



AGENDA SNOW HILL BOARD OF COMMISSIONERS

Monday 14 August 2023, 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 12 June 2023 – Closed Session
- B. Consider Approval of Minutes 12 June 2023 – Regular Meeting
- C. Consider Approval of Minutes 27 June 2023 - Closed Session

V. Presentation:

- A. Chief of Police, Josh Smith – Monthly Update

VI. Town Manager Report:

- A. Contracted Service; Stepps Construction – Water & Sewer Main Relocation at Pineshoal Drive - *Action*
- B. ADA Compliance Town Hall Renovations
- C. N. Greene Street & Sixth Street – Tree Arborist Report
- D. N. Greene Street & Sixth Street– Removal quotes - *Action*
- E. Sidewalk - W. Greene Street
- F. Lift Station Pump- Chelsea Dr.
- G. Asset Inventory Assessment Study - *Action*
- H. Splash Pad Update – *Action*

VII. Monthly Reports:

- A. Financial Report
- B. 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.

X. Board Actions in open session

XI. 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 August 2023.



MINUTES
SNOW HILL BOARD OF COMMISSIONERS

Monday 12 June 2023, 2:45 p.m.

G. Melvin Oliver Town Hall

908 SE Second St.

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

I. Roll Call Mayor Liles, Mayor Pro-Tem Wilkes; Commissioner Andrews; Commissioner Daniels; Commissioner Washington; Town Manager Whaley; Town Clerk Davis

II. Approval of Agenda

Motion was made to approve the agenda.

Motion by: Washington

Second by: Andrews

Votes: Ayes – 4

Nays – 0

Abstained – 0

Approved

III. Closed Session: § 143-318.11. Personnel

Motion was made to go into closed session at 2:49 p.m.

Motion by: Wilkes

Second by: Andrews

Votes: Ayes – 4

Nays – 0

Abstained – 0

Approved

Motion was made to come out of closed session at 6:09 p.m.

Motion by: Andrews

Second by: Wilkes

Votes: Ayes – 4

Nays – 0

Abstained – 0

Approved

IV. Board Actions in open session – NO ACTIONS

V. Adjournment

Motion was made at 6:09 p.m. to adjourn.

Motion by: Washington

Second by: Wilkes

Votes: Ayes - 4

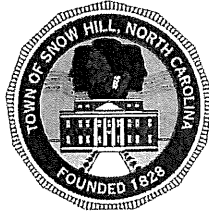
Nays - 0

Abstained – 0

Approved

Approved: _____ Dennis Liles, Mayor

Respectfully Submitted: _____ Laquita Davis, Town Clerk



MINUTES
SNOW HILL BOARD OF COMMISSIONERS

Monday 12 June 2023, 6:00 p.m.

G. Melvin Oliver Town Hall

908 SE Second St.

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

- I. Roll Call** Mayor Liles, Mayor Pro-Tem Wilkes; Commissioner Andrews; Commissioner Daniels; Commissioner Washington; Town Manager Whaley; Town Clerk Davis, Finance Officer Lockamy, and Public Works Director Robart.

II. Approval of Agenda

Motion was made to remove the closed session from the agenda.

Motion by: Washington

Second by: Daniels

Votes: Ayes – 4

Nays – 0

Abstained – 0

Approved

Approval of Agenda

Motion was made to approve the agenda with the removal of the closed session.

Motion by: Andrews

Second by: Washington

Votes: Ayes – 4

Nays – 0

Abstained – 0

Approved

- III. Public Comments (NCGS § 160A-81-1) Carolyn Newcomb, 516 E. Eason St,** Children of the Town should be looked after, i.e. swimming lessons, teaching CPR, personal safety and bicycle safety need to be added to the budget; town clean-up in reference to residence and nuisance abatement; said there are some food trucks that are permanent, the town should pass an ordinance similar to the one the city of Kinston has passed and food trucks should be moving, not permanent; need to protect the brick and mortar restaurants that have been established for years; downtown economic development needs to be worked on because the town is dying.

Travis Worthington, 214 SE Third St; safety concerns about the speeding problems on Third St. because 3 telephone poles have been hit/snapped over the past year; not sure of options but the situation needs to be looked into.

Jennifer Jacobs, employee of Infinity Link and Greene County Chamber of Commerce volunteer invited Dinner & Music Bingo on Thursday, June 14 from 5:30 p.m. – 9 p.m., tickets are \$20 and money that would support promoting the Town.

IV. Consent Agenda:

- A. Consider Approval of Minutes 8 May 2023
- B. Consider Approval of Minutes 6 June 2023
- C. Budget Ordinance Amendment – End of fiscal year balancing
- D. Budget Ordinance Amendment – Fund Balance Appropriation for Cemetery Renovations
- E. Amendment of Speeding Ordinances

Motion was made to approve the Consent Agenda.

Motion by: Washington

Second by: Andrews

Votes: Ayes – 4

Nays – 0

Abstained – 0

Approved

V. Public Hearing:

- A. Proposed Budget FY 23-24

Motion was made to open the Public Hearing at 6:19 p.m.

Motion by: Andrews

Second by: Washington

Votes: Ayes – 4

Nays – 0

Abstained – 0

Approved

Motion was made to close the Public Hearing at 6:20 p.m.

Motion by: Washington

Second by: Wilkes

Votes: Ayes – 4

Nays – 0

Abstained – 0

Approved

VI. Town Manager Report:

A. Budget Approval FY 23-24

Motion was made to accept the proposed Budget FY 23-24.

Motion by: Washington

Second by: Wilkes

Votes: Ayes – 4

Nays – 0

Abstained – 0

Approved

B. July Meeting

Motion was made to reschedule the July meeting to the 2nd Monday in August.

Motion by: Wilkes

Second by: Washington

Votes: Ayes – 4

Nays – 0

Abstained – 0

Approved

VII. Monthly Reports:

A. Financial Report

B. Police Report

C. Public Works – Commissioner Washington asked Public Works Director Drake Robart how the PW Department is doing. Drake came up and said the spending has been curbed due to it being the end of the fiscal year and they have been doing clean up and maintenance. Discussion began about how great the cemetery looks and the fountain needing to be wired. Drake introduced Travis Rouse as the new employee of the Public Works Department.

VIII. Comments from Mayor and Board: Commissioner Andrews thanked Todd for his great job performance; said he has done a stellar job.

Mayor Liles commented that Todd has gone above and beyond; grew quickly into the position of Town Manager and wished him the best.

Commissioner Washington said thank you to Todd and Bea for a job well done.

IX. Adjournment

Motion was made at 6:27 p.m. to adjourn.

Motion by: Washington

Second by: Wilkes

Votes: Ayes - 4

Nays - 0

Abstained – 0

Approved

Approved: _____ Dennis Liles, Mayor

Respectfully Submitted: _____ Laquita Davis, Town Clerk



MINUTES
Special Called Meeting
SNOW HILL BOARD OF COMMISSIONERS

Tuesday 27 June 2023, 10:30 a.m.

G. Melvin Oliver Town Hall
908 SE Second St.

Call to Order: Mayor Liles
Invocation: Commissioner Andrews
Pledge of Allegiance: Mayor Liles

I. Roll Call: Mayor Liles, Mayor Pro-Tem Wilkes; Commissioner Andrews; Commissioner Daniels; Commissioner Shackelford; Commissioner Washington

II. Approval of Agenda

Motion was made to approve the agenda with the addition of a Budget Ordinance Amendment

Motion by: Washington

Second by: Wilkes

Votes: Ayes – 5

Nays – 0

Abstained – 0

Approved

III. Closed Session: § 143-318.11. Personnel

Motion was made to go into closed session at 10:36 a.m.

Motion by: Andrews

Second by: Washington

Votes: Ayes – 5

Nays – 0

Abstained – 0

Approved

Motion was made to come out of closed session at 1:17 p.m.

Motion by: Wilkes

Second by: Shackelford

Votes: Ayes – 5

Nays – 0

Abstained – 0

Approved

IV. Board Actions in open session – NONE

V. Budget Ordinance Amendment: General Fund – Cemetery Capital Outlay

Motion was made to approve the BoA as proposed.

Motion by: Washington

Second by: Andrews

Votes: Ayes – 5

Nays – 0

Abstained – 0

Approved

VI. Adjournment

Motion was made at 1:20 p.m. to adjourn.

Motion by: Andrews

Second by: Wilkes

Votes: Ayes - 5

Nays - 0

Abstained - 0

Approved

Approved: _____ Dennis Liles, Mayor

Respectfully Submitted: _____ Laquita Davis, Town Clerk

Incident Media Log

Snow Hill Police Department

Incident Number:	Incident Date:	Inc. Time:	Location:	Offense:	Victim:	Offender/ Suspect:	Reporting Officer:
2023-0117	07/04/2023	10:30	Near Intersection of Newell Road on US 258 North, Snow Hill, NC 28580	90C - Resisting Public Officer 90Z - DWLR Not Impaired Rev	State of North Carolina	21, B, M	610 - Officer Lee T. Perry
2023-0118	07/05/2023	11:54	Hull Rd/Near W Harper St, Snow Hill, NC 28580	90D - DWI 90Z - Resisting Public Officer 90Z - Assault Govt Official/Employee 90Z - DWLR Impaired Rev	State of North Carolina	46, B, M	607 - Officer Meagan E. Johnson
2023-0119	07/07/2023	18:20	746 SE Third St, Snow Hill, NC 28580	90Z - All Other Offenses	Marcadito La Luz		606 - Officer BriA A. Payton
2023-0120	07/08/2023	15:10	108 Greenwood Square, Snow Hill, NC 28580	23C - Larceny	Foodlion	4555, B, M	610 - Officer Lee T. Perry
2023-0121	07/08/2023	16:00	108 Greenwood Sq, Snow Hill, NC 28580	290 - Injury to personal property	29, W, M	00, U, U	610 - Officer Lee T. Perry
2023-0122	07/15/2023	8:34	Kingold Blvd/Near Greenridge Rd, Snow Hill, NC 28580	90D - DWI	State of North Carolina	57, W, M	607 - Officer Meagan E. Johnson
2023-0123	07/16/2023	8:55	Sycamore Ln, Snow Hill, NC 28580	35A - Simple Possess Sch VI CS	State of North Carolina	18, U, M	607 - Officer Meagan E. Johnson
2023-0124	07/16/2023	15:30	Kingold Blvd/W Greene St, Snow Hill, NC 28580	90D - DWI	State of North Carolina	44, W, F	607 - Officer Meagan E. Johnson
2023-0125	07/22/2023	5:50	Coin Laundry Greenwood Sq, Snow Hill, NC 28580	23E - Theft From Coin-Operated Machine or Device	40, W, F	00, B, M	610 - Officer Lee T. Perry
2023-0126	07/22/2023	12:01	Kingold Blvd near Intersection of Chase Drive, Snow Hill, NC 28580	90D - Driving While Impaired 90Z - At a speed of 54 MPH in a 35 MPH zone.	State of North Carolina	38, B, M	610 - Officer Lee T. Perry
2023-0127	07/21/2023			90Z - Cyberstalking			
2023-0128	07/21/2023	12:05	1035 Kingold Blvd, Snow Hill, NC 28580	CFS - Calls for Service	76, W, M		606 - Officer BriA A. Payton
2023-0129	07/24/2023	12:13	208 Connie Cir, Snow Hill, NC 28580	23H - Larceny	36, B, M	30, B, M	607 - Officer Meagan E. Johnson
2023-0130	07/27/2023	13:00	186 Chase Dr, Snow Hill, NC 28580	90Z - All Other Offenses	30, W, M		606 - Officer BriA A. Payton

