



AGENDA
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 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 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

V. Presentation:

- A. Carolina Recreation: Splash Pad
- B. Omid Barr UNC School of Government: Enterprise Fund Rate Study

VI. Town Manager Report:

- A. Resolution in Consideration to Support East Carolina Council of Government
- B. Retreat Discussion Topics

- i. Project Completion Chart
- ii. Departmental Discussions: Needs & Requests
 - 1. Governing Body

2. Administration
3. Police
4. Fire
5. Streets
6. Cemetery
7. Sanitation
8. Powell Bill Fund
9. Water & Sewer
- iii. Town Sponsored Events
- iv. ARP Funding (American Rescue Plan Act – COVID Money)
- v. Employee COLA Pay Increase
- vi. Splash Pad Location

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

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 14 March 2022.



To: Mayor and Board Members

From: Todd Whaley

Date: 14 March 2022

REF: Consent Agenda

Background:

- A. **Consider Approval of Minutes** – motion and second needed
- B. **Budget Ordinance Amendment; Edwards Truck Service \$5,719.50 Bucket Truck Repair:** The bucket truck purchased last year required some repairs needed after use. Additional repairs were needed once the boom assembly was taken apart by the technician. Request to approve for payment
- C. **Three Resolutions Authorizing Water and Wastewater Infrastructure Grant Funding:** The State of NC has a pot of ARP monies allocated for water and wastewater infrastructure. This is separate from our allotment of money. Due to the town's water and wastewater systems being designated as a distressed system, it allows us to be more competitive in retaining grant funds to improve our systems. It is my recommendation to apply for all three processes to improve our systems.

Recommendation:

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

Moved: LW Second: DA

Vote: Yes ✓ No

Unanimous: ✓



MINUTES
SNOW HILL BOARD OF COMMISSIONERS

Monday, 15 February 2022, 6:00 p.m.

G. Melvin Oliver Town Hall

908 SE Second St.

Call to Order: Mayor Dennis Liles
Invocation: Commissioner Washington
Pledge of Allegiance: Mayor Dennis Liles

I. Roll Call – Town Clerk Davis

Attendees: Mayor Liles, Mayor Pro-Tem Wilkes; Commissioner Andrews; Commissioner Daniels; Commissioner Shackelford; Commissioner Washington; Town Manager Whaley; Town Clerk Davis; Town Attorney Pridgen; Wastewater Director Robart; Finance Officer Lockamy.

II. Approval of Agenda

Commissioner Daniels asked for an amendment to the agenda to add a Closed Session

Motion by: Washington

Second by: Daniels

Votes: Ayes - 5

Nays-0

Abstained-0

Approved

III. Public Comments (NCGS § 160A-81-1) JoAnn Stevens gave information about the Unity Parade that would take place on Saturday, February 26 at 2 p.m. Line up for the parade would be begin at 1:30 p.m. behind Snow Hill.

David Jones, 105 Seventh St, Snow Hill. Came to voice opposition to the Resolution to change the municipal election to even years. Feels the decision to change should not be decided based solely on finances and hinders voters.

IV. Presentation:

- A. Board of Election Director, Trey Cash – Cash informed the Board that the town of Walstonburg requested a cost review for elections, so they decided to present cost saving measures to all the towns of Greene County. Former Town Manager, John Bauer asked about the municipal elections in Craven County that were moved to even number years, so Cash checked on it and then presented the findings to each town. Cash said the Board of Elections has no personal agenda, no position, would be glad to hold the elections whenever the town decides. If passed, the resolution would still have to go before the General Assembly for approval therefore it would not be an immediate action.

V. Public Hearing:

- A. Public Hearing in Consideration to Hold Election's in even years.

Motion was made to open the Public Hearing at 6:22 p.m.

Motion by: Washington

Second by: Wilkes

Votes: Ayes - 5

Nays-0

Abstained-0

Approved

NO COMMENTS

Motion was made to close the Public Hearing at 6:22 p.m.

Motion by: Washington

Second by: Andrews

Votes: Ayes - 5

Nays-0

Abstained-0

Approved

VI. Consent Agenda:

- A. Consider Approval of Minutes 10 January 2022

- B. Budget Ordinance Amendment – Cauley / Pridgen Law Firm \$13,300.00

- C. Budget Ordinance Amendment - Xylem \$6,472.23 for Emergency Sewer Bypass

Motion by: Washington

Second by: Shackleford

Votes: Ayes - 5

Nays-0

Abstained-0

Approved

VII. Town Manager Report:

- A. Resolution in Consideration to Hold Election's in even years.
Motion was made that the Town of Snow Hill Board of Commissioners approve to leave the election in odd years.

Motion by: Wilkes

Second by: Andrews

Votes: Ayes - 5

Nays-0

Abstained-0

Approved

- B. Resolution to Surplus Police Vehicle(s)

Motion by: Daniels

Second by: Washington

Votes: Ayes - 5

Nays-0

Abstained-0

Approved

- C. Discussion: Extreme Vac DCL8031 Street Vacuum

Motion was made to use ARP funds to purchase.

Motion by: Andrews

Second by: Washington

Votes: Ayes - 5

Nays-0

Abstained-0

Approved

- D. Informational: Splash Pad Funding; SCIF / PARTF

Motion was made to give Town Manager Whaley permission to apply for funding

Motion by: Washington

Second by: Andrews

Votes: Ayes - 5

Nays-0

Abstained-0

Approved

- E. Retreat Meeting 14 March 2022 at 3 p.m. at Town Hall

Motion by: Washington

Second by: Wilkes

Votes: Ayes - 5

Nays-0

Abstained-0

Approved

VIII. Monthly Reports:

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

IX. Comments from Mayor and Board:

NONE

X. Closed Session: § 143-318.11.

Motion was made to go into closed session at 6:33 p.m.

Motion by: Wilkes

Second by: Washington

Votes: Ayes - 5

Nays-0

Abstained-0

Approved

Motion was made to come out of closed session at 7:12 p.m.

Motion by: Wilkes

Second by: Washington

Votes: Ayes - 5

Nays-0

Abstained-0

Approved

XI. Board Actions in open session

NONE

XII. Motion was made to Adjourn at 7:12 p.m.

Motion by: Washington

Second by: Andrews

Votes: Ayes - 5

Nays-0

Abstained-0

Approved

Approved: Dennis Liles Dennis Liles, Mayor

Respectfully Submitted: Laquita M. Davis Laquita Davis, Town Clerk

**Edwards Truck Service & Body Shop, INC**Edwards Engine & Machine Service Goldsboro, NC
27530

PH: (919) 735-9784 FAX: (919) 735-9208

Invoice

29262

2/25/2022 9:01 AM

Customer**Acct# 846, TOWN OF SNOW HILL**

PO BOX 247

SNOW HILL, NC 28580

Type

Charge

PO#**Salesman** 2 - Brock, Dianne**Notes**

07 FORD F350 BUCKET TRUCK. LICENSE: 36721W MILES: 98483. (WORK DONE IN NOVEMBER 2021). BOOM WOULD NOT EXTEND. BUCKET CONTROL SWITCHES NOT WORKING FROM THE BUCKET. HAD TO REHOSE THE COMPLETE HOSE TRACK. 21'7" EACH X 2.

Qty	Line	Part#	Description	Core	List	Amount	Extended	Exch	Tax
38	LAB	LABA	LABOR TRUCK SHOP	0.00	0.00	95.00	3,610.00	N	Y
1	MIS	*MISC	BP332 COPPER LUG	0.00	4.33	2.00	2.00	N	Y
1	MIS	*MISC	UNIV. TOGGLE SWITCH	0.00	20.80	9.60	9.60	N	Y
1	MIS	*MISC	HP4860 TOGGLE SWITCH	0.00	18.44	8.51	8.51	N	Y
1	MIS	*MISC	RC700112RNBX SWITCH	0.00	21.67	10.00	10.00	N	Y
1	MIS	*MISC	RC400112-RNBX SWITCH	0.00	21.67	10.00	10.00	N	Y
1	MIS	*MISC	61006-2 18/19 WIRE	0.00	1,612.47	604.68	604.68	N	Y
30	MIS	*MISC	12/3 WIRE	0.00	4.60	1.73	51.90	N	Y
1	MIS	*MISC	BOOM HOSE TRACK	0.00	1,132.80	424.80	424.80	N	Y
2	MIS	*MISC	1/4 BOOM HOSES 21' 7" EACH	0.00	445.28	205.52	411.03	N	Y
3	MIS	*MISC	BLUE H/S CONNECTOR	0.00	2.12	0.98	2.94	N	Y
5	MIS	*MISC	11695-1 SLIDE PAD	0.00	65.74	30.34	151.70	N	Y
30	MIS	*MISC	RED H/S CONNECTOR	0.00	1.63	0.75	22.50	N	Y
1	FRT	FRT		0.00	0.00	38.17	38.17	N	Y

5,357.83

Non-Taxable 0.00**Total Labor** 3,610.00**Taxable** 5,357.83**Total Freight** 38.17**Tax** 361.67**Total** 5,719.50**Signed:**Edwards Truck & Equipment Sales- Watts 1-800-736-0275
915 Hwy 117 South Goldsboro NC 27530
Full Service Repair Facility- Machine Shop- Wrecker Service

