy of the utility bill upon which such charge is based and said additional rent for the Lessee's portion of such charge shall be due and payable within ten (10) days of such notice. Lessee shall be responsible for its own telephone and waste pickup.

7. MAINTENANCE AND REPAIRS: Lessor shall be responsible for maintenance of the roof, exterior walls, foundation, structural components, HVAC, and plumbing systems located within or serving the Demised Premises. The Lessee accepts the Demised Premises "as is" subject to the duty of the Lessor to maintain said Premises as set forth herein. Lessor shall have no duty to maintain any improvement made to the Premises by Lessee.
8. SURRENDER: At the expiration or earlier termination of this lease, Lessee shall properly yield up the Demised Premises clean, neat, and in the same condition, order, and repair, in which such premises were in at the commencement of this lease, ordinary wear and tear excepted.
9. INSURANCE: Lessee agrees to maintain and pay for insurance during the term of this lease and any extension thereof with companies licensed to do business in the state of North Carolina with a rating of B+ or better by A.M.Best, coverage as follows:
 - a. General liability insurance including contractual liability coverage, with a combined single limit of liability of not less than \$1 million.

- b. Such coverage as Lessee may determine upon Lessee's property located in or upon the Demised Premises.

Lessor shall be named as insured in all policies described in sub-paragraph (a) above and such policies shall provide for at least ten (10) days' written notice to the Lessor prior to any cancellation of same. Lessee shall furnish to the Lessor policies or certificates of insurance evidencing the insurance herein required.

Lessor shall be responsible for such fire or other casualty insurance upon the Demised Premises as Lessor shall determine.

Each of the Lessor and Lessee agree on behalf of themselves and all others under them including any insurer, to waive any claims against the other including rights of subrogation for loss or damage to the Leased Premises to the extent that such loss or damage is covered by applicable insurance coverage.

16. DEFAULT AND TERMINATION: If Lessee shall fail to pay any installment of rent (or additional rent) when the same shall become due and payable hereunder and such default shall continue for more than ten (10) days after written notice thereof shall have been mailed to Lessee, or if Lessee shall fail to promptly keep and perform any of the other affirmative covenants of this lease strictly in accordance with the terms of this lease and shall continue in default for a period of thirty (30) days after written notice thereof by Lessor, or if Lessee shall become bankrupt or insolvent, or file any debtor proceedings, or take or have taken against it in any court pursuant to any statute either of the United States or of any State a petition in bankruptcy or insolvency or for

reorganization or for the appointment of a receiver or trustee of all or a portion of its property (and in the event such bankruptcy, receivership or insolvency proceeding is involuntary, such proceeding is not dismissed within 60 days), or if Lessee makes an assignment for the benefit of creditors, or petitions for or enters into an arrangement, then and in any such event and as often as any such event shall occur, the Lessor shall, without excluding any other right or remedy that it may have, have the immediate right of termination of the lease. Alternatively, if Lessee fails to cure such default as set forth above, the Lessor shall have the immediate right of re-entry and may remove all persons and property from the Demised Premises and such property may be removed and stored in a public warehouse or elsewhere at the cost of and for the account of Lessee, all without resort to legal process and without being deemed guilty of trespass, or becoming liable for any loss or damage which may be occasioned thereby. If Lessor should elect to re-enter as herein provided, it may either terminate this lease or it may from time to time without terminating this lease, make such alterations and repairs as may be necessary in order to re-let the Demised Premises, and re-let said Demised Premises for such term and at such rentals and upon such other terms and conditions as Lessor may deem advisable. In the event of such re-letting, all rentals received by Lessor shall be applied first, to the payment of any indebtedness other than rent due hereunder from Lessee to Lessor; second, to the payment of any costs and expenses of such re-letting, including the expense of alterations and repairs; third, to the payment of rent due and unpaid hereunder, and the residue, if any, shall be held by Lessor and applied in payment of future rent due and unpaid hereunder. If such re-letting shall yield rentals insufficient for any month to pay the rent due by Lessee hereunder for that month, Lessee shall be liable to Lessor for the deficiency and same shall be paid monthly. No such re-entry or taking possession of the Demised Premises by Lessor shall be construed as an

election to terminate this lease unless a written notice of such intention be given by Lessor to Lessee at the times of such re-entry.