Incident Media Log

Snow Hill Police Department

Incident Number:	Incident Date:	Inc. Time:	Location:	Offense:	Victim:	Offender/ Suspect:	Reporting Officer:
2023-0131	07/21/2023	13:08	601 Gregory Ave (SECU), Snow Hill, NC 28580	26A - Obtaining Property by False Pretenses 90A - Worthless Check Closed Account	State Employees Credit Union 55, B, F	46, B, M	606 - Officer Bria A. Payton

Total Incidents: 15

Citation Totals by Charge

Snow Hill Police Department

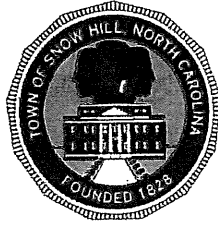
(07/01/2023 - 07/31/2023)

Charge:	Number of Charges:
Speeding (Misdemeanor)	6
Speeding (Infraction)	3
DWI	4
No Operator License	1
Driving While License Revoked	6
Expired Registration	9
No Insurance	1
Other (Misdemeanor)	2
Other (Infraction)	2
Other (2nd Charge - Misdemeanor)	9
Other (2nd Charge - Infraction)	1
Total:	44

SHPD monthly report cont.

Traffic crashes investigated- 7

Town ordinance violations issued- 70



To: Mayor and Board Members

From: April Vinson

Date: August 14, 2023

REF: Contracted Service; Stepps Construction – Water & Sewer Main Relocation at Pineshoal Drive - *Action*

Background:

The parking lot project funded by NCDOT required the Town of Snow Hill, water, and sewer main relocation. NCDOT contracted with the Town of Snow Hill to provide a contracted service to relocate the underground utilities. The Town of Snow Hill will be required to pay the upfront cost under the condition that NCDOT will reimburse the town once the project is complete. Due to the time restraints, the mayor signed the contract. No funds have been dispersed at this time.

Recommendation: Approve NCDOT contract for Pineshoal Drive project with the understanding the town will pay the cost upfront with reimbursement from NCDOT once the project is complete.

Now Therefore Be It Resolved; the Town of Snow Hill Board of Commissioners approve NCDOT contract for relocation of water and sewer main at Pineshoal Drive. - *Action*

Moved: _____ Second: _____

Vote: Yes _____ No _____

Unanimous: _____

UTILITY RELOCATION AGREEMENT

NCDOT HIGHWAY WBS ELEMENT NO. 50867

TRANSPORTATION IMPROVEMENT PROGRAM NO. N/A

COUNTY Greene

07/06/2023

This agreement made this 5th day of July, 2023, by

and between the Department of Transportation, an agency of the State of North

Carolina, hereinafter referred to as the DEPARTMENT, and

Town of Snow Hill Inc. hereinafter referred to as the

COMPANY:

WITNESSETH:

THAT WHEREAS, the DEPARTMENT will submit a project for construction as follows:

US13/NC58 (KINGOLD BLVD) AT PINE SHOALS ROAD AND WEST GREENE ELEMENTARY SCHOOL IN SNOW HILL. GRADE, DRAIN, BASE, PAVE, AND SIGNALIZATION.

known as route N/A in Greene County,

North Carolina to be designated as N.C. State Highway Project and/or WBS

Element 50867 (the "Project") and, WHEREAS, the construction of said

project will require certain adjustments to be made to the existing facilities of the

COMPANY;

NOW, THEREFORE, in order to facilitate the orderly and expeditious relocation of the said facilities of COMPANY, the DEPARTMENT and the COMPANY have agreed as follows:

1. That the scope, description, and location of work to be undertaken by the COMPANY are as follows

Town of Snow Hill relocation of approximately 460' of 6" AC water line and 460' of 4" FSS plastic pipe

2. That any work performed under this agreement shall comply with DEPARTMENT's "NCDOT Utilities Accommodations Manual", and such amendments thereto as may be in effect at the date of this agreement. The work to be performed by the COMPANY shall conform with Federal Highway Administration's Federal-Aid Policy Guide, Subchapter G, Part 645, Subpart A hereinafter referred to as FAPG dated December 9, 1991, and such amendments thereto as may be in effect at the date of this agreement. The provisions of said FAPG and amendments thereto are incorporated in this agreement by reference as fully as if herein set out. Any work performed under this agreement not in compliance with FAPG shall constitute unauthorized work and the DEPARTMENT shall be relieved of participating in the costs of such unauthorized work unless such work is done pursuant to a supplemental agreement attached to and made a part hereof.

3. That the COMPANY will prepare an estimate, broken down as to estimated cost of labor, construction overhead, materials and supplies, handling charges, transportation and equipment, rights of way, preliminary engineering and construction engineering, including an itemization of appropriate credits for salvage and betterments, and accrued depreciation attached hereto as "Estimate of Relocation Costs" and incorporated herein by reference all in sufficient detail to provide the DEPARTMENT a reasonable basis for analysis. Unit costs, such as broad gauge units of property, may be used for estimating purposes where the COMPANY uses such units in its own operations. The COMPANY will also prepare plans, sketches or drawings showing their existing facilities, temporary and permanent changes to be made with reference to the DEPARTMENT's new right of way using appropriate nomenclature, symbols, legend, notes, color coding or the like. The before mentioned estimate and plans are attached hereto and made a part hereof. The DEPARTMENT will not reimburse the COMPANY for any utility relocations or changes not necessitated by the construction of the highway project, nor for changes made solely for the benefit or convenience of the COMPANY, its contractor, or a highway contractor.

4. That pursuant to N.C. Gen. Stat. §136, et seq., the Department has the authority to acquire the Company's utility facilities upon which the Project will be constructed pursuant to the laws of eminent domain.

5. That the DEPARTMENT's authority, obligation, or liability to pay for relocations as set forth in this agreement is based on the COMPANY having a right of occupancy in its existing location by reason of the fee, an easement or other real property interest, the damaging or taking of which is compensable in eminent domain.

6. That payment for all work done hereunder shall be made in accordance with the requirements of FAPG unless payment is being made pursuant to a supplemental agreement attached to and made a part of this agreement.

7. That the construction work provided for in this agreement will be performed by the method or methods as specified below:

☐ **BY COMPANY'S REGULAR FORCE:** The COMPANY proposes to use its regular construction or maintenance crews and personnel at its standard schedule of wages and working hours in accordance with the terms of its agreement with such employees.

☐ **BY EXISTING WRITTEN CONTINUING CONTRACT:** The COMPANY proposes to use an existing written continuing contract under which certain work as shown by the COMPANY's estimate is regularly performed for the COMPANY and under which the lowest available costs are developed.

☒ **BY CONTRACT:** The COMPANY does not have adequate staff or equipment to perform the necessary work with its own forces. The COMPANY proposes to award a contract to the lowest qualified bidder who submits a proposal in conformity with the requirements and specifications for the work to be performed as set forth in an appropriate solicitation for bids.

8. a. It is contemplated by the parties hereto that the construction of this State Highway Project will begin on or about the 12 day of June, 2023.

b. Based on the best information available at the present time to the COMPANY, indicate applicable paragraph below:

☐ Materials are available and it is expected that work will be complete prior to highway construction.

☒ All work will take place during highway construction and arrangements for said work will be coordinated with highway construction operations at preconstruction conference.

☐ Work will begin promptly upon notification by DEPARTMENT; however, it is not expected to be complete prior to highway construction. Any remaining work will be coordinated with highway construction operations at preconstruction conference

☐ Other (Specify)

9. That the method used by the COMPANY in developing the relocation costs shall be as indicated by Paragraph (a), (b), or (c) as follows:

- a. ☐ Actual direct and related indirect costs accumulated in accordance with a work order accounting procedure prescribed by the applicable Federal or State regulatory body.
- b. ☒ Actual direct and related indirect costs accumulated in accordance with an established accounting procedure developed by the COMPANY and approved by the DEPARTMENT.
- c. ☐ On a lump-sum basis where the estimated cost to the DEPARTMENT does not exceed \$100,000.00. Except where unit costs are used and approved, the estimate shall show such details as man-hours by class and rate; equipment charges by type, size, and rate; materials and supplies by items and price; and payroll additives and other overhead factors.

10. Indicate if (a) or (b) is applicable:

- a. ☒ That the replacement facility is not of greater functional capacity or capability than the one it replaces, and includes no COMPANY betterments.
- b. ☐ That the replacement facility involves COMPANY betterments, or is of greater functional capacity or capability than the one it replaces.

11. That the total estimated cost of the work proposed herein, including all cost to the DEPARTMENT and COMPANY less any credit for salvage, is estimated to be ----- \$ 123,600.00

The estimated non-betterment cost to the DEPARTMENT, including all cost less any credits for salvage, betterments, accrued depreciation and additional work done by the COMPANY will be ----- \$ 123,600.00

The estimated cost to the COMPANY including betterments, and any additional work done by the COMPANY will be ----- \$ 0.00

(The above costs shall be supported by attached estimate and plans)

12. That in the event it is determined there are changes in the scope of work, extra work, or major changes from the statement of work covered by this agreement, reimbursement shall be limited to costs covered by a modification of this agreement or a written change or extra work order approved by the DEPARTMENT.