[MAIN SITE] Inv#: 29262 [1 of 1]

Ordinance

Budget Amendment
Fiscal Year 2021/2022


General Fund/Department Adjustments

BE IT ORDAINED by the Mayor and Board of Commissioners of the Town of Snow Hill, North Carolina, that pursuant to North Carolina General Statute 159-15, the following budget amendment be made for the Budget Ordinance adopted June 8, 2021

	(Decrease)	Increase
<u>APPROPRIATION FROM FUND BALANCE</u> <u>100-004-03990-39900</u>	5,719.50	
<u>STREET DEPARTMENT</u> <u>VEHICLE REPAIR</u> <u>100-005-04510-05353</u>		2,859.75
<u>SANITATION DEPARTMENT</u> <u>100-005-04710-05353</u>		2,859.75
	(5,719.50)	5,719.50

Adopted this the 14 day of March.
2022

ATTEST:


Mayor


Clerk



RESOLUTION BY GOVERNING BODY OF APPLICANT

- WHEREAS,** The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of (state whether a wastewater treatment works, wastewater collection system, stream restoration, stormwater treatment, drinking water treatment works, and/or drinking water distribution system or other "green" project), and
- WHEREAS,** The Town of Snow Hill has need for and intends to replace or rehabilitate a water supply well, replace wastewater treatment plant equipment, standby power, rate study, board and staff training, and
- WHEREAS,** The Town of Snow Hill intends to request state (loan or 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 arrange financing for all remaining costs of the project, if approved for a State (loan or grant) award.

That the Applicant will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the Applicant agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the (unit of government) to make scheduled repayment of the loan, to withhold from the (unit of government) any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.


That the Applicant will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Todd Whaley, Town 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 (loan or grant) to aid in the construction 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 and loans pertaining thereto.

Adopted this the March 14th, 2022 at Snow Hill Town Hall, 908 SE Second Street North Carolina.



(Signature of Chief Executive Officer)

Dennis Liles Mayor
(Title)

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting (title of officer) of the (unit of government) 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 (name of governing body of applicant) duly held on the 14th day of 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 - 14 day of March, 2022

Laguna Davis
(Signature of Recording Officer)

Town Clerk

(Title of Recording Officer)



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 a , Rate Study , board and staff training, wastewater plant equipment replacement project, standby power, well rehabilitation construction project), 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, Town 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 March 14th, 2022 at Snow Hill Town Hall, 908 SE Second Street North Carolina.



(Signature of Chief Executive Officer)



Chairman of the Board of Commissioners

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting (title of officer) of the (unit of government) 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 duly held on the 14th day of 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 March 2022.



(Signature of Recording Officer)

Town Clerk

(Clerk to the Board)



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 intends to conduct a Rate Study and Board and Staff Training

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, recognizes that

1. Town of Snow Hill has been designated as distressed by the State Water Infrastructure Authority and the Local Government Commission under §159G-45(b) and must complete the requirements under this statute; and
2. The LGC can impose specific conditions on grants from the Viable Utility Reserve.

That the Applicant will work with other units of government in conducting the asset assessment, rate and/or merger/regionalization feasibility studies including (name units of government and must list a distressed unit).

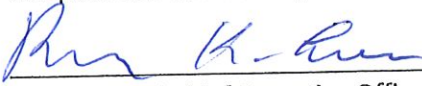
That the Applicant will provide adequate access to staff, documents, equipment, and other resources pertinent to complete the project, and upon completion of the project provide good faith effort to implement the short-term and long-term plan to achieve viable utility infrastructure measures.

That Todd Whaley, Town 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 2022 at Snow Hill Town Hall, 908 SE Second Street North Carolina.



(Signature of Chief Executive Officer)

Dennis Liles, Mayor

(Title)

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting (title of officer) of the (unit of government) 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 (name of governing body of applicant) duly held on the 14th day of 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 March, 2022.



(Signature of Recording Officer)

Town Clerk

(Title of Recording Officer)



To: Mayor and Board Members
From: Todd Whaley
Date: 14 March 2022

REF: Presentations

Background:

- A. Carolina Recreation: Splash Pad** – We will have Caleb Smith with Carolina Recreation on a short zoom presentation on splash pads in general. It will be a basis overview of options, ideas, cost, and other additional information.
- B. Omid Barr UNC School of Government: Enterprise Fund Rate Study.** – Omid Barr worked directly with creating a data base to assist our town with a rate study. He will have a short presentation explaining what we can expect, how the process works and why we are having to complete this.

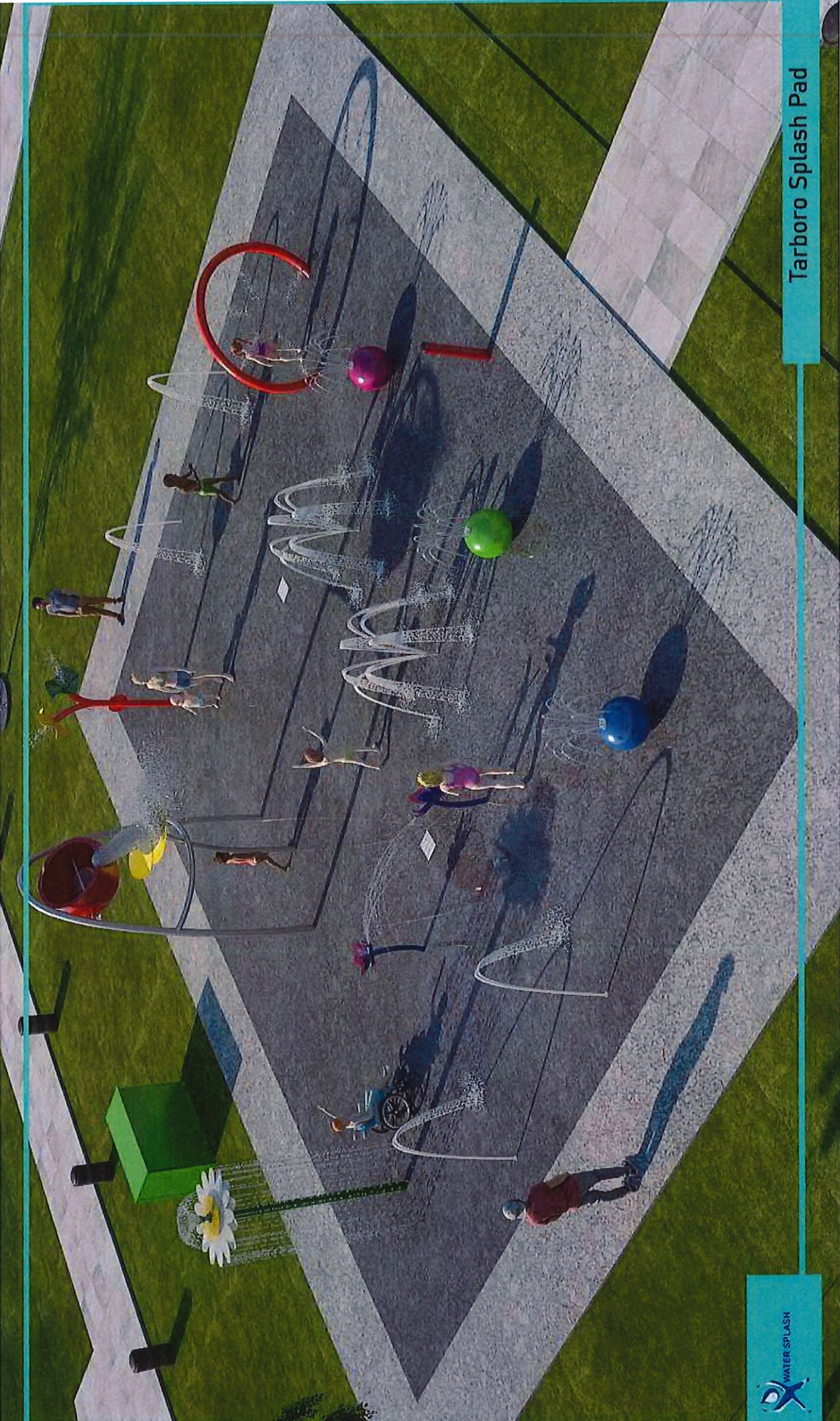
Recommendation: No Action Needed

Now Therefore Be It Resolved,

Moved: _____ Second: _____

Vote: Yes _____ No _____

Unanimous: _____



Tarboro Splash Pad

Abingdon Splash Pad





Jonesville Splash Pad, Virginia - Op 2

Water and Wastewater Rates Review for the Snow Hill Water and Wastewater Utilities

Conducted by the Environmental Finance Center at the UNC School of Government
January 18, 2022

Introduction

The town of Snow Hill, North Carolina, requested a review of its water rates. Under a cooperative agreement with the Triangle J Council of Governments, the Environmental Finance Center (EFC) at the UNC School of Government conducted the following review at no charge to Snow Hill. The EFC worked with the town manager of Snow Hill, Todd Whaley, to collect and analyze expenses, revenues and rates using the "Water & Wastewater Rates Analysis Model". Snow Hill's water and wastewater utilities had been given the label of "distressed" by the North Carolina Division of Water Infrastructure's Viable Utility Program, based on their Viable Utility Reserve metrics. The EFC worked to provide technical assistance to Snow Hill by running a rates analysis model for the water and wastewater enterprise funds, with the purpose of providing guidance on how to transition off the distressed utility list.