Notwithstanding any such re-entry and re-letting without termination, Lessor may at any time thereafter elect to terminate this lease for such previous breach and recover of Lessee its damages from Lessee's breach, including the cost of recovering the Demised Premises and the difference in value between the rent reserved hereunder for the remainder of the term and the reasonable rental value of the Demised Premises for the remainder of the term.

Pursuit of any remedy under this paragraph shall not preclude pursuit of any other remedies allowed under other provisions of this Lease or any other and additional remedies provided by law. Forbearance by either party to enforce one or more of the remedies available upon any event of default shall not be deemed or construed to constitute a waiver of such default.

17. PARTIAL AND TOTAL DESTRUCTION OF THE Demised Premises: Should the Demised Premises be so damaged by fire, the elements, casualty, war, insurrection, riot, public disorder, strike, any authorized or unauthorized act on the part of any governmental authority or any other casualty so as to render the Demised Premises unsuitable for the use described in paragraph 4 hereof, then this lease shall cease and come to an end and any unearned rent paid in advance by Lessee shall be refunded promptly to it, provided however, if the damage is such as to be reasonably repairable within 60 days, the Lessor may, by written notice to Lessee given within 14 days of the date of such destruction, elect to repair such damage in which case this lease shall continue in full force and effect except that rent shall be reduced during the period of such repairs by

a reasonable sum in such ratio as the portion of the Demised Premises usable by Lessee during the period of such repairs, if any, bears to the total of the Demised Premises.

18. ASSIGNMENT: Lessee shall not assign this sublease or any interest therein and shall not otherwise further sublet the Demised Premises or any part thereof or any right or privilege appurtenant thereto, or permit any other person or entity (agents, patients, and employees of Lessee excepted) to occupy or use the Demised Premises or any portion thereof without first obtaining the written consent of the Lessor, which consent shall not be unreasonably withheld.
19. Option to Terminate: In the event Lessee shall lose funding for its "More at Four" or "Head Start" programs operated in Greene County, or in the event such funding shall be substantially reduced from its present level, then and in that event Lessee may terminate this lease upon 90 days written notice to Lessor, and upon the effective date of such termination, Lessee shall have no further obligation under this Lease except such obligations as pertain to periods prior to such termination.
20. Option to Extend: Upon the expiration of the initial term of this lease, and provided Lessee shall then be in material compliance with the terms thereof, the Lessee shall have the right and option to extend this lease for three additional terms of one year each by giving written notice of such extension at least 60 days prior to the expiration of the initial term of this lease or the then current extension term. All of the terms and conditions of this lease shall apply to any such extension term except that the rent for such extension term shall be increased by the percentage of increase in the CPI from the Commencement Date of this lease to the first day of the extension term for which such rent

computation is being made. As used herein, the term CPI shall mean the Consumer Price Index for Urban Wage Earners and Clerical Workers, U.S. City Average (1982-1984 = 100), annual averages and changes, all items, published by the United States Department of Labor, Bureau of Labor Statistics or in the event the publication of such Index shall be discontinued, the parties shall thereafter except and use for purposes of making the adjustment herein specified such comparable statistics as maybe computed and published by an agency of the United States Government as may be selected by the Lessor.

21. SITUS OF THE AGREEMENT: All questions with respect to the construction of this Lease Agreement and the rights and liabilities of the Lessor and the Lessee shall be governed by the laws of the State of North Carolina.
22. WAIVER OF BREACH: No waiver by either party hereto of any breach or of any one or more of the terms, covenants, conditions, or agreements of this Lease Agreement shall be deemed to imply or constitute a waiver of any succeeding or other breach hereunder and failure of either party to insist upon the strict performance of the terms, conditions, covenants, and agreements herein contained, or any of them, shall not constitute or be considered as a waiver or relinquishment of either party's rights thereafter to enforce any such default or term, condition, covenant, or agreement; and the same shall continue in full force and effect. The rights and remedies of either party under this Lease Agreement shall be cumulative and in addition to any and all other rights and remedies which either party has or may have either by law or at equity.
23. NOTICES: All notices that are required to be given under the terms of this Lease Agreement shall be given in writing by United States certified or

registered mail, return receipt requested, with postage prepaid addressed to the party to whom such notice is given (and shall be deemed given as of the date of postmark) and addressed to the address given below, or to such other address as the parties may have hereafter designated in writing:

LESSOR:

The Town of Snow Hill
201 N Greene Street
Snow Hill, North Carolina

LESSEE:

Greene Lamp, Inc.
309 Summit Avenue
Kinston, NC 28501

Rental and all other payments due under this Lease Agreement to Lessor shall be paid in lawful money of the United States of America to the name and at the address first given above or to such other persons or parties or at such other places as Lessor may from time to time designate in writing.

24. RELATIONSHIP OF THE PARTIES: Nothing herein contained shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the parties hereto, it being understood and agreed that neither the method of

computation of rent nor any other provision contained herein, nor any acts of the parties hereto are other than the relationship used.

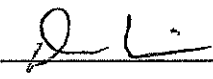
25. AMENDMENTS: No waivers, alterations or modifications of this Lease or any agreements in connection therewith shall be valid unless in writing, duly executed by both Lessor and Lessee herein.

26. MEMORANDUM OF LEASE: The parties agree to execute a short form memorandum of this Sublease Agreement for recordation purposes.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed in their respective names this day and year first above written.

LESSOR:

TOWN OF SNOW HILL

By: 
LESSEE:

GREENE LAMP, INC.

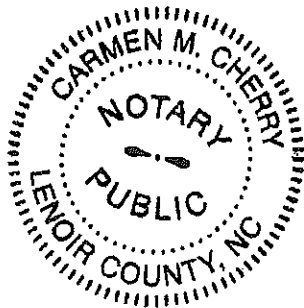
BY: 
Executive Director

STATE OF NORTH CAROLINA

COUNTY OF Lenoir

I, a Notary Public, do hereby certify that [Signature] personally appeared before me this day and acknowledged the execution of the foregoing Lease on behalf of The Town of Snow Hill.

Witness my hand and notarial seal, this the 31st day of May, 2016.



Carmen M Cherry

Notary Public

Carmen M Cherry

Printed or Typed Name of Notary Public

My Commission Expires:

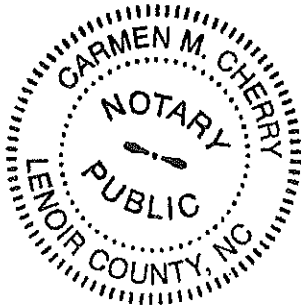
January 12, 2021

STATE OF NORTH CAROLINA

COUNTY OF Lenoir

I, a Notary Public, do hereby certify that Angela M. Bates
personally appeared before me this day and acknowledged due execution of the foregoing
instrument.

Witness my hand and notarial seal, this the 31st day of May, 2016.



Carmen M. Cherry
Notary Public

Carmen M. Cherry
Printed or Typed Name of Notary Public

My Commission Expires:

January 12, 2021

0399	RETAINED EARNINGS		\$0.00			
	Total WATER/SEWER FUND	\$1,107,195.00	\$1,133,037.00	\$706,348.12		62.34%
	TOTAL ALL REVENUE FUNDS	\$2,401,720.00	\$2,460,223.00	\$1,821,505.37		74.04%
	Expenses					PG2
	100 GENERAL FUND					
	005 EXPENSE					
	04110 Governing Body	\$46,100.00	\$49,100.00	\$33,827.11		68.89%
	04120 Administration	\$220,052.00	\$226,702.00	\$171,055.16		75.45%
	04170 Election expense	\$4,000.00	\$4,000.00	\$4,630.22		115.76%
	04300 Police	\$473,471.00	\$473,471.00	\$306,673.99		64.77%
	04310 Fire Protection Contract	\$76,180.00	\$76,180.00	\$75,000.00		98.45%
	04510 Streets	\$106,010.00	\$108,870.00	\$76,467.93		70.24%
	04710 Solid Waste Collection	\$155,060.00	\$157,920.00	\$99,760.99		63.17%
	04740 Cemetery	\$61,452.00	\$61,452.00	\$45,323.87		73.75%
	04930 Community Development	\$109,200.00	\$109,200.00	\$62,528.65		57.26%
	Total GENERAL FUND	\$1,251,525.00	\$1,266,895.00	\$875,267.92		69.09%
	110 Powell Bill	\$43,000.00	\$43,000.00	\$28,570.55		
	Total POWELL BILL	\$43,000.00	\$43,000.00	\$28,570.55		66.44%
	600 WATER/SEWER FUND					
	005 EXPENSE					
	07130 Water	\$492,590.00	\$498,950.00	\$277,959.17		55.71%
	07140 Sewer	\$614,605.00	\$634,088.00	\$387,407.43		61.10%
	Total WATER/SEWER FUND	\$1,107,195.00	\$1,133,038.00	\$665,366.60		58.72%
	TOTAL EXPENSE ALL FUNDS	2,401,720.00	2,442,933.00	1,569,205.07		64.23%