13. Periodic progress billings of incurred costs may be made by COMPANY to the DEPARTMENT not to exceed monthly intervals; however, total progress billing payments shall not exceed 95% of the approved non-betterment estimate. Progress billing forms may be obtained from the Regional Utilities Coordinator.

14. One final and detailed complete billing of all cost shall be made by COMPANY to the DEPARTMENT at the earliest practicable date after completion of work and in any event within six months after completion of work. The statement of final billing shall follow as closely as possible the order of the items in the estimate portion of this agreement.

15. That upon reasonable, prior notice, the DEPARTMENT shall have the right to inspect all books, records, accounts and other documents of the COMPANY pertaining to the work performed by it under this agreement at any time after work begins and for a period of 3 years from the date final payment has been received by the COMPANY.

16. That the COMPANY obligates itself to erect, service and maintain the facilities to be retained and installed over and along the highway within the DEPARTMENT right of way limits in accordance with the mandate of laws, rules, and regulations as have been or may be validly enacted or adopted, now or hereafter.

17. That if, in the future, it becomes necessary due to highway construction or improvement to adjust or relocate utilities covered in this agreement being relocated at DEPARTMENT expense that are crossing or otherwise occupying highway right of way, the actual cost of same will be that of the DEPARTMENT.

18. That if, at any time, the DEPARTMENT shall require the relocation of or changes in the location of the encroaching facilities covered in this agreement being relocated at COMPANY expense, the COMPANY binds itself, its successors and assigns, to promptly relocate or alter the facilities, in order to conform to the said requirements, without any cost to the DEPARTMENT.

19. That the COMPANY agrees to relinquish their rights in that portion of right of way vacated by their existing facilities now absorbed within DEPARTMENT right of way.

20. Proper temporary and permanent measures shall be used to control erosion and sedimentation in accordance with all local, State and Federal regulations.

21. The COMPANY agrees to comply with Buy America. United States Codes (USC) 313 and Code of Federal Regulations 23 CFR 635.410: Requires the use of domestic steel and iron in all federally funded construction projects.

22. The COMPANY agrees to comply with the environmental rules and regulations of the State of North Carolina. Violation to the NC Sedimentation Pollution Control Act, Clean Water Act, NC Coastal Management Act, or other environmental commitment outlined in the project permits may result in work stoppage, penalties and/or construction delays.

IN WITNESS WHEREOF, the parties hereby have affixed their names by their duly authorized officers the day and year first above written.

DEPARTMENT OF TRANSPORTATION

BY: DocuSigned by:
David Kramer
B6D01D62292146C...

TITLE: Division 2 Utility Engineer

ATTEST OR WITNESS

Town of Snow Hill
(NAME OF COMPANY)

BY: Linda Williams

BY: Dennis Liles

TITLE: Customer Service Payroll

TITLE: Mayor

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Form UT 16.8

Rev. 02/20/2021



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

ERIC BOYETTE
SECRETARY

July 6, 2023

PROJECT: Spot Safety project, West Greene Elementary School
WBS #: 50867
COUNTY: Greene
DESCRIPTION: 6" Water and 4" FSS relocation

SUBJECT: NOTIFICATION OF CONFLICT

Town of Snow Hill
Attn/ Todd Whaley
PO Box 247 | 908 SE Second St.
Snow Hill, NC 28580-0247

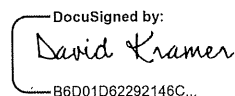
Dear Mr. Whaley,

The letter serves to confirm coordination and planning already conducted between the Department and the Town of Snow Hill.

It is agreed that on the above described Department spot safety project:

- The Town of Snow Hill has an existing 6" water line and 4" Force Main in conflict with proposed project roadway.
- The Town of Snow Hill will utilize an external workforce to perform their relocation.

Thank you and respectfully,

DocuSigned by:

B6D01D62292146C...

David Kramer
Division 2 Utility Engineer

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
DIVISION 2
209 S. GLENBURNIE RD
NEW BERN, NC 28560

Telephone: (252) 649-6509
Fax: (252) 514-4894
Customer Service: 1-877-368-4968
Website: www.ncdot.gov

Location:
209 S. GLENBURNIE RD
NEW BERN, NC 28560

**REVISED COST ESTIMATE
WATER AND FORCE MAIN RELOCATION
PINESHOAL DRIVE
NCDOT PROJECT NO. 50867
SNOW HILL, NORTH CAROLINA
7/5/2023**

PART A - WATER MAIN RELOCATION

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Cost</u>
1.	LF 6" Dia. PVC Water Main Relocation	460.0	\$40.00	\$18,400.00
2.	LS Locate and Make Connection to Ex. Water	1.0	\$4,500.00	\$4,500.00
3.	EA 6" Dia. Gate Valve	3.0	\$3,200.00	\$9,600.00
4.	LF Clean Up, Seeding and Testing	460.0	11.00	5,060.00
5	EA Water Service Reconnect (Complete)	3.0	1,500.00	4,500.00
6	LF Abandon Existing 6" Dia. Water Main	460.0	23.00	10,580.00
7	LBS Compact Fittings	400.0	14.00	5,600.00
PART A - WATER MAIN				\$58,240.00

PART B - FORCE MAIN RELOCATION

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Cost</u>
1.	LF 4" Dia. PVC Force Main Relocation	460.0	\$34.00	\$15,640.00
2	LF 4" Dia. Gate Valve	1.0	\$2,400.00	\$2,400.00
3	LS Locate and Make Connection to Ex. Force Main	1.0	\$8,000.00	\$8,000.00
4	LF Clean Up, Seeding and Testing	460.0	7.00	\$3,220.00
5	LBS Compact Fittings	400.0	14.00	\$5,600.00
PART B - SEWER FORCE MAIN				\$34,860.00
TOTAL PROJECT - PARTS A & B				\$93,100.00

Technical:

Design/Bid/Permit	\$11,500.00
Land Surveys	\$2,500.00
Administration	\$4,500.00
Observation	\$7,500.00
Easement Map	\$4,500.00

TOTAL PROJECT COST

\$123,600.00



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

NC DOT DRAFT URA, TOWN OF SNOW HILL, PINE SHOALS RD, GREENE COUNTY

1 message

Kramer, David P <dpkramer@ncdot.gov>

Wed, Jul 5, 2023 at 10:47 AM

To: "Todd Whaley, Town Manager" <manager@snowhillnc.com>, Rupert Welfare <r.welfare@greeneng.com>, "robartd@snowhillnc.com" <robartd@snowhillnc.com>, Leo Green III <elg3@greeneng.com>
Cc: "Stroud, Jeremy D" <jdstroud@ncdot.gov>, "Houston, Mary B" <mbhouston@ncdot.gov>, "Raynor, Grady C" <gcraynor@ncdot.gov>, "Lane, Heather C" <hclane@ncdot.gov>

Town of Snow Hill

Good morning Todd. I appreciate the work done by your staff (Drake) and Green Engineering to reach agreement on the cost estimate for the ToSH relocation on our project. Division 2 accepts the \$123,600 proposal and I am attaching a Utility Relocation Agreement between the Department and the Town of Snow Hill to address cost. General Statute (G.S.136-27.1) provides that 100% of the cost of relocation on this project will be with the Department. The attached agreement reflects this. I've also included the design proposal and cost estimate provided by Green Engineering. Please review, sign, and return this agreement to me ASAP. Your signature (and a witness signature) are required on p6. I will execute the agreement for the Department and return to you a signed copy.

It is understood by the Department that:

1. Requested PUE is the sole responsibility of the Town of Snow Hill, and
2. Contractor work start date is the week of 10Jul.

Please call me if you have any questions. Thanks. R/ David

David Kramer

Division 2 Utility Engineer

North Carolina Department of Transportation

252-649-6509 office (New Bern)

910-808-5747 mobile

dpkramer@ncdot.gov

209 S. Glenburnie Road

New Bern, NC 28560



From: Todd Whaley, Town Manager <manager@snowhillnc.com>
Sent: Monday, July 3, 2023 2:13 PM
To: Rupert Welfare <r.welfare@greeneng.com>
Cc: Kramer, David P <dpkramer@ncdot.gov>; robertd@snowhillnc.com; Leo Green III <elg3@greeneng.com>
Subject: Revised Step Construction Cost Estimate - NCDOT 50867 Utility Relocation 7-3-2023

David, please confirm when NCDOT is in agreement!

Todd Whaley

Town Manager

Town of Snow Hill

PO Box 247 | 908 SE Second St.

Snow Hill, NC 28580-0247

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

Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.