While this rates review provides a broad assessment of Snow Hill's revenues and expenses for its water and wastewater utilities, it is not a complete "rates study" that a utility would expect to receive from a rates consultant. Additional analysis may be necessary to precisely calculate Snow Hill's proposed rates based on additional inputs and considerations.

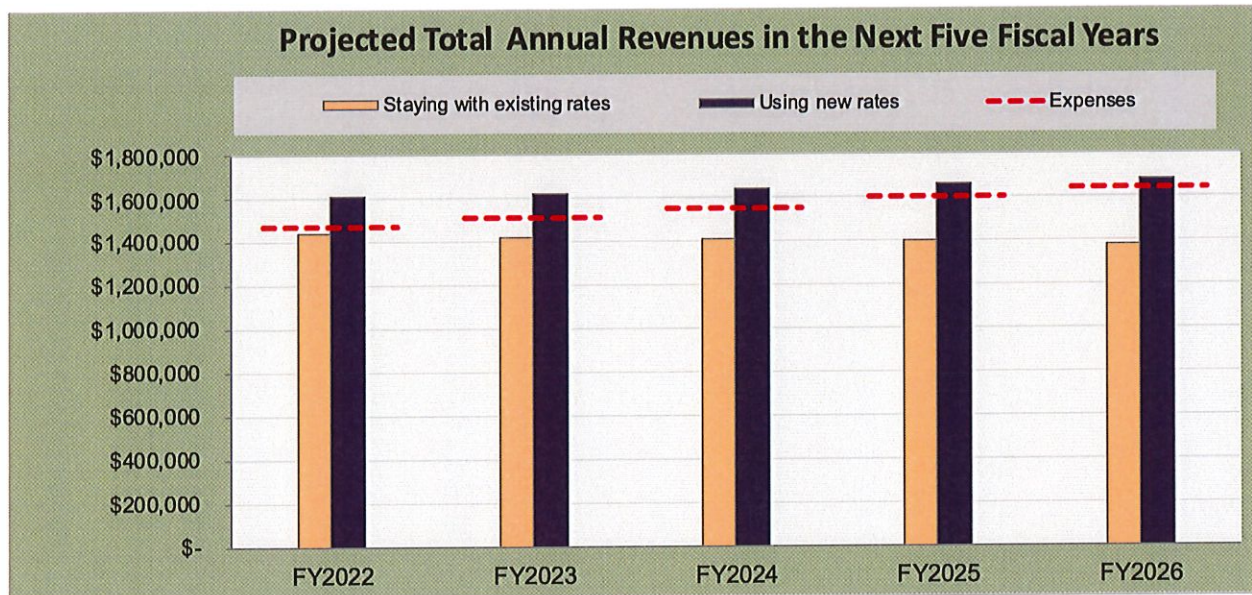
Model Explanation

Data Input 1 uses information provided by Snow Hill to project revenue for the water and wastewater system. The information includes rate structures, monthly usage for each rate structure by block (if applicable), number of accounts for each rate structure, and one-time fees to connect new customers. The model includes several assumptions found in Step 3. Many of these assumptions are used to produce conservative projections, such as a 0 percent customer growth rate per year and 2 percent uncollected bills per year for residential customers. In addition, the EFC projects a 1 percent reduction in average consumption per year to account for customers using less water due to more efficient homes and appliances. The tool also models a 3 percent reduction in average consumption after a 10 percent increase in rates in order to account for customers decreasing their usage due to an increase in rates. However, the reduction is mostly seen in discretionary usage, and a customer may not decline their usage past their base amount.

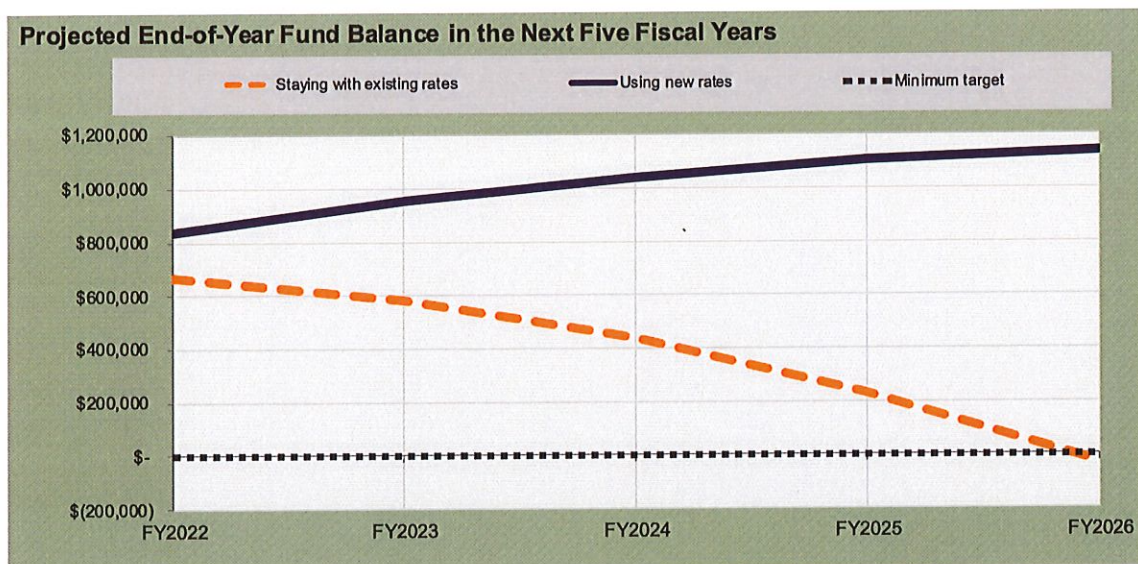
Data Input 2 uses information provided by Snow Hill to aggregate and project utility expenses for the water and wastewater systems. Step 4 provides annual inputs to account for the system's debt service, other scheduled payments, and one-off payments to other governments or funds. Step 5 shows an itemized list of the system's operating expenses, obtained from the capital expenditure document provided by Snow Hill. The tool does not model a percent inflation rate to the expenses in Step 5, but a number can be added as another way to be conservative in its projections. Step 6 shows the amount of revenue that Snow Hill is reserving for capital, and in this case, no number was inputted. Finally, Step 7 contains the fund balance which is obtained from the unrestricted cash line item in the 2020 financial statement.

Review of proposed water rates

The Financial Forecast tab projects revenues and expenses using the data contained in Data Input 1 and Data Input 2. The "Projected Total Annual Revenues in the Next Five Fiscal Years" graph shows the modeled revenues compared to the aggregate expenses. Under the existing rate structure, by FY2024 Snow Hill's expenses will exceed its rate revenues. However, using the new rates (entered in Step 1), Snow Hill's revenues will be greater than its expenses through FY2026.

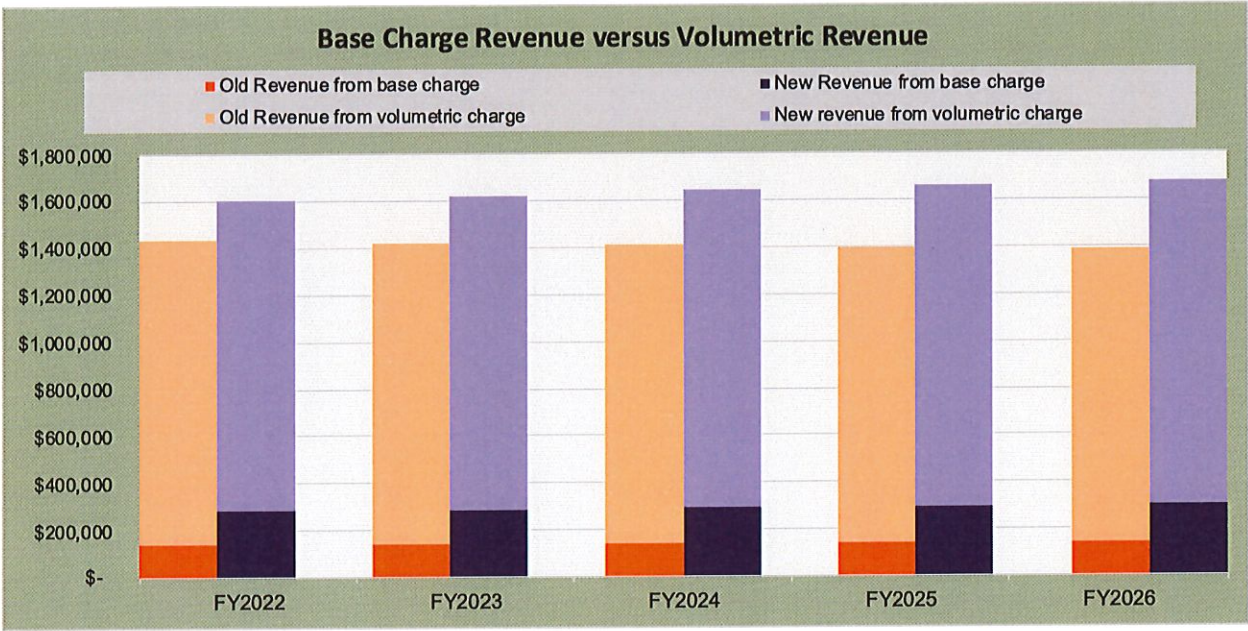


The "Projected End-of-Year Fund Balance in the Next Five Fiscal Years" graph shows changes in fund balance depending on each year's net revenue. Under the existing rates Snow Hill's fund balance will begin to wind down. Using the new rates Snow Hill would be able to improve its fund balance over the next 5 years.