[illegible]

SNOW HILL POLICE DEPARTMENT

March 2022

MONTHLY CRIME SUMMARY

1) Larceny-	4
2) Assaults-	1
3) Breaking/Entering	
a. Residential	0
b. Commercial	0
c. Motor Vehicle	2
d. Storage Buildings	0
4) Robbery-	0
5) Sex Offenses-	0
6) Homicide-	0
7) Fraud-	0
8) Damage to Property(Vandalism)	2
DWI arrests	2
State citations	10
Town citations	50
Traffic accidents	9



Public Works / Utilities

11 April 2022

A. Water:

- Wells checked daily
- Samples taken daily
- Completed approximately 15-25 locates
- 3 water service repairs
- 3 meter installations at the Hamptons

B. Sewer:

- Weekly lift station checks
- Weekly samples
- Bench and Calibration every Monday and Tuesday
- Monthly reporting
- Sewer lateral back up x3
- Sewer Main back up x1

C. Sanitation:

- Weekly waste industries trash pick up
- Weekly debris removal
- 6 special pick up

D. Streets:

- Awaiting asphalt repair: Corbett, Hillendale, Pineshoal, Edgemont, and Carver Dr.

E. Cemetery:

- Removed flowers
- Approximately 12 grave burials.
- Holes filled
- Added New Pine Straw
- Waiting for bid on aprons and surveying

F. Town Hall

- Pressure washed windows
- Waiting third bid for roof repairs



PROJECT INFORMATION UPDATES

1. LED Sign:

The LED sign for beautification circle in front of Bojangles has arrived. One issue I am currently facing is the NCDOT right-of-way. According to NCDOT the right of way extends almost to the new Walgreens building. The placement of the sign is on the 12th April agenda with NCDOT.

2. SCADA System Replacement

The SCADA equipment has arrived. Gopher Utilities are working with Nfinity Link on some IP issues. Plan to be in service within 30 days.

3. American Rescue Plan Funding (COVID Money)

I would encourage the Board to have an independent meeting on the thoughts, concerns, and ideas on how to spend this money. The total allocation is \$481,000. It would be to our benefit as a town to discuss this in length before making any expenditures. Please provide feed back on when and how you would like this to happen.

4. Parks and Recreation Trust Fund Grant

I have spoken with Brittany Shipp with PARTF with regards to potentially applying for grant funds. There will be some significant pre-application checks and balances that will need to be reviewed on behalf of her staff prior to submittal. I have also reached out to Green Engineering. They are assisting with a competitive and successful grant application. Once complete we can entertain their suggestions for the application so we can build on the possibility of a splashpad, playground, and walking trail.

5. 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. I have spoken with Kay Radford regarding expenditure eligibility. If the board so chooses; a splash pad up to \$300,000 is fund eligible. The funds have been deposited in our account.

6. 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](#)

7. 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)

8. Unity Walk

I received a call from Curtis Sutton requesting a Unity Walk on Saturday April 30th from 1-3pm. The walk intentions are to unify the community. It will begin on First Street beside Greene County Emergency Operations Center and end at the GC Courthouse Lawn. I have coordinated efforts with the Police Department to provide traffic control and confirmed authorization from the Sheriff to utilize the property. This will be a walking event only. Permit has been issued.

9. 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.

10. 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 3 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.

11. 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.

12. 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.