3 attachments



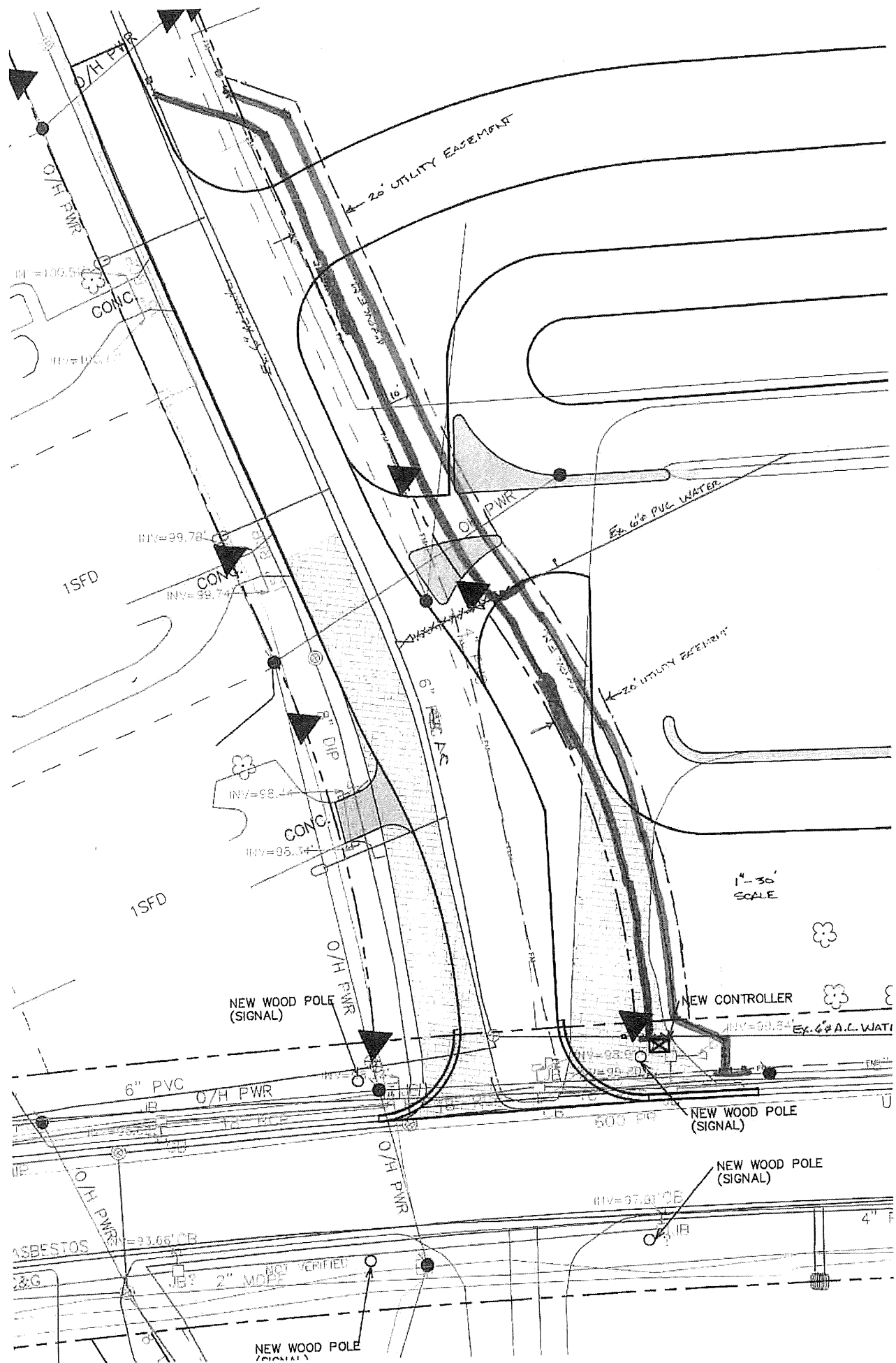
draft URA, Town of Snow Hill, West Greene Elem School, Greene County.pdf
294K



Proposed - NCDOT 50807 Utility Relocation 6-28-2023.pdf
1127K



Water and Force Main Relocation - Step Construction 7-5-2023 REVISED.xls
56K



**REVISED COST ESTIMATE
WATER AND FORCE MAIN RELOCATION
PINESHOAL DRIVE
NCDOT PROJECT NO. 50867
SNOW HILL, NORTH CAROLINA
7/3/2023**

PART A - WATER MAIN RELOCATION

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Cost</u>
1.	LF 6" Dia. PVC Water Main Relocation	460.0	\$40.00	\$18,400.00
2.	LS Locate and Make Connection to Ex. Water	1.0	\$4,500.00	\$4,500.00
3.	EA 6" Dia. Gate Valve	3.0	\$3,200.00	\$9,600.00
4.	LF Clean Up, Seeding and Testing	460.0	11.00	5,060.00
5	EA Water Service Reconnect (Complete)	3.0	1,500.00	4,500.00
6	LF Abandon Existing 6" Dia. Water Main	460.0	23.00	10,580.00
7	LBS Compact Fittings	400.0	14.00	5,600.00
PART A - WATER MAIN				\$58,240.00

PART B - FORCE MAIN RELOCATION

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Cost</u>
1.	LF 4" Dia. PVC Force Main Relocation	460.0	\$34.00	\$15,640.00
2	LF 4" Dia. Gate Valve	1.0	\$2,400.00	\$2,400.00
3	LS Locate and Make Connection to Ex. Force Main	1.0	\$8,000.00	\$8,000.00
4	LF Clean Up, Seeding and Testing	460.0	7.00	\$3,220.00
5	LF Abandon Existing 4" Dia. Force Main	460.0	16.00	\$7,360.00
6	LBS Compact Fittings	400.0	14.00	\$5,600.00
PART B - SEWER FORCE MAIN				\$42,220.00

TOTAL PROJECT - PARTS A & B

\$100,460.00

Technical:

Design/Bid/Permit	\$11,500.00
Land Surveys	\$2,500.00
Administration	\$4,500.00
Observation	\$7,500.00
Easement Map	\$4,500.00

TOTAL PROJECT COST

~~**\$130,960.00**~~
\$123,600.00



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

ERIC BOYETTE
SECRETARY

July 6, 2023

WBS: 50867
COUNTY: Greene
DESCRIPTION: Spot Safety project, West Greene Elementary School

SUBJECT: Authorization to Proceed – Town of Snow Hill

Town of Snow Hill
Attn/ Todd Whaley
PO Box 247 | 908 SE Second St
Snow Hill, NC 28580-0247

Dear Mr. Whaley,

Attached for your files is an executed copy of the **Utility Relocation Agreement**, which covers the proposed relocation of your facilities in conflict with the above project.

Please do not begin any of the actual relocations of your facilities until your Contractor (Step Construction) speaks with the Department's Site Construction Superintendent, Grady Raynor, 252-341-0446 to discuss the work plan and schedule. A schedule should be determined that will clear the conflicts prior to the contract availability date. After a schedule has been determined, you should diligently pursue clearing the conflict and adhering to your schedule in order not to impact the highway construction project.

In addition to the above, no relocation work can begin prior to the necessary **right of way and environmental permits being secured to accommodate your proposed relocation**. This could delay your relocation start and end dates as reflected above. If your relocation is delayed by right of way and/or permits, the department, in coordination with your staff, will develop a new relocation timeline.

Please note that the relocation of any utility is subject to the environmental rules and regulations of the State of North Carolina. Violation to the NC Sedimentation Pollution Control Act, Clean Water Act, NC Coastal Management Act, or other environmental commitment outlined in the projects permits will not be tolerated and may result in work stoppage, penalties and/or construction delays.

If your company is unable to proceed with the necessary relocations by the above scheduled start date or it is determined by your company the relocation will not be complete in accordance with your relocation schedule, please contact the Resident Engineer and this office immediately.

It is essential that your company relocate the conflicting facilities in accordance with your relocation schedule as provided to the Department. Failing to meet your relocation deadline will be a direct contributing factor to delaying the subject project. In addition, if you are relocating facilities during the

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
DIVISION 2
209 S. GLENBURNIE RD
NEW BERN, NC 28560

Telephone: (252) 649-6509
Fax: (252) 514-4894
Customer Service: 1-877-368-4968

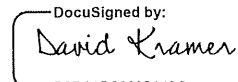
Website: www.ncdot.gov

Location:
209 S. GLENBURNIE RD
NEW BERN, NC 28560

highway construction phase, any delays to your relocation schedule will delay the highway contractor. Under these conditions, the highway contractor is subject to file a delay claim against the Department for time and idle equipment. These types of claims can be monetary in damage and significantly increase the construction cost to the department.

Thank you for your cooperation in this matter.

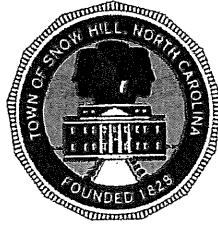
Sincerely,

DocuSigned by:

B6D01D62292146C...

David Kramer
Division Utility Engineer

Cc:
Grady Raynor, NCDOT

Attachment – signed Utility Relocation Agreement, dated July 5, 2023



To: Mayor and Board Members

From: April Vinson

Date: August 14, 2023

REF: ADA Compliance Town Hall Renovations

Background:

From a previous meeting there was discussion regarding ADA compliance at Town Hall. Attached is a quote from Hillard Construction Co. which includes three (3) handicap accessible service windows, granite counter tops, automatic handicap opener for one door, install handicap toilet, install grab bars for handicap toilet, install pip guard on sink in handicap bathroom and replace four (4) door locks with lever handle locks.

Recommendation: No Action needed at this time - discussion

Moved: _____ Second: _____

Vote: Yes _____ No _____

Unanimous: _____



Hillard Construction Co. Inc.
Post Office Box 481
Farmville, N.C. 27828

Office (252) 753-3570 Mobile (252) 714-5343

AUGUST 9, 2023

PROPOSAL FOR :

TOWN OF SNOW HILL
908 S.E. SECOND STREET
SNOW HILL, N.C. 28580

-
- 1.MAKE THREE (3) SERVICE WINDOWS HANDICAP ACCESSIBLE, WITH GRANITE COUNTER TOPS AND FIXED GLASS WINDOWS. (WINDOWS TO HAVE SPEAKER HOLES AND PASS THROUGH)
 - 2.PAINT WALLS IN WORK AREA.
 - 3.INSTALL AUTOMATIC HANDICAP OPENER ON ONE (1) ENTRY DOOR. (ADD \$3,250.00 FOR TWO (2) DOORS.
 - 4.INSTALL HANDICAP TOILET IN ONE (1) BATHROOM.
 - 5.INSTALL GRAB BARS FOR HANDICAP TOILET.
 - 6.INSTALL PIPE GUARD ON SINK IN HANDICAP BATHROOM.
 - 7.REPLACE FOUR (4) DOOR LOCKS WITH LEVER HANDLE LOCKS.

MATERIALS AND LABOR TO COMPLETE JOB.....\$22,375.00



To: Mayor and Board Members
From: April Vinson
Date: August 14, 2023

REF: N. Greene Street & Sixth Street – Tree Arborist Report and Tree Removal Quote

Background:

There are several trees on Greene Street that have been identified for removal per the arborist as well on Sixth Street. Attached you will find three bid proposals for the removal of these trees or an option for a few to trim up.

Recommendation: It is my recommendation to approve trimming of the most dangerous trees and keep a close eye on the remaining trees due to budget constraints.

Now Therefore Be It Resolved; The Town of Snow Hill Board of Commissioners approves the N. Greene Street & Sixth Street tree removal.

Moved: _____ Second: _____

Vote: Yes _____ No _____

Unanimous: _____

"For All Your Tree Service, Stump Grinding & Firewood Needs!"