The "Base Charge Revenue versus Volumetric Revenue" graph shows the proportion of the system's revenue from base charges and volumetric charges, with the bold color representing revenue from base

charges and the lighter color representing the revenue from volumetric charges. Snow Hill receives roughly 11% of its revenue from its base charge. This percentage is lower than many small systems that the EFC has worked with. The disadvantage to receiving a small percentage of total revenue from the base charge is the system is incorporating more risk into their billing, leading to less revenue stability.





To: Mayor and Board Members

From: Todd Whaley

Date: 14 March 2022

REF: Resolution in Consideration to Support East Carolina Council of Government

Background:

Resolution in support of East Carolina Council of Government. The resolution is in support of the efforts of acknowledging the regional partnership and implementing necessary changes to build an organization that can more effectively address the needs of the local governments they serve.

Recommendation: It is my recommendation to approve the resolution

Now Therefore Be It Resolved, The Town of Snow Hill Board of Commissioners approves the resolution to support the changes needed to serve the local governments they serve.

Moved: LW Second: GS

Vote: Yes ✓ No

Unanimous: ✓

Dear ECC Member Governments:

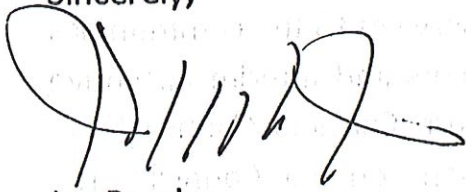
. There have been a number of concerns expressed recently that ECC has failed to engage with or to actively provide a wide range of services to the communities within the region. Under the leadership of the officers and Interim Executive Director Tim Ware, the Executive Board of the Eastern Carolina Council (ECC) recently engaged an outside firm to do an assessment on our Council. The assessment included interviews with County and City/Town elected officials and Managers from throughout the region. The final evaluation concluded that the Council is failing to meet the needs of our member governments in a variety of areas. A study group of ECC members and county managers, headed by 1st Vice President Ed Riggs, reviewed the report and other materials, and formulated a list of recommendations based on the assessment. For your review, enclosed is the Assessment of the Council done by the Southeast Regional Directors Institute (SERDI) and the Study group recommendations.

At our February 11, 2022 General Membership meeting, the Board unanimously approved moving forward with the proposals to restructure, restore, and rebuild the Council to relevancy to the member governments in the region. These recommendations included immediately advertising for a new Executive Director and Finance Officer, requesting an EDA grant to aid in the immediate cost associated with the rebuild, seeking outside consultants to facilitate the process, asking the County Managers in our region to form an advisory Board to support these efforts, and reviewing our bylaws to aid in the governance of our council.

ECC leadership needs to hear from you regarding the accuracy of the assessment, and if a major rebuilding of the Council is the right path forward. We have enclosed a sample resolution of support for the changes the Council has started to undertake. We ask that the governing boards adopt this resolution in show of support for the Council and return it to us at your earliest convenience.

The Executive Committee of the Council is scheduled to meet again on Thursday, March 10, 2022 to continue this work. If you have any questions, please call Tim Ware at 252-638-3185 x3005 or by email at executivedirector@eccog.org.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Bender", written over a faint, illegible background of text.

Jay Bender

President



**A RESOLUTION BY THE TOWN OF SNOW HILL
IN SUPPORT OF THE EASTERN CAROLINA COUNCIL OF GOVERNMENTS**

WHEREAS, the Eastern Carolina Council of Governments is one (1) of sixteen (16) multi-county planning and development regions in North Carolina which serve a population of approximately 645,000 residents living in Carteret, Craven, Duplin, Greene, Jones, Lenoir, Onslow, Pamlico and Wayne counties; and

WHEREAS, the stated mission of the Eastern Carolina Council of Governments is to improve the region's quality of life by providing planning, economic development and senior services to local governments and area residents by maximizing resources and collaborating regionally; and

WHEREAS, the Eastern Carolina Council of Governments can serve an invaluable role in being the neutral platform where local governments can come together and shape planning area-wide, be a champion for the entire region and work to strengthen our region's competitive advantage on the national and international stage; and

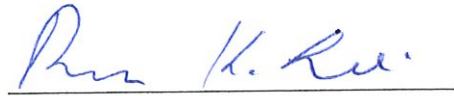
WHEREAS, the Eastern Carolina Council of Governments recognizes the weakness of the organization currently and are conducting a thorough reassessment of its core principles and strategic purpose; and

WHEREAS, the Eastern Carolina Council of Governments will make any and all efforts to re-engage their local governments, expand services available to members and make institutional changes needed to recruit the talent and leadership that will build a regional council on par with what is available to other communities across North Carolina; and

WHEREAS, true regionalism cannot exist without strong participation and collaboration among local governments, the Eastern Carolina Council of Governments is requesting input, guidance and commitment from its member governments. This level of engagement will ensure that we all have available to us a regional council that can serve the unique needs of each community, while still addressing our shared challenges.

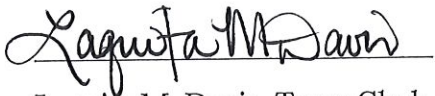
NOW THEREFORE BE IT RESOLVED; that the Town of Snow Hill Board of Commissioners, do hereby support the efforts of the Eastern Carolina Council of Governments to preserve the regional partnership and implement necessary changes to build an organization that can more effectively address the needs of the local governments they serve.

Adopted this the 14th day of March 2022



Dennis K. Liles, Mayor

ATTEST:



Laquita M. Davis, Town Clerk



To: Mayor and Board Members

From: Todd Whaley

Date: 14 March 2022

REF: Retreat Discussion Topics

Background:

There are several items for discussion and information provided in the packet regarding our retreat topics. The information should be sufficient to comprehend pre-meeting and bring back to our Monday with questions. As a summary I will list what each item is below.

- A. **Project Completion Chart.** This outlines each project that has been completed within the last year to year and a half. If there are any questions regarding a project or if I missed one, please let me know.
- B. **Departmental Discussions:** Outlined in your packet is a department informational guide. Each department will contain information based on the description of the department, highlights to highlight the accomplishments within the department and lastly goals. Each goal will contain the needs or request for that department. I would encourage each commissioner to read these thoroughly to see the highlights and the needs / requests. Later in the meeting when we discuss the ARP eligibility information and will look at a budget to accommodate some of these purchases. Please review each department as we will not cover each item specifically due to time.
- C. **Town Sponsored Events:** Each year I would encourage the Board to view our Town sponsored events so we can budget appropriately
- D. **ARP Funding (COVID Money):** Attached in your packet is a power point slide presentation outlining key items for how to spend and account for ARP funds. We will go through each slide pertaining to ARP funds so everyone will understand what we are able to do and the correct process we should follow moving forward. This is the time to ask plenty of questions to ensure you have a full understanding of this moving forward. Our attorney will be present to discuss any legal or further questions.
- E. **Employee COLA Pay Increase:** After review, it has been determined the employees of the Town have not received a cost of living raise in numerous years. With that in mind, Bea, our finance director has created a spreadsheet to show the board the cost of increasing the salaries through a COLA increase for the upcoming year. Attached in your packet is the final

F. Splash Pad Location: It is my understanding the Board has been presented two options regarding the splash pad potential location. There are two options still on the table. The Rosenwald Center and SE Third Street Lot. Please consider the options of land ownership and future expandability when considering each lot.