East Carolina Tree Angels

— Stump Grinding & Tree Service —

JOHNNY BRAXTON • 252-258-2982

Date: 7-24-23

Customer Name: Town of Snowhill

Phone: _____ Cell: 252-939-5213

Job Location: 908 SE Second St
Snowhill N.C

☒ Tree Removal 9 Cost _____

☒ Stump Removal 9 Cost _____

☒ Debris Removal All Cost _____

☒ Tree Trimming 2 Cost _____

☒ Other trim 2 big oaks Cost 12,410

☒ Other cut 2 Big oaks Cost 18,360"

TOTAL _____

East Carolina Tree Angels is not responsible if the homeowner fails to inform us of septic tank or water line locations.

Signature: _____ Date: _____



2515 Pineridge Drive, Kinston, NC 28504
ISA Certification #SO 7218A

Date: July 31, 2023

To: Town of Snow Hill

Attn: Mr. Drake Robart

RE: Quote for tree removal at various locations on Greene Street

Scope of Work: Remove trees at the following addresses. Prices include removing trees, grinding stumps, cleaning out stump mulch for town employees to backfill, removing debris from each site, hauling debris to town provided dumpsite and a complete cleanup of work areas.

-105 W Greene \$1,000.00
-112 W Greene \$3,500.00
-113 W Greene \$1,950.00
-5th & Greene \$950.00
-209 W Greene \$2,500.00
-Near W Greene & Kingold \$550.00

Total Cost: \$10,450.00

Respectively Submitted By.

Aaron Wills

President, Lanier Tree Services LLC

Certified Arborist



2515 Pineridge Drive, Kinston, NC 28504
ISA Certification #SO 7218A

Date: July 31, 2023

To: Town of Snow Hill

Attn: Mr. Drake Robart

RE: Quote for tree work at 105 6th St

Scope of work:

- Prune two large oak trees at 105 6th St. Pruning includes removing large dead/damaged limbs. Removing large limbs from neighboring yard and general cleanup of both trees. All debris will be hauled to the town dump site and a complete clean-up of the work area will be done.
Total Cost for pruning only \$ 2,700.00.

-Remove two large oak trees at 105 6th St. with use of crane. Grind stumps remove stump mulch for town employees to backfill, haul all debris to town dumpsite and a complete clean up of work area will be done.
Total cost for removal only \$ 14,000.00

Respectively Submitted By.

Aaron Wills

President, Lanier Tree Services LLC

ISA Certified Arborist

Mike's HAULING & TREE SERVICE



August 8th, 2023

To Whom It May Concern:

Mike's Hauling & Tree Service was requested to give a quote regarding the pruning of two (2) large diameter Oak Trees located on 6th St in Snow Hill, NC. Here is our proposal for the work to be completed:

- Stage 1 Prune to 2 large Oak Trees located on 6th St

The above work is quoted at \$5,000. That price includes all the manpower and equipment needed to safely complete the job. It also includes removing the saplings, dead limbs & broken limbs as well as hauling the debris to the dumping site located behind the Snow Hill Fire Department. If you have any questions, please do not hesitate to give us a call. Thank you!

This quote is good for 30 days.

Mike's Hauling & Tree Service
Michael Nanney (Owner)
252-320-6104

Mike's HAULING & TREE SERVICE



August 8th, 2023

To Whom It May Concern:

Mike's Hauling & Tree Service was requested to give a quote regarding the removal of two (2) large diameter Oak Trees located on 6th St in Snow Hill, NC. We highly recommend getting these two (2) trees taken down as soon as possible due to the trees decaying including dead limbs falling. Should these trees stay, it could possibly result in greater damage. Here is our proposal for the work to be completed:

- Take down 2 large Oak Trees located on 6th St

The above work is quoted at \$12,500. That price includes all the manpower and equipment needed to safely complete the job. It also includes removing the trees carefully, grinding the stumps, hauling off the stump shavings and hauling the debris to the dumping site located behind the Snow Hill Fire Department. If you have any questions, please do not hesitate to give us a call. Thank you!

This quote is good for 30 days.

Mike's Hauling & Tree Service
Michael Nanney (Owner)
252-320-6104

Mike's HAULING & TREE SERVICE



August 8th, 2023

To whom it may concern:

Mike's Hauling & Tree Service was requested to give a quote regarding the removal of several trees along Greene St in Snow Hill, NC. Below, you will see a list of where the trees are located. Here is our proposal for the work to be completed:

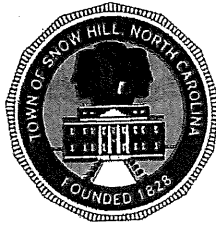
Greene St Proposal

- Tree located in front of Calvary Church on Greene St
- Corner of 5th St & Greene St
- 209 Greene St
- In front of 216 West Greene
- In front of 412 Greene St
- 304 Greene St

The above work is quoted at \$12,500. That price includes all the manpower and equipment needed to safely complete the job. It also includes removing the trees carefully, grinding the stumps, hauling off the stump shavings and hauling the debris to the dumping site located behind the Snow Hill Fire Department. If you have any questions, please do not hesitate to give us a call. Thank you!

This quote is good for 30 days.

Mike's Hauling & Tree Service
Michael Nanney (Owner)
252-320-6104



To: Mayor and Board Members

From: April Vinson

Date: August 14, 2023

REF: Sidewalk - W. Greene Street

Background:

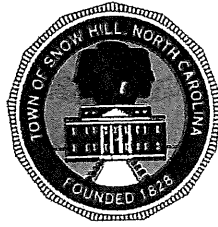
The board, in a past meeting there was concern regarding sidewalks on W. Greene Street. I would like to understand the desire of the board. This is not a project that has been budgeted for so making small improvements could be done but would need to be discussed further if the desire is more. I would like to determine which areas on W. Greene Street are hazardous and cause a threat to the safety of our citizens. At that point make the determination as to which sections to replace first.

Recommendation: No action needed.

Moved: _____ Second: _____

Vote: Yes _____ No _____

Unanimous: _____



To: Mayor and Board Members

From: April Vinson

Date: August 14, 2023

REF: Lift Station Pump- Chelsea Dr.

Background:

The Lift Station Pump at Chelsea Dr needs a new pump. Currently this lift station requires two pumps. Pump 2 is working but is expected to need repair at lift station #5. Once the new pump is installed, we will be able to send pump 2 off for repair. Currently the cost is \$6,750.00.

Recommendation: It is my recommendation to approve the purchase of this lift station pump for lift station #5 in the amount of \$6,750.00

Now Therefore Be It Resolved; The Town of Snow Hill Board of Commissioners approve the purchase of a lift station pump for site #5

Moved: _____ Second: _____

Vote: Yes _____ No _____

Unanimous: _____



Pearson Pump Sales & Service, Inc.

PO Box 1254
2400 N William St
Goldsboro, NC 27530
Office (919) 734-4267
Jerri-Rae@PearsonPump.com

To: Town of Snow Hill	Lift Station #5
Attn: Drake	Pages: 1 of 1
Phone: (252) 939-5213	Date: July 13, 2023
Email: wwtp_orc@snowhillnc.com	From: Jerri-Rae Pearson Phillips

Qty (1) 3HP Replacement Pump For Spare – Lift Station #5

Estimated Lead Time: 3 – 4 Weeks

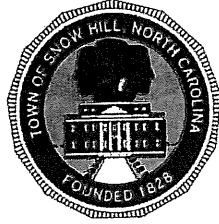
Total Estimate \$ 6,750.00

Total Includes: Material And Estimated Freight – Sales Tax Will Be Additional

Thank you for allowing Pearson Pump Sales & Service, Inc. the opportunity to provide you with our quote.

NC Well Contractor Certification No. 2948-A
NC General Contractor PU License No. 27330
NC Pump Installation Contractor No. 389
CCO Certified Crane Operators

Certificate of Insurance Available
Written Safety, Confined Space, Drug and Alcohol Testing Program Enforced



To: Mayor and Board Members

From: April Vinson

Date: August 14, 2023

REF: Resolution – AIA Water/Sewer grant application *Action*

Background:

The Town has completed an AIA grant for water and sewer in the past. However, it is my understanding that an Asset Management Plan can be completed through an AIA grant. We are searching for other avenues for funding as well. This grant application is due September 30th.

Recommendation: It is my recommendation to adopt the AIA Resolution to potential grant opportunity.

Now Therefore Be It Resolved; The Town of Snow Hill Board of Commissioners approves the AIA resolution for water and sewer potential project.

Moved: _____ Second: _____

Vote: Yes _____ No _____

Unanimous: _____

RESOLUTION BY the BOARD OF COMMISSIONERS OF THE TOWN OF SNOW HILL

WHEREAS, The Town of Snow Hill has need for and intends to conduct studies in projects described as Asset Inventory Assessment Study for the Drinking Water Distribution System and an Asset Inventory Assessment Study of the Wastewater Collection System, and

WHEREAS, The Town of Snow Hill intends to request State grant assistance for the project,

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

That the Town of Snow Hill, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant award.

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

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 April Vinson – Town Manager, the **Authorized Representative**, 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 study of or construction of the project described above.

That the **Authorized Representative**, 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.

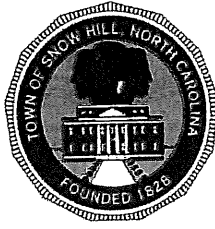
That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 14th day of August 2023 at the Town of Snow Hill, North Carolina.

FORM FOR CERTIFICATION BY THE RECORDING OFFICER

The undersigned duly qualified and acting **Town Clerk** 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 Board of Commissioners of the Town of Snow Hill duly held on the 14th day of August, 2023; 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 _____ day of August, 2023.

Laquita Davis - Clerk – Town of Snow Hill



To: Mayor and Board Members

From: April Vinson

Date: August 14, 2023

REF: Splash Pad PARTF project – Third Street

Background:

Currently the Town has received a PARTF Grant in the amount of \$600,000.00 as a 50/50 match. After reviewing the budget, which was completed in April of 2021, since COVID the cost of materials has changed drastically. After reviewing the budget and speaking with different companies the project's budget will be beyond the original budget.

Recommendation: It is my recommendation to determine if other means of funds are available, determine if you would like to scale back on the project with the understanding that each item listed must be completed but on a smaller scale. Also determine an amount to cap for this project knowing the budget for it will be overspent.