Town of Snow Hill COMPLETED PROJECT LIST 14 March 2022			
1	Water Main Replacement Downtown.	Replaced existing 6" water line with new PVC 6" water line. All new valves, hydrants, and tracer wires were installed.	Completed
2	MLK Blvd Lift Station Renovation	Lift station was completed rehabed with all new pumps, power paneling and entrance doors. The foundation suffered severe washing – this was repaired in its entirety.	Completed
3	NCWRC Boat Ramp Renovation	Completed by NCWRC. New boat ramps, docking, rock driveway, concrete pad, landscape, and signage. TOSH supported with \$100k Duke Energy Grant	Completed
4	Downtown Façade Improvement Project	Improvements were made by contract to business owners downtown. The Town received the grant in the amount of \$25k. Project has been completed.	Completed
5	Christman Building	New roof was installed in preparation to store Christmas Snow Flakes and Tree. Work was completed by Josh Harrell	Completed
6	FY 21-22 Audit	Audit was on time and submitted to LGC. Letter was sent to LGC within the 60 day time frame in reference to segregation of duties.	Completed
7	Town Hall Emergency Generator	Town Hall generator has been installed and in service. Work was completed by Landons Performance.	Completed
8	Hold 1 st Budget Work Session	Scheduled	14 MAR schedule date
9	Prepare FY 22-23 Budget	In the works	Started

10	Generator Installation Hwy 58 S. Well	Generator was installed at the drinking water Well on NC 58S. This was part of the MLK project grant monies. This also puts two wells in service in the event of inclement weather	Completed
11	Tractor Purchase SH Cemetery	The 1982 John Deere backhoe was replaced due to significant mechanical issues. This was purchased from fund balance.	Purchased
12	Christmas Lights Downtown	All Christmas lights to include snow flakes and Christmas Tree and swags have been purchased and are installed. Several outlets are in need of repair on behalf of duke energy. That will be completed prior to December 2022.	Completed



Town of Snow Hill Budget Calendar: FY 22-23 *DRAFT*

<u>Month / Date</u>	<u>Action</u>
March 14 th , 2022	Board Retreat
March 15 th until	Prepare Budget
April 25 th , 2022	Advertise Public Hearing
May 9 th , 2022	Hold Public Hearing / Deliver Budget
June 13 th , 2022	Adopt Budget
July 1 st , 2022	Kick off FY 22-23 Budget



GOVERNING BODY: GENERAL FUND

DESCRIPTION: The Town of Snow Hill holds a five (5) member Board that serves as the official policy-making body of the Town. The mayor, presiding officer of the Board's Meetings, serves as the official ceremonial leader of the Town, but only votes in case of ties. In 2021 The Mayor (Dennis Liles) was elected by Snow Hill's voters to serve a four-year term. Mayor Pre-Tempore (Rosa Wilkes) was selected by fellow board members in December 2021. Ms. Faye Daniels was elected in November 2021 as the new encumbering Board Member for a four-year term. Mrs. Geraldine Shackelford was re-elected in November 2021. Elected in 2019 were Commissioners Diane Andrews and Lorraine Washington.

All official actions by the Board are made at public meetings, most normally held on the second Monday of each month. Each meeting has an agenda and citizens are allowed to make public comments. The Board also conducts special meetings, and work sessions on the Towns Budget and other issues of special interest.

HIGHLIGHTS:

- The Board adopted FY 21-22 Budget
- Conducted retreat meetings
- Received ARP funding
- Received SCIF grant funding
- Closed on several infrastructure projects and downtown revitalization
- Received a business creating 70 jobs; Precision Graphics
- Completed boat landing renovation project

FY 2022 - 2023 GOALS:

- Continue to move forward with economic development, state and federal grants
- Continue to enforce Town Policy and enforcement issues.
- Continue to upgrade and utilize grant funding to improve infrastructure
- Seek further efforts in improving downtown Snow Hill
- Seek Splash Pad Infrastructure
- Approve raise for Town Employees

GOVERNING BODY GENERAL FUND BUDGET:

FY 21-22

\$46,100.00



ADMINISTRATION: GENERAL FUND

DESCRIPTION: The administrative staff is comprised of one (1) town manager, one (1) finance director, one (1) town clerk, and one (1) customer representative. The Town Manager provides overall leadership in the administration of all Town programs, policies, and operations. The Town Manager assists the Board by providing recommendations and background materials on programs, trends, and issues of concern to the Board, departments, and citizens. The other Administrative Staff are responsible for general accounting, accounts payable, accounts receivable, issues receipts and disbursements, fixed assets accounting, payroll, cash management, finance reporting, grants recording keeping, water and sewer billing, tax collections, budgetary compliance, internal control, the annual independent audit, special projects, new personnel and benefits orientation, plus all duties associated with preparing agendas, minutes and maintaining public record associated with Town Clerk.

HIGHLIGHTS:

- Prepared Budget
- Conducted goal settings and budget work shops
- Zoning requests, including planning board meetings
- Managed capital projects
- Managed grant funding process
- Completed clean FY 2020-21 Audit

FY 2022 - 2023 GOALS:

- Manager Budget work session
- Complete FY 21-22 Audit on time
- Hold work sessions for ARP and SCIF grant funding
- Expand recreation use
- Hire new Police Chief
- Manager other Capital projects and grant at Boards discretion

ADMINISTRATIVE GENERAL FUND BUDGET:

FY21-22

\$220,052



POLICE DEPARTMENT: GENERAL FUND

DESCRIPTION: The Snow Hill Police Department is responsible for the safety and protection of its citizens and property. The department has one (1) Chief of Police, one (1) Sergeant and 3 patrol officers. The daily operations include downtown patrols, church patrols, school patrols, and NCGS enforcement.

HIGHLIGHTS:

- Purchased under the Crime Control Grant new tasers, body armor and other needed equipment. This reduced the town general fund line item roughly \$30,000 of needed equipment. The grant is annual and will continue to be in the application pool.

FY 2022 - 2023 GOALS:

- To continue to operate a proactive police department, including holding a major fundraiser for kids during the Christmas Holiday.
- Continue providing Crisis Intervention Training to newly appointed officers
- Budget for a new vehicle to replace an existing Ford Crown Victoria. \$35,000.00 This can be budgeted through ARP 100% grant monies for revenue replacement.

POLICE GENERAL FUND BUDGET:

FY 21-22 \$473,471

This will come in lower than anticipated due to reduction in School Resource Officer and 1 officer employed with another agency.



FIRE PROTECTION: GENERAL FUND

DESCRIPTION: Snow Hill Rural Fire Department Inc. provides the Town of Snow Hill and the Rural Fire District with fire protection through separate entities operating one building. The department is composed of one (1) Fire Chief, eight (8) officers, and 25 firemen. Through changes in state requirements, the town was unable to continue its provisions which led to a contractual agreement. Currently, the Town of Snow Hill contracts with Snow Hill Rural Fire Department Inc. for fire protection. Snow Hill Rural Fire Department operates annually on a fixed budget provided by a fire district tax, a town contract, and an annual fundraiser. The allocation provided by the town is allocated based on the total taxable property utilizing the fire district tax rate adopted by the Fire Department. .08% per \$100.

The Snow Hill Rural Fire Department is housed in a modern 15,000 square ft. building located in the city limits by annexation. In 2016 the department improved its fire insurance rating to a 5 across the 6-mile district. On an average, the department responds to 290 calls for service annually. The department is 100% volunteer.

HIGHLIGHTS:

- Successful Fundraiser in the fall of 2021
- Replaced a 1986 Tanker with a 2021 Tanker. Received USDA Grant funds in the amount of \$385,000
- Replaced a 1981 Ladder with a 2021 Pierce Ascendant Aerial. Received USDA Grant funds in the amount of \$550,000

FY 2022 - 2023 GOALS:

- Look at funding for Natural Disaster Generator
- Adequately prepare for upcoming inspection 2023
- Successful Fundraiser

FIRE PROTECTION CONTRACT:	FY 21-22	\$76,180.27
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STREETS: GENERAL FUND

DESCRIPTION: The Public Works Department is responsible for all public streets and parking lots owned by the town. This includes striping and resurfacing streets, parking lots, striping parallel parking spaces, striping handicap spaces, painting speed bumps, cross walks, and repairing sink holes. The public works staff is also responsible for maintaining all street signs that are on town streets. A large portion of the budget is to pay for street lighting costs (\$42,000)

HIGHLIGHTS:

- Completely resurfaced Daniel Road; entrance to Wastewater Treatment Plant.

FY 2022 - 2023 GOALS:

- Purchase a Street Vacuum to assist with cleaning of streets, curb and gutter, and downtown sidewalks. This expenditure can be completely funded with ARP Grant funds. Total cost of the machine - \$45,000
- Purchase two (2) utility trucks to replace existing vehicles. This expenditure can be completely funded with ARP funds. Total cost of each vehicle not to exceed \$30,000

STREET GENERAL FUND BUDGET:	FY 21-22	\$106,010.00
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CEMETERY FUND: GENERAL FUND

DESCRIPTION: The Town of Snow Hill owns the Snow Hill Cemetery located at the corner of NC 258 S. and NC 58 S. This cemetery is a 12.6-acre lot containing 6,000 burial plots. The lot is maintained and funded 100% by general fund. The purpose of cemetery should be operated like an enterprise fund – meaning to operate from revenue-based fee's not tax dollars. In years past the cemetery *has not been proven to break even in cemetery fees*. At the close of this year's budget year, it is advisable to look at our operating cost and our revenues to ensure the cemetery is affordable while still maintaining a reasonable rate schedule.

In FY 17-18, the town purchased land, with the intention of expanding the cemetery. The current process on this project still awaits additional funding for soil samples, survey cost, landscape, and other structure burials to prevent vehicular traffic over the burial plots.

HIGHLIGHTS:

- Purchase of a new John Deere Tractor for grave burials

FY 2022 - 2023 GOALS:

- Repair aprons at the entrance of each driveway
- Fund soil samples, survey cost, landscape, and other structure burials to prevent vehicular traffic over the burial plots.
- Complete a digital online set of updated burial records

CEMETERY GENERAL FUND BUDGET: FY 21-22 \$61,452.00



SANITATION FUND: GENERAL FUND

DESCRIPTION: The Town of Snow Hill contracts its waste management and disposal services to GFL out of Greenville. The town currently services 812 residential customers every Wednesday. The Public Works staff is responsible for exchanging damaged cans for customer service. Vegetative debris is collected every Tuesday by the Town Public Works. Operating cost is the only expenditure for this service. Special pick-up items that consist of non-vegetative debris is collected on a payment basis by Public Works Staff.