Now Therefore Be It Resolved; The Town of Snow Hill Board of Commissioners approve the increase of the current budget with modifications to stay as close to budget as possible.

Moved: _____ Second: _____

Vote: Yes _____ No _____

Unanimous: _____

Project Costs continued

Project Costs

Applicant: Town of Snow Hill

Project Name: Splash Pad Recreational Facility

Project Elements (Include specific units — sizes, numbers, lengths, etc. — for each item.)	Unit	Unit Cost	Total Item Cost
Building and/or Renovating Costs			
Rain Deck Splash Pad (2,000 Sq. Ft.) Construction / Installation	LS	\$200,000	\$200,000
Playground Area to include concrete walk access from site parking	LS	\$90,000	\$90,000
1,000 Ft. Concrete sidewalk/walking trail around site perimeter and parking areas	LF	\$31.00/LF	\$31,000
550 SY Concrete Walks / Plaza Area (4" Depth & 4" ABC Sub-grade)	SY	\$55.00/SY	\$30,250
Grading/Paving/Curb and Gutter w/Handicap Access for 25 Parking Spaces	EA Space	\$1,366 / Space	\$34,150
Site work, storm drainage and erosion control measures	LS	\$65,350	\$65,350
1'000 Feet of chain link fence (6' feet high) w / 2 pedestrian gates	LF	\$25.00/LF	\$25,000
Water, sewer and electrical service (on-site) to splash pad	LS	\$30,000	\$30,000
Cost to Build or Renovate:			\$505,750
Contingency for the Cost of Building / Renovating			
Contingency (not to exceed 5% or \$50,000 of the cost to build, whichever is less)			\$25,300
Land Value (indicate purchase or donation)			
Land Acquisition <input type="checkbox"/> Purchase <input type="checkbox"/> Donation			
Planning and Incidental Land Acquisition Costs			
Construction management, site planning, preliminary design, survey and appraisals, or the cost of preparing the application (not to exceed 20% or \$200,000 of the cost of the project, whichever is less)			\$68,950
Total Project Cost:			\$600,000
Total PARTF Grant Request:			\$300,000
Total Local Match:			\$300,000

QUOTE



Account Name: Town of Snow Hill, NC
 Project Name: 39745-Snow Hill NC Splashpad
 Project ID: 39745
 Bill To Name: Town of Snow Hill, NC
 Bill To Address:

Created Date: 7/25/2023 1:57 PM
 Quote Number: QUO-17467-D6J9Y3
 Quote Name: 39745-Snow Hill NC Splashpad_VA
 Prepared By: Mary Banas
 Email: mbanas@vortex-intl.com

Contact Name: Drake Robart
 Email: robartd@snowhillinc.com

VOR	Product No.	Product Name	Description	List Price	QTY	Total Price
7698	104560-304L	ASTRA N°2 (SW,PC)		8,170.00	1	8,170.00
7232	101672-304L	BOBBLE No.1 (SW, PC)		4,950.00	1	4,950.00
0611	104379-304L	ACTIVATOR N°3 (SW, PC)		3,310.00	1	3,310.00
7238	101222-304L	HELIO No.3 (SW, PC)		5,200.00	1	5,200.00
7230	101014-304L	LUNA No.1 (SW, PC)		13,870.00	1	13,870.00
7234	103350-304L	LUNA No.3 (SW, PC)		10,280.00	1	10,280.00
7235	103371-304L	LUNA CANNON N°1 (SW, PC)		5,570.00	2	11,140.00
1004	103080-304L	Playsafe Drain N°4		1,490.00	1	1,490.00
3009	109949-304L	SPRAYLINK PODSPRAY		560.00	2	1,120.00
3007	109944-304L	SPRAYLINK FOUNTAIN		390.00	3	1,170.00
3006	109938-304L	SPRAYLINK BLOOM		390.00	1	390.00
3005	109921-304L	SPRAYLINK GEYSER		390.00	3	1,170.00
3002	109903-304L	SPRAYLINK ARCH		360.00	5	1,800.00
3000	108168-304L	SPRAYLINK JET NO.1		360.00	3	1,080.00
12010	12010	Buying Group - Products		(7,550.50)	1	(7,550.50)
12020	12020	Buying Group - Services		(8,475.00)	1	(8,475.00)
		Custom WQMS	WQMS A2 33920.0010R02 Feature Pump Module 3HP, 208-230/120V 3PH 60Hz, y-strainer 33921.0040R01 Manifold Module 15 Valve, 3" Inlet, 2" Bypass Line 33921.8000R01 Manifold Module Outlet Solenoid Line 1-1/2" QTY 15 33927.0030R02 Filtration Module 3HP, 208-230/120V 3PH 60Hz, 7 sq.ft. filter, chlorine & acid 33923.4010R02 Safeguard with MaestroPRO, Splashpad, 24 out 12 in, 120V 1PH 60Hz, Double Loop	41,130.00	1	41,130.00
10010	10010	WQMS Start-Up & Training Fees		4,375.00	1	4,375.00
13080	13080	Stamped Drawings Fee		3,500.00	1	3,500.00
14010	14010	Installation Fees		169,500.00	1	169,500.00
	101143-304L	INSTALLATION KIT #SAFESWAP NO1			2	
	103335	M12 CONNECTION WIRE, 5-PIN, STRAIGHT CONNECTOR_75M LG_22AWG			1	

QUOTE



	103539-304	INSTALLATION KIT #SAFESWAP NO7 (MEDIUM SW) SURFACE MOUNT		2	
	103543-304L	Installation Kit Safeswap N°2		6	
	110184	SPRAYLINK BOX AND TRAY FOR SHIPPING		5	
	102313	TOOL KIT #0 :		1	
	102314	TOOL KIT #1 :SECURITY BITS (ALL)		1	
	100308	TOOL KIT #28:RIV-VOZZLE TOOL		1	
	102305-304L	TOOL KIT #123: POD SPRAY KEY		1	
	102309-304L	TOOL KIT #116: LUNA No.3 NOZZLE TOOL		1	
	110258	TOOL KIT #129: SPRAYLINK SECURITY KEY		1	
	5322.0000R02	DEBRIS TRAP HDPE WITH RAIN DIVERter VALVE (LEFT) (EM)	13,790.00	1	13,790.00
	5312.0024R01	WCS 2000G, D-LOOP, FLOATING SKIMMER, RETURN MANIFOLD (EM)	28,730.00	1	28,730.00
	44100.0000R01	ABOVE GROUND CHEMICAL RESERVOIR-50 GALLONS	1,110.00	2	2,220.00
19030	19030	Freight Fee	2,460.00	1	2,460.00
19020	19020	Embed Freight Fee	2,080.00	1	2,080.00
18020	18020	Packaging Fee	2,250.00	1	2,250.00

Total Summary

Customer Signature:

Enquire about our cooperative purchasing programs.
Thank you for doing business with us!
Pricing is valid for a period of 45 days.

Products: 151,010.00
Discount: (16,025.50)
Services: 177,375.00
Transport: 6,790.00
Subtotal: 319,149.50
Total: 319,149.50
Currency: US Dollar
Incoterm:

Terms & Conditions

Products Payment Terms: Product >\$250K+: 30% deposit at PO, 50% at shipment, 20% net 45

Services Payment Terms: Progressive Payments, NET 30

Freight Charges

Please note: freight charge is an estimate and is subject to change without notice. Vortex reserves the right to adjust the freight charge quoted above. Should embed equipment be required ahead of scheduled delivery date, additional freight charges will apply.

Vortex Aquatic Structures International, Corporate Headquarters
7800 Trans Canada, Pointe-Claire, Québec, Canada, H9R 1C6
Tel: +1-514-694-3868 or 1-877-586-7839 (USA & Canada)
Email: info@vortex-intl.com Website: vortex-intl.com

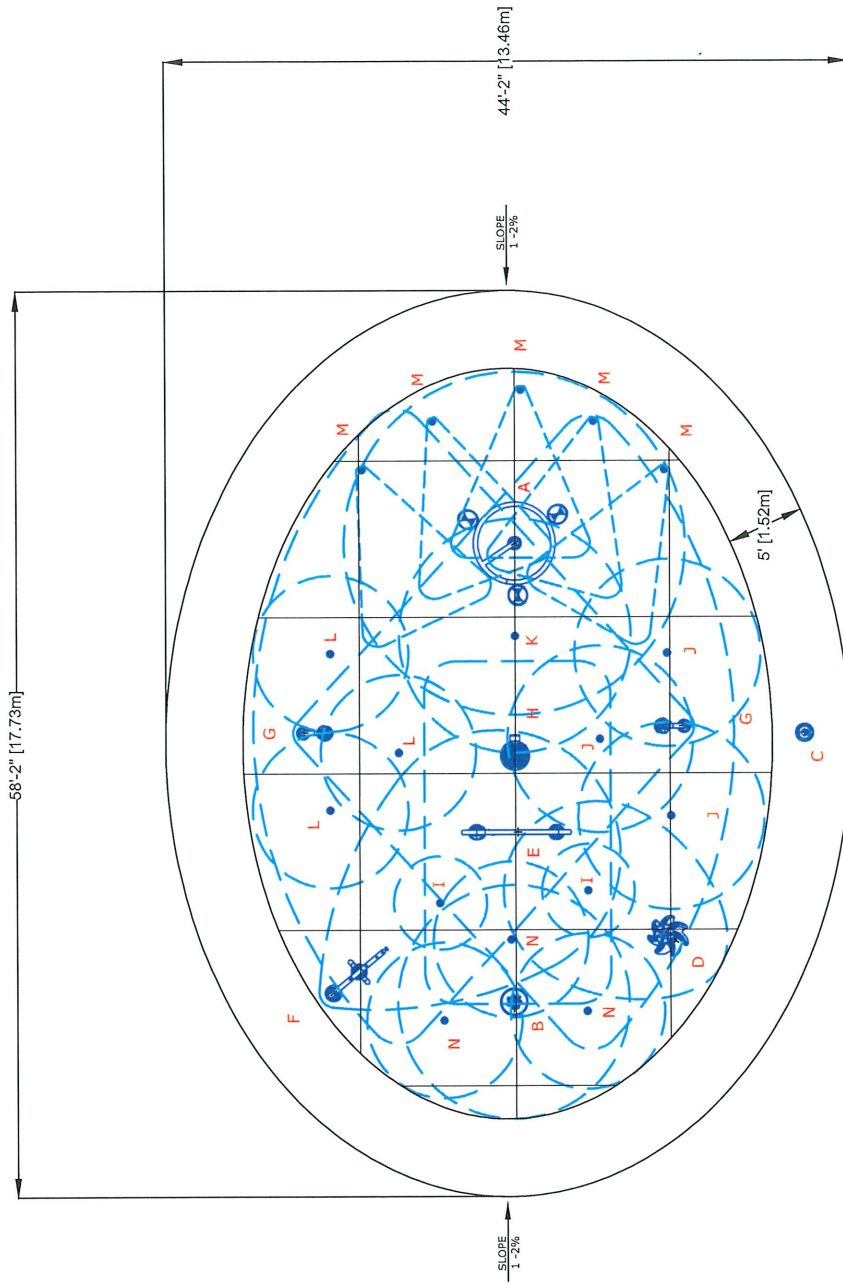
Vortex Aquatic Structures International, USA Office
3500 South Dupont Highway, Suite EP-101, Dover, DE 19901
Tel: +1 (704) 280-09271 or 1-877-586-7839 (USA & Canada)
Email: info@vortex-intl.com Website: vortex-intl.com