HIGHLIGHTS:

- The Town was able to maintain its expansion of recycling for town citizens.

FY 2022 - 2023 GOALS:

- Improve pick up services across town
- Continue recycling program

SANITATION GENERAL FUND:	FY 21-22	\$155,060.00
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POWELL BILL FUND: GENERAL FUND

DESCRIPTION: The Powell Bill is codified in N.C.G.S. 138-41.1 through N.C.G.S. 136-41.4 & N.C.G.S. 136-41.3 provides in part: “ the funds allocated to cities and towns under the provisions of G.S. 136-41.2 shall be expended by said cities and towns primarily for resurfacing of streets within the corporate limits of the municipality but may be used for the purposes of maintaining, repairing, constructing, reconstructing, or widening of any street or public thoroughfare including buildings, drainage, curb and gutter, and other necessary appurtenances within the corporate limits of the municipality of for meeting the municipality’s proportionate share of assessments levied for such purposes, or for the planning, construction and maintenance of bikeways, greenways or sidewalks.”

HISTORY:

- Based on annual street expenditures, a report in July is sent to the state. The town receives money in October. The town sends another report in December and receives money in January. No significant change is payment - no significant change in road miles have occurred.

FY 2022 - 2023 GOALS:

- Improve pick up services across town
- Continue recycling program

POWELL BILL FUND:	FY 21-22	\$43,000.00
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SEWER DEPARTMENT: ENTERPRISE FUND

DESCRIPTION: The Town of Snow Hill has approximately 15.45 miles of sanitary sewer mains to include three hundred sixty (360) sewer man- holes. We also maintain seven (7) lift stations with approximately 2.13 miles of force mains. The lines consist or terra cotta pipe, PVC, and ductile iron. Construction started in 1920 but continues through today.

The WWTP was built in 2001. The plant is permitted for 500,000 gallons per day. We are currently operating at 200,000 gallons per day. The plant is a closed loop reactor system with aerobic digestion.

HIGHLIGHTS:

- The Martin Luther King, Jr. Blvd. sewer lift station rehabilitation project should be completed within the allotted grant funds near the close of the FY.
- The upgrade of the influent pump station control panel (\$30,000) was completed;
- Hired new WWTP Operator, Drake Robart

FY 2022 - 2023 GOALS:

- Improve bar screen for influent pump station
- Upgrade Chlorine Feed System
- Utilize State ARP funds separate from our local funds to make infrastructure improvements
- Annual outfall line cleaning
- Increase sewer rates based on current cost of treatment
- Expand generator capabilities to additional lift station lots

SEWER DEPARTMENT ENTERPRISE FUND BUDGET: FY 21-22 \$614,606.30



WATER DEPARTMENT: ENTERPRISE FUND

DESCRIPTION: The Town of Snow Hill has five (5) wells one of which is currently offline and not permitted for use. We have one well which is in a superficial aquifer. The well system provides an estimated 200,000 gallons of water daily which is permitted. It is an open flow system connected to Greene County Water System and South Greene Water Corporation through five (5) connections. The entire town system serves approximately 1100 connected customers. The town also has two (2) elevated storage tanks. Well No. 1 tank located on Hwy 258 S. holds 150,000 gallons of water maximum capacity and Well No. 2 tank located on Kingold Blvd. holds 500,000 gallons maximum capacity. Well No. 2 has a 75kw generator in the event of a power failure. This well will sustain the towns demand in the event of an emergency.

HIGHLIGHTS:

- Greene St./Harper St. 1200 feet of water main replacement
- The NCDOT widening project on Highway 13 relocated a Town water line has been completed
- The painting of the Kingold Blvd. Water Tank was successfully completed.

FY 2022-23 GOALS:

- Perform major repair work to Well No. 4 (Rehab)
- Utilize state ARP funding separate from our local funds to make infrastructure improvements
- Complete SCADA project

WATER DEPARTMENT ENTERPRISE FUND BUDGET: FY 21-22 \$492,589.56

TOWN OF SNOW HILL EVENT MATRIX FY 22-23

EVENTS:	COST:	TOTALS:
Farmers Market:		
Toilet / Wash Stations	\$500.00	
Police: 2 officers, 5 hours	\$200.00	
Advertisement:	\$500.00	\$1,200.00
Veterans Day:		
Food	\$350.00	
Additional Supplies / Ads	\$200.00	\$550.00
Halloween:		
Toilet / Wash Station	\$500.00	
Inflatables	\$1,000.00	
Police: 2 Officers, 5 hours	\$200.00	
Additional Supplies / Ads	\$200.00	\$1,900.00
Christmas Parade:		
Traffic Control: 9 officers	\$500.00	
Float Prizes	\$250.00	
Commissioner Candy	\$100.00	
Santa Clause	\$300.00	
Supplies	\$100.00	\$1,250.00
Christmas Extravaganza:		
Toilet / Wash Stations	\$400.00	
Inflatables	\$1,000.00	
Sybil the Clown	\$300.00	
Train Ride	\$500.00	
Horse & Carriage	\$500.00	
Santa Clause Donation	\$50.00	
Police: 2 officers, 5 hours	\$200.00	
Bicycles	\$400.00	
Additional Supplies / Ads	\$200.00	\$3,550.00
		\$0.00
TOTAL FOR ALL EVENTS:		\$8,450.00

ARP/CSLFRF Office Hours: \$0-\$10 million LGs



ARP Zoom Office Hours

<https://unc.zoom.us/j/94011361206?pwd=MjIzWnIzOWxtNGtoUjNjaEV3ZWNPdz09>

Meeting ID: 940 1136 1206

Passcode: 522329

Local governments receiving \$0 to \$10 million total ARP/CSLFRF funding

- Friday, February 18, at 12:00pm
- Friday, February 25, at 8:30am
- Thursday, March 3, at 12:00pm
- Friday, March 18, at 8:30am

Local governments receiving over \$10 million total ARP/CSLFRF funding

- Wednesday, February 16, at 12:00pm*
- Monday, February 21, at 8:30am*
- Monday, March 7, at 12:00pm
- Thursday, March 24, at 8:30am

***February 16 (focus broadband) & February 21 (focus on water/sewer/stormwater) are open to ALL local governments!!**

ARP/CSLFRF Allowable Expenditures

Address COVID Public Health & Negative Economic Impact

support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;

address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;

support disproportionately impacted communities

Replace Lost Revenue

Replace lost public sector revenue, using this funding to **provide government services** to the extent of the reduction in revenue experienced due to the pandemic;

\$10 million standard allowance, OR formula approach, whichever is higher

Premium Pay

Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors;

Target low-and moderate-income employees or employees who face(d) added risks during pandemic

Infrastructure Investments

Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Revenue Replacement: Standard Allowance

May expend up to \$10 million as revenue replacement

- If LG allocation is \$20,000: Expend up to \$20,000 as revenue replacement
- If LG allocation is \$1.2 million: Expend up to \$1.2 million as revenue replacement
- If LG allocation is \$10 million: Expend up to \$10 million as revenue replacement

Examples

Will elect standard allowance on Project & Expenditure Report (report deadline by April 30, 2022)

Electing the standard allowance and spending 100% of your ARP/CSLRF funds as revenue replacement, will significantly reduce reporting requirements. BUT IT **DOES NOT** CONVERT THESE FUNDS INTO GENERAL FUNDS. THEY ARE STILL GRANT FUNDS, SUBJECT TO GRANT AWARD TERMS AND UNIFORM GUIDANCE COMPLIANCE REQUIREMENTS.

100% OF ARP/CSLFRF Funds as Revenue Replacement

Allowable Expenditures = General Government Services

“maintenance or pay-go funded building of infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services.”

★ US Treasury Overview Supplement:

“[G]overnment services generally include any service traditionally provided by a government, unless Treasury has stated otherwise. Here are some common examples, although this list is not exhaustive: Construction of schools and hospitals; Road building and maintenance, and other infrastructure; Health services; General government administration, staff, and administrative facilities; Environmental remediation; [and] Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles).”

Translation: General government services are anything that a local government has state law authority to engage in, including public enterprise activities.

May fund any project that is eligible under the other ARP/CSLFRF categories with revenue replacement funds, with the possible exception of Premium Pay. It is probably best to fund/report Premium Pay under the Premium Pay category.

Maximize Benefit: Minimize Burden

Strategic Planning to
Identify Programs / Projects

Can we use general fund or
enterprise fund monies for
any of these projects?

* If yes, consider using
ARP/CSLFRF funds for
departmental salaries/benefits
and other LG funds for special
programs/projects to minimize
compliance burden

Note that this will not work for
all projects – eg. Broadband
likely will have to be funded
directly with ARP/CSLFRF monies

Different Revenue Replacement Expenditures have Different Compliance Requirements

Purchase Equipment

- Financial mgmt./internal controls
- Conflict of interest
- Eligibility documentation
- Allowable costs
- Civil Rights compliance
- Records retention
- Procurement
- Property Management
- Program Income

Partnering with Nonprofit

- Financial mgmt./internal controls
- Conflict of interest
- Eligibility documentation
- Allowable costs
- Civil Rights compliance
- Records retention
- Procurement
- Property Management
- Program Income
- Subaward

LG Personnel

- Financial mgmt./internal controls
- Conflict of interest
- Eligibility documentation
- Allowable costs
- Civil Rights compliance
- Records retention

Sample Grant Project
Ordinance: Standard
Allowance
Salaries/Benefits Only

**Grant Project Ordinance for the Town of TarHeel American Rescue Plan Act of 2021: Coronavirus State and Local
Fiscal Recovery Funds**

BE IT ORDAINED by the town council of the Town of TarHeel, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (CSLFRF). The Town of TarHeel (Town) has received the first tranche in the amount of \$1,000,000 of CSLFRF funds. The total allocation is \$2,000,000, with the remainder to be distributed to the Town within 12 months. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

standard allowance
election

Section 2: The Town has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its CSLFRF funds for the provision of government services.

The following amounts are appropriated for the project and authorized for expenditure:

Internal Project Code	Project Description	Expenditure Category (EC)	Cost Object	Appropriation of CSLFRF Funds
0001	Law Enforcement Services for period of July 1, 2021 through December 31, 2024	6.1	Salaries	\$500,000
			Benefits	\$35,000
0002	Parks and Recreation Services for period of July 1, 2021 through December 31, 2024		Salaries	\$200,000
			Benefits	\$14,000
0003	General Administration Services for period of July 1, 2021 through December 31, 2024		Salaries	\$320,000
			Benefits	\$21,700
	Unassigned			\$909,300
				\$2,000,000

Safest approach is to stop with salary/benefit supplanting by December 31, 2024

When if supplanting, must still track as "projects" Salaries/ benefits are cost items within government services project

Can reimburse back to 3/3/2021, but must be able to meet effort certification req'ts

Section 3: The following revenues are anticipated to be available to
CSLFRF Funds: \$2,000,000
General Fund Transfer: \$0
Total: \$2,000,000

Section 4: The Finance Officer is hereby directed to maintain sufficient detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431.

Section 5: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section 6: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town Council.

Section 7: This grant project ordinance expires on December 31, 2026, or when all the CSLFRF funds have been obligated and expended by the Town, whichever occurs sooner.

Allowable Costs / Cost Principles Policy

Internal controls to ensure all cost items are allowable, reasonable, allocable, consistently treated, and properly documented.

Typical cost items are compensation and fringe benefits, materials and supplies, equipment and other capital, consultants/professional services, audits, communications, insurance, maintenance and repair, and rental costs.

UG also has 55 specific cost items, some of which are allowed, some of which are allowed with limitations, and some of which are disallowed.

Compensation & Fringe Benefits are among the specific cost items, with special documentation requirements

<https://canons.sog.unc.edu/2021/12/american-rescue-plan-act-of-2021-allowable-costs-and-cost-principles-including-sample-policy-and-implementation-tools/>

Effort
Certification:
2 CFR
200.430

(i) *Standards for Documentation of Personnel Expenses*

- (1) Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:
- (i) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
 - (ii) Be incorporated into the official records of the non-Federal entity;
 - (iii) Reasonably reflect the total activity for which the employee is compensated by the non-Federal entity, not exceeding 100% of compensated activities (for IHE, this per the IHE's definition of IBS);
 - (iv) Encompass federally-assisted and all other activities compensated by the non-Federal entity on an integrated basis, but may include the use of subsidiary records as defined in the non-Federal entity's written policy;
 - (v) Comply with the established accounting policies and practices of the non-Federal entity; and
 - (vi) [Reserved]
 - (vii) Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.
 - (viii) Budget estimates (i.e., estimates determined before the services are performed) alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes, provided that:
 - (A) The system for establishing the estimates produces reasonable approximations of the activity actually performed;
 - (B) Significant changes in the corresponding work activity (as defined by the non-Federal entity's written policies) are identified and entered into the records in a timely manner. Short term (such as one or two months) fluctuation between workload categories need not be considered as long as the distribution of salaries and wages is reasonable over the longer term; and
 - (C) The non-Federal entity's system of internal controls includes processes to review after-the-fact interim charges made to a Federal award based on budget estimates. All necessary adjustment must be made such that the final amount charged to the Federal award is accurate, allowable, and properly allocated.
- ...
- (2) For records which meet the standards required in paragraph (i)(1) of this section, the non-Federal entity will not be required to provide additional support or documentation for the work performed, other than that referenced in paragraph (i)(3) of this section.
- (3) In accordance with Department of Labor regulations implementing the Fair Labor Standards Act (FLSA) (29 CFR part 516), charges for the salaries and wages of nonexempt employees, in addition to the supporting documentation described in this section, must also be supported by records indicating the total number of hours worked each day.
- (4) Salaries and wages of employees used in meeting cost sharing or matching requirements on Federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from Federal awards.

Effort Certification

Establish process for reporting, recording, and verifying employee time spent working on grant-funded projects.

Written policies and procedures for grant-funded personnel that:

- Contain prescribed measurement and tracking methods for staff effort and the sources of funds from which they are being paid. The measurement method should be consistent across staff classifications;
- Identify who will certify effort reports (supervisors, department heads, etc.);
- Identify who has oversight over reviewing, approving, tracking, and allocations (manager, administrator, finance officer, etc.); and
- Contain clear procedures to adjust effort levels when job duties change; and
- Ensure that tracking methods are documented and tie back to reporting on obligations/expenditures.

Written policies and procedures for accounting staff regarding the review of budgeted estimates against actual work (effort):

- Under the Uniform Guidance, estimates determined before the services are performed do not qualify as support for charges to Federal awards. (2 CFR 200.430(i)(1)(viii)).
- There must be a process to review after-the-fact interim charges made to federal awards based on budget estimates. All necessary adjustments must be made such that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

1

Establish effort reporting forms/process for grant-funded personnel

2

Designate appropriate staff to review and certify effort reporting forms and train on Cost Principle policy and other grant requirements

3

Finance or other designated personnel must periodically review effort report forms

4

Provide sufficient training and support to ensure employee compliance

Sample Approach

Time and Effort Reporting for Employees who are paid 100% from a SINGLE program (single cost objective):

- An employee whose salary is paid in whole from one federal source must certify, on an annual basis, that they “worked solely on that program (single cost objective) for the period covered by the certification (e.g. Jan 1- Jun 30 and Jul 1- Dec 31)
- The certification must be signed and dated by the employee and co-signed by a supervisory official having first-hand knowledge of the activities performed by the employee

Time and Effort Reporting for employees whose work effort is split between more than one federally-funded project or a mix of federally-funded projects and non-federal work:

- An employee who works on more than one federal program, or on a combination of a federal programs and non-federal work, must maintain Personnel Activity Reports (PARs) that accurately reflects the percentage of time/hours the employee spends performing the federal work activity and any other duties
- Report must reflect an “AFTER-THE-FACT” distribution of actual activities performed
- Account for TOTAL activity for which employee is compensated must be completed at LEAST MONTHLY (e.g. Jan 1 – Jan 31)
- Must be signed and dated by the employee and also signed by a supervisory official having first-hand knowledge of the activities performed by the employee

Individual Time and Effort Certification

Uniform Guidance provisions, 2 CFR 200.430(i)(2), state that charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- Be incorporated into the official records of the non-Federal entity;
- Reasonably reflect the total activity for which the employee is compensated by the non-Federal entity, not exceeding 100% of compensated activities;
- Encompass federally-assisted and all other activities compensated by the non-Federal entity on an integrated basis, but may include the use of subsidiary records as defined in the non-Federal entity's written policy;
- Comply with the established accounting policies and practices of the non-Federal entity.

Where employees are expected to work solely (100%) on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semiannually (at least every six months) and will be signed by the employee or a supervisory official having first-hand knowledge of the work performed by the employee.

Employees working on multiple activities or cost objectives, must document their work according to the distribution of their salaries or wages through monthly personnel activity reports instead of semi-annual certifications.

Organization Name:	
Employee Name:	
Position/Title:	
Department:	
Performance Period Start Date:	Performance Period End Date:
CSLRF Project Name:	
CSLRF Project ID #:	

Employee's Signature: _____ Date Signed: _____

I certify that 100% of my time during the period covered by this certification was spent performing duties and responsibilities for the federally funded cost object identified above.

Supervisor's Signature: _____ Date Signed: _____

I certify that I have first-hand knowledge of the activities performed by the employee identified above and that the employee worked solely on the federally funded cost objective identified above during the period covered by this certification.

Individual Personnel Activity Report

Uniform Guidance provision 2 CFR 200.430(i)(1)(vii) states that employees working on multiple activities or cost objectives must document their work according to the distribution of their salaries or wages among specific activities or objectives. This will be supported through the use of a monthly Personnel Activity Report. The log must reflect 100% of the total activity and be based upon actual time and effort charged to all funding sources (not budgeted or estimated time).