SPLASHPAD DIMENSION

TOTAL AREA :	2017 ft ²	187 m ²
SPRAY AREA :	1289 ft ²	120 m ²
GRID SIZE :	10 x 10 ft	3 x 3 m

PRODUCT LEGEND

REF	PRODUCT	QTY	GPM	LPM
A	Astra N°2 VOR 7698	1	7.5	28.4
B	Bobbie N°1 VOR 7232	1	6	22.7
C	Activator N°3 VOR 0611	1	0	0
D	Helio N°3 VOR 7238	1	3	11.3
E	Luna N°1 VOR 7230	1	13.5	51
F	Luna N°3 VOR 7234	1	6.5	24.6
G	Luna Cannon N°1 VOR 7235	2	13	49.1
H	Playsafe Drain N°4 VOR 1004	1		
I	Spraylink Podspray VOR 3009	2	8	30.2
J	Spraylink Fountain VOR 3007	3	18	68
K	Spraylink Bloom VOR 3005	1	8	30.2
L	Spraylink Geiser VOR 3005	3	15	56.7
M	Spraylink Arch VOR 3002	5	7.5	28.4
N	Spraylink Jet N°1 VOR 3000	3	7.5	28.4
	TOTAL	26	113.5	429



5'[1.5m] SPRAY FREE CONCRETE AREA ALL AROUND THE SPLASHPAD
 NOTE: QUANTITY AND LOCATION OF DRAINS BASED ON VORTEX RECOMMENDATIONS.
 MODIFICATIONS MAY BE REQUIRED DUE TO SPECIFIC SITE CONDITIONS AND/OR LOCAL CODE.

Snow Hill NC Splashpad, NC
 39745 Version_A
 Jan 19, 2023



SPLASHPAD LAYOUT DRAWING

SCALE :1/8"=1'
 11" X 17" PRINT SIZE



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[illegible]

(SEE DETAIL)

PROPOSED 4" SANITARY
SEWER SERVICE FOR
PROPOSED BUILDING.
CLEANOUT TO BE PLACED AT
PROPERTY LINE (SEE DETAIL)

PLAYGROUND
(5,400 FT²)

(2,000 FT²)

— 24 —

THIRD ST

PROPOSED LEGEND

WALKING TRAIL, SCREENING WALL, GRAVEL PARKING
CONCRETE
SHADE STRUCTURE
PROPOSED VALVE
PROPOSED WATER METER
PROPOSED WATER LINE
PROPOSED S/S CLEANOUT
PROPOSED SANITARY SEWER LINE
PROPOSED STORM SEWER LINE
PROPOSED CATCH BASIN
PROPOSED 24" x 36" DROP IN
PROPOSED 1' CONTOURS
PROPOSED 5' CONTOURS
PROPOSED 5' CONTOURS
PROPOSED 5' CONTOURS

[illegible]

RE: SEARCH WARRANT RETURN

CLIENT CODE: SNOWHIL
JOB NUMBER: 22-060
FIELD BOOK: XXX
DATA FILE: 22060 - SPI_ALT.d
ASCII FILE:
LAST MODIFIED: 1-Aug-23
MODIFIED BY: XXX

SHEET NO. 3 OF 7

**SITE PLAN
OPTION A**

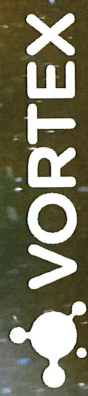
TOWN OF SNOW HILL PART
SE THIRD STREET PROPOSED PARK

GREENE COUNTY, NORTH CAROLINA

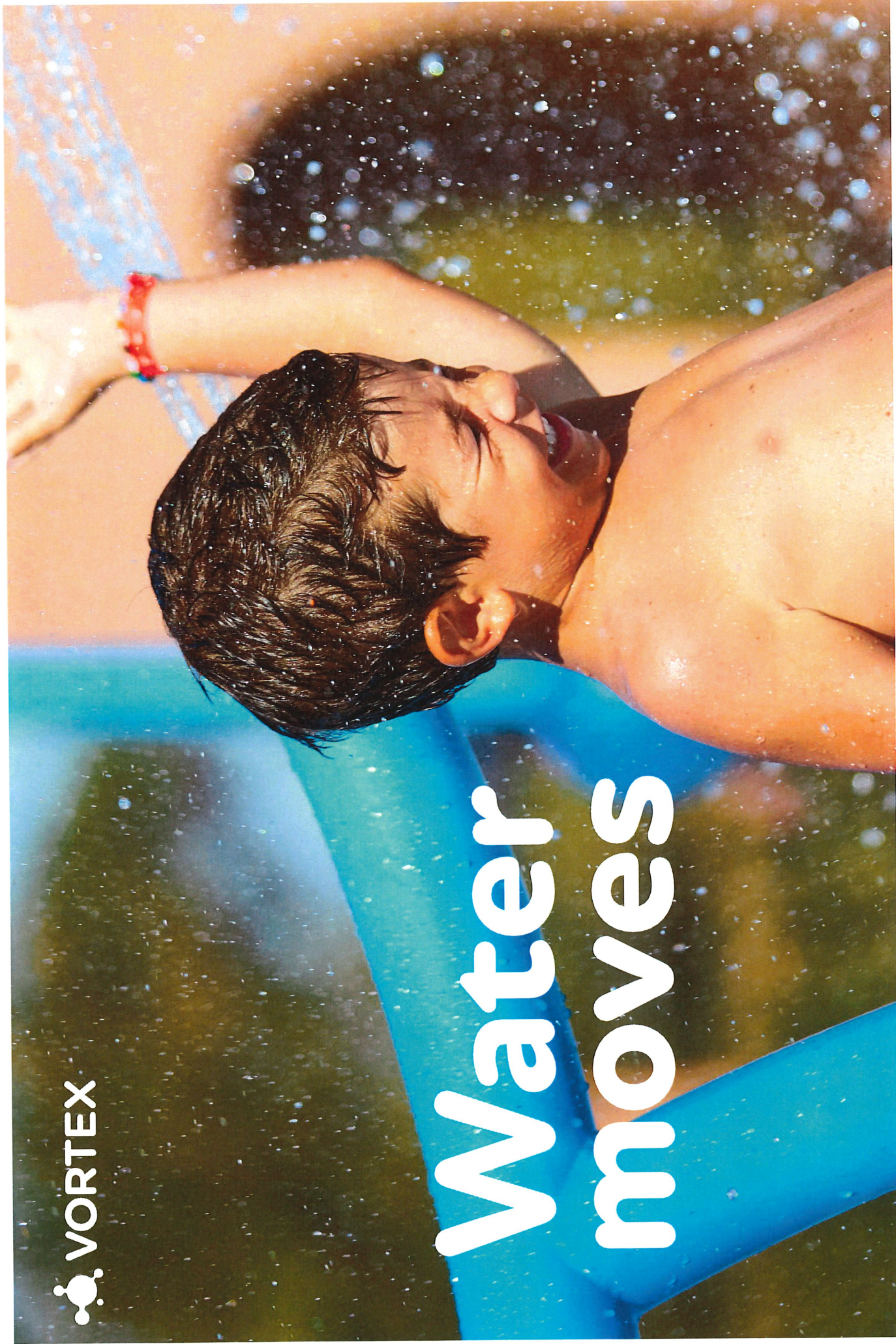
GREEN ENGINEERING
WATER, WASTEWATER, SURVEYING, PLANNING, PROJECT MANAGEMENT

NORTH CAROLINA FIRM LICENSE P-0115
303 GOLDSBORO STREET EAST, P.O. BOX 609 WILSON, N.C. 27893
TEL (252) 237-5585 FAX (252) 243-7489 OFFICE@GREENENG.COM





Water moves





We understand how every drop, stream, and splash shapes the world around us. By harnessing the transformative power of water, Vortex creates play experiences for children to develop, communities to flourish, and businesses to thrive. We exist to leave an impact—one that lasts long after families are dried off.



8,000

Projects

50

Countries

100+

Awards

Our diverse

To foster a rich understanding of your unique needs, our design team draws its talent from many disciplines. Engineers, creative designers, childhood development specialists, and water choreography experts tackle new projects from all exciting angles. Our multidisciplinary approach oversees countless variables including water management, accessibility, and (most importantly) play.

Our superior

Every Vortex project is engineered on-site to ensure the highest quality and safety standards. We use stainless and galvanized steel sourced from North America and are vertically integrated for maximum quality control. Manufactured and tested in our Montreal headquarters, products are designed to last and require little maintenance.

Our boots on

We put a lot of stock into local representation. Every collaboration begins by getting to know the families you're servicing and thinking creatively about how we can help them grow. We ensure that no matter where you're situated, our customer service and expert guidance come equipped with an intuitive understanding of what sets your facility apart.



All 3D renders shown are for illustration purposes only. Actual colors, textures and finishes may differ from renders.



All 3D renders shown are for illustration purposes only. Actual colors, textures and finishes may differ from renders.











All 3D renders shown are for illustration purposes only. Actual colors, textures and finishes may differ from renders.