Organization Name:	
Employee Name:	
Position/Title:	
Department:	
Performance Period Start Date:	Performance Period End Date:
Total Hours Worked During Performance Period:	

Federal Funding Effort Detail (Identify the Federally funded project(s) and include a brief detail of work performed.)	CSLRF Project ID #	Hours Worked	Percent (%) of Total Hours

Total Federally Funded Distribution (%):			
Non-Federal Funding Effort Summary (Provide a summary of all work not associated with a federally funded project. To ensure this report covers all paid hours during the performance period, also include vacation hours when applicable.)			
Summary of All Non-Federal Work		Hours Worked	Percent (%) of Total Hours
Vacation			

Total Non-Federally Funded Distribution (%):	
Total Effort:	100%
(This must equal 100% and be representative of all hours worked during performance period tracked in this report)	

Employee's Signature: _____ Date Signed: _____

I certify that the distributions of effort reflected in this report represents the actual work performed during the period covered by this report.

Supervisor's Signature: _____ Date Signed: _____

I certify that I have first-hand knowledge of the activities performed by the employee identified above and that the distribution of effort shown represents the actual work performed during the period covered by this report to the best of my knowledge.

ARP FUNDING PRELIMINARY BUDGET

Total Fund: 2021	Total Funds 2022	Total All Together
240,935.27	240,935.27	481,870.54
Request:	Cost	
Premium Pay:	45,000	
Leaf Collection Unit:	45,000	
Public Works Vehicle(s):	60,000	
Police Vehicle:	35,000	
Roof Town Hall:	42,784	
Roof Public Works Shop:	8,819	
Well No. 4 Rehab:		STATE ARP FUNDS
Sewer Lift Station Generator(s) x3		STATE ARP FUNDS
Cemetery Improvements:		
SCADA Upgrade:	\$52,631.16	
		Remaining Funds
TOTAL	289,234	192,636.38



EMPLOYEE ROSTER

Administration:

Name:	Title:	Part/Full Time
Todd Whaley	Town Manager	Full Time
Laquita Davis	Town Clerk	Full Time
Bea Lockamy	Finance Director	Full Time
Linda Davis Williams	Customer Representative	Full Time

Public Works:

Name:	Title:	Part/Full Time
Travis Warter	Drinking Water ORC	Full Time
George Sims	Equipment Operator	Full Time
Drake Robart	Wastewater ORC	Full Time
Moses Artis	Service Technician	Full Time
George Grady	Service Technician	Part Time
Jimmy Bizzell	Service Technician	Part Time
Joey Arthur	Back Up Water ORC	Part Time
Mike Ham	Service Technician	Part Time

Police Department:

Name:	Title:	Part/Full Time
Gordon Hobbs	Chief of Police	Full Time
Josh Smith	Sergeant	Full Time
Russel Corbett	Police Officer	Full Time
Bria Payton	Police Officer	Full Time
James Harper	Police Officer	Full Time

13 Full Time

4 Part Time

	A	B	C	D	E	F	G	H	I
92		CURRENT	INCREASE	TOTAL DEPT INCREASE	FICA	ORBIT	ORBIT PD	PD 401K	
93			5%			7.65%	11.35%	12.04%	5%
94									
95	W/S	252,813.60	12,640.68	265,454.28	20,307.25	27,150.73			
96	GF	141,856.00	7,092.80	148,948.80	11,394.58	13,927.36			
97	PD	234,436.80	30,000.00	264,436.80	20,229.42		31,838.19	13221.84	
98	BOARD	74,557.60	3,727.88	78,285.48	5,988.84				
99	P BILL	22,401.60	1,120.08	23,521.68	1,799.41	2,669.71			
100	TOTALS	726,065.60	54,581.44	780,647.04	59,719.50	43,747.80	31,838.19	13,221.84	
101				726,065.60	55,544.02	41,642.15	28,226.19	11,721.84	TOTAL EST COST
102				54,581.44	4,175.48	2,105.65	3,612.00	1,500.00	65,974.57
103									
104									
105	PD INCREASE WITH 5000.00 PER POSTION IN LIEU OF 5%								
106									
107	** the projected increase for PD is with the chief salary at cost now and a 5,000.00 increase as well								

	A	B	C	F	G	H	I	J
8								PG1
9				66.64%				
10		Revenues						
11		100 GENERAL FUND	004 REVENUE					
12		Accounts	Budgeted	Amended	Actual		YTD Pct	
13		100 GENERAL FUND					percentage	
14		004 REVENUE						
15		Property taxes	\$342,000.00	\$342,000.00	\$347,740.81		101.68%	
16		03020 Mv Taxes	\$61,000.00	\$61,000.00	\$40,124.20		65.78%	
17		Waste Collection Fees	\$149,725.00	\$149,725.00	\$90,324.00		60.33%	
18		Special Pickups	\$500.00	\$500.00	\$640.00		128.00%	
19		Sale of Lots	\$22,500.00	\$22,500.00	\$37,175.00		165.22%	
20		Grave Openings	\$35,000.00	\$35,000.00	\$38,550.00		110.14%	
21		Install Grave Markers	\$500.00	\$500.00	\$520.00		104.00%	
22		Other Revenue	\$553,430.00	\$553,430.00	\$405,439.74		73.26%	
23		03990 Fund Balance	\$86,870.00	\$96,520.00	\$0.00		0.00%	
24								
25		Total GENERAL FUND	\$1,251,525.00	\$1,261,175.00	\$960,513.75		76.16%	
26								
27		POWELL BILL						
28		STATE ALLOCATION	43,000.00	\$43,000.00	\$49,158.37		114.32%	
29		FUND BALANCE APPROPRIATION		\$17,291.00			0.00%	
30		TOTAL POWELL BILL		\$60,291.00				
31								
32		600 WATER/SEWER FUND						
33		004 REVENUE						
34		Water Fees	\$432,250.00	\$432,250.00	\$258,127.81		59.72%	
35		Sewer Fees	\$527,145.00	\$527,145.00	\$292,538.60		55.49%	
36		Other Revenue	\$147,800.00	\$147,800.00	\$67,852.43		45.91%	
37		37980 APPR RETND EARNINGS	\$0.00	\$25,842.00				
38		039910 RETAINED EARNINGS		\$0.00				
39								
40		Total WATER/SEWER FUND	\$1,107,195.00	\$1,133,037.00	\$618,518.84		54.59%	
41								
42								
43		TOTAL ALL REVENUE FUNDS	\$2,401,720.00	\$2,454,503.00	\$1,628,190.96		66.33%	

	A	B	C	F	G	H	I	J
44								
45								
46								
47		<u>Expenses</u>						PG2
48		100 GENERAL FUND						
49		005 EXPENSE						
50		04110 Governing Body	\$46,100.00	\$49,100.00	\$30,740.10		62.61%	
51		04120 Administration	\$220,052.00	\$226,702.00	\$156,437.36		69.01%	
52		04170 Election expense	\$4,000.00	\$4,000.00	\$4,630.22		115.76%	
53								
54		04300 Police	\$473,471.00	\$473,471.00	\$275,747.58		58.24%	
55		04310 Fire Protection Contract	\$76,180.00	\$76,180.00	\$75,000.00		98.45%	
56		04510 Streets	\$106,010.00	\$106,010.00	\$67,555.52		63.73%	
57		04710 Solid Waste Collection	\$155,060.00	\$155,060.00	\$87,683.91		56.55%	
58		04740 Cemetery	\$61,452.00	\$61,452.00	\$38,908.00		63.31%	
59		04930 Community Development	\$109,200.00	\$109,200.00	\$42,358.12		38.79%	
60								
61								
62		Total GENERAL FUND	\$1,251,525.00	\$1,261,175.00	\$779,060.81		61.77%	
63								
64		110 Powell Bill	\$43,000.00	\$43,000.00	\$28,570.55			
65		Total POWELL BILL	\$43,000.00	\$43,000.00	\$28,570.55		66.44%	
66								
67		600 WATER/SEWER FUND						
68		005 EXPENSE						
69		07130 Water	\$492,590.00	\$498,950.00	\$251,677.44		50.44%	
70		07140 Sewer	\$614,605.00	\$634,088.00	\$355,604.49		56.08%	
71								
72		Total WATER/SEWER FUND	\$1,107,195.00	\$1,133,038.00	\$607,281.93		53.60%	
73								
74								
75								
76		TOTAL EXPENSE ALL FUNDS	2,401,720.00	2,437,213.00	1,414,913.29		58.05%	

SNOW HILL POLICE DEPARTMENT

February 2022

MONTHLY CRIME SUMMARY

1) Larceny-	0
2) Assaults-	0
3) Breaking/Entering	
a. Residential	0
b. Commercial	0
c. Motor Vehicle	1
d. Storage Buildings	0
4) Robbery-	0
5) Sex Offenses-	0
6) Homicide-	0
7) Fraud-	0
8) Damage to Property(Vandalism)	1
DWI arrests	3
State citations	10
Town citations	64
Traffic accidents	8



Public Works / Utilities
14 March 2022

A. Water:

- Wells checked daily
- Samples taken daily
- Completed approximately 15-25 locates
- 1 water service repairs
- Repaired 2 Fire Hydrants
- Installed several meters at the Hamptons

B. Sewer:

- Weekly lift station checks
- Weekly samples
- Bench and Calibration every Monday and Tuesday
- Monthly reporting
- Sewer lateral back up x5

C. Sanitation:

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

D. Streets:

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

E. Cemetery:

- Removed flowers
- Approximately 8 grave burials.
- Holes filled
- Flowers removed from the grounds.