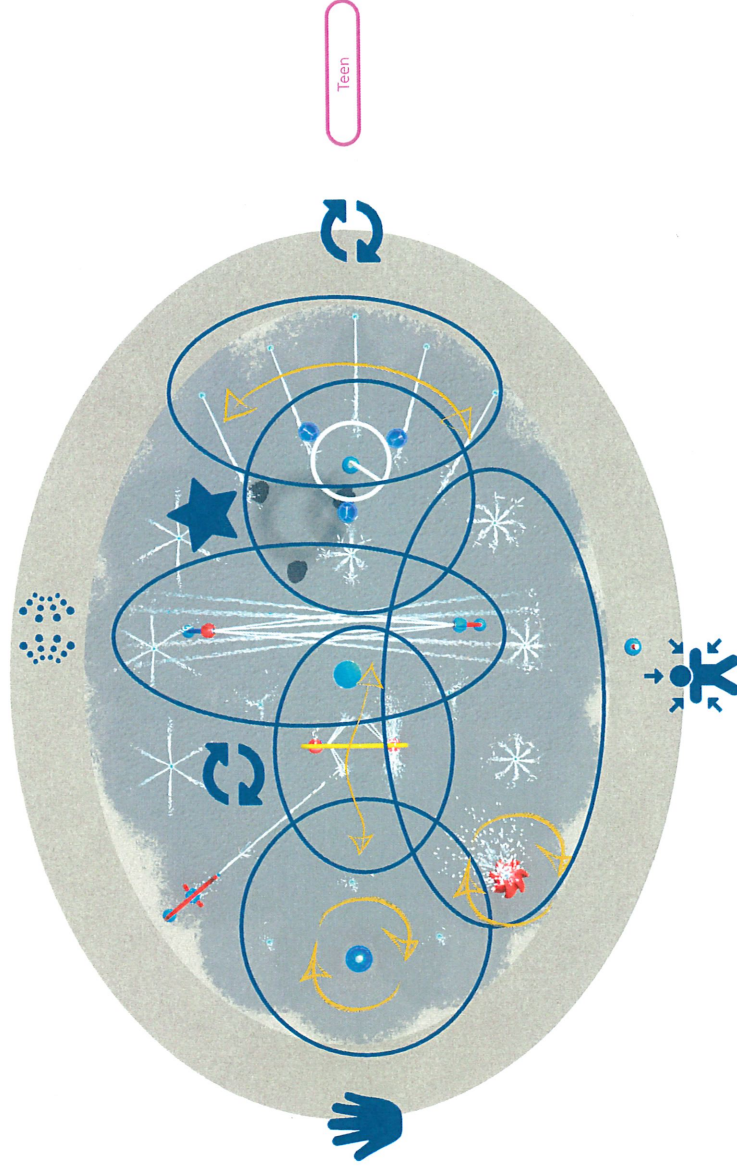
All 3D renders shown are for illustration purposes only. Actual colors, textures and finishes may differ from renders.

Aquatic play may feel spontaneous, but it actually requires lots of planning. We design every play experience to keep families engaged, boost dwell times, and increase return visits.

To build lasting memories among moms, dads, and little ones of all abilities, we carefully consider how to integrate products that cater to everything from the location's footprint and capacity to its demographics and theming objectives.

-  **Sensory**
Stimulates & develops multiple sense experiences
-  **Spray**
Encourages teamwork & competition
-  **Tactile**
Promotes discovery of water textures
-  **Iconic**
Features interactive fun & serves as a social gathering place
-  **Circuit**
Encourages physical development
-  **Flow**
Develops discovery & learning
-  **Kinetic**
Features interactive fun & encourages movement
-  **Misty**
Cloud-like experience gives refreshing thrills

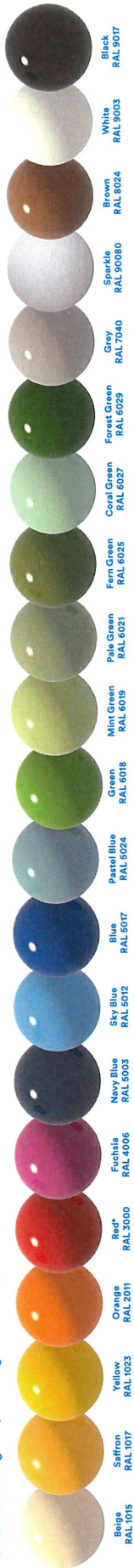
Family



Teen

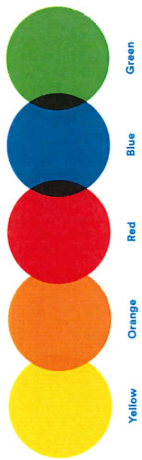
Vortex Colors

Steel and Fiberglass (excluding waterslides)



* An additional fee will apply on fiberglass waterslide applications.

SeeFlow™



Orbs



Accessories

Available in Vortex Blue (as shown)



PlaySafe™ Drain



ToeGuard™



TwirlTec™



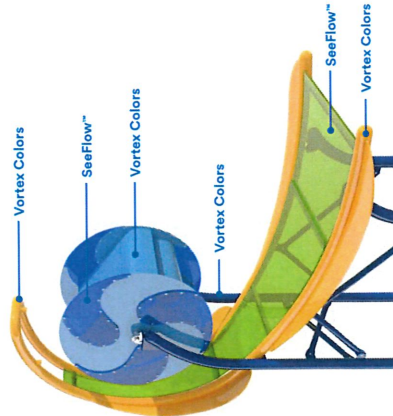
PodSpray™



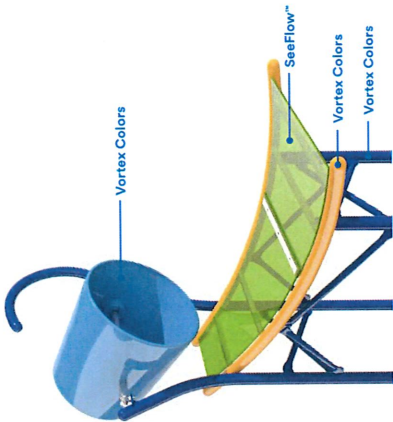
TwistNozzle™

LED

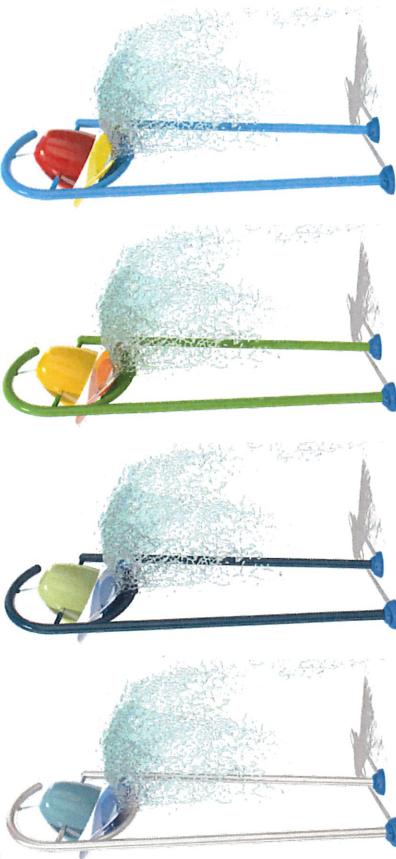
Superwave



Supersplash



Twinsplash



Snow Hill NC Splashpad - NC

Version A - 39745

Color Options



vortex-intl.com
Vortex Aquatic Structures International
info@vortex-intl.com
1.877.586.7839 (USA & Canada)
+1.514.694.3868 (International)

Budget vs Actual (Summary)

TOWN OF SNOW HILL
8/11/2023 12:05:46 PM

Period Ending 7/31/2023

100 GENERAL FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
	1,297,272	0.00	29,158.50	29,158.50	29,158.50	(1,268,113.50)	2%
Revenues Totals:	1,297,272	0.00	29,158.50	29,158.50	29,158.50	(1,268,113.50)	2%
Expenses							
Administration							
	51,768	0.00	4,122.33	4,122.33	4,122.33	47,645.67	8%
	233,777	0.00	37,073.34	37,073.34	37,073.34	196,703.66	16%
	5,081	0.00	0.00	0.00	0.00	5,081.00	
	465,116	0.00	32,012.80	32,012.80	32,012.80	433,103.20	7%
	88,651	0.00	0.00	0.00	0.00	88,651.00	
Streets	129,365	0.00	10,218.07	10,218.07	10,218.07	119,146.93	8%
Sanitation	155,190	0.00	16,631.41	16,631.41	16,631.41	138,558.59	11%
Cemetery	59,724	0.00	5,527.84	5,527.84	5,527.84	54,196.16	9%
Powell Bill	0	0.00	0.00	0.00	0.00	0.00	
	108,600	0.00	0.00	0.00	0.00	108,600.00	
	0	0.00	0.00	0.00	0.00	0.00	
	0	0.00	0.00	0.00	0.00	0.00	
Expenses Totals:	1,297,272	0.00	105,585.79	105,585.79	105,585.79	1,191,686.21	8%

100 GENERAL FUND Revenues Over/(Under) Expenses:

(76,427.29) (76,427.29) (76,427.29)

110 POWELL BILL

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
	48,980	0.00	0.00	0.00	0.00	(48,980.00)	
Revenues Totals:	48,980	0.00	0.00	0.00	0.00	(48,980.00)	
Expenses							
Powell Bill	48,980	0.00	1,806.58	1,806.58	1,806.58	47,173.42	4%
Expenses Totals:	48,980	0.00	1,806.58	1,806.58	1,806.58	47,173.42	4%
110 POWELL BILL Revenues Over/(Under) Expenses:			(1,806.58)	(1,806.58)	(1,806.58)		

Budget vs Actual (Summary)

TOWN OF SNOW HILL
8/11/2023 12:05:46 PM

Page 2 Of 2

Period Ending 7/31/2023

600 WATER/SEWER FUND

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
	1,327,404	0.00	105,738.71	105,738.71	105,738.71	(1,221,665.29)	8%
Revenues Totals:	1,327,404	0.00	105,738.71	105,738.71	105,738.71	(1,221,665.29)	8%
Expenses							
	0	0.00	0.00	0.00	0.00	0.00	
Water	636,970	0.00	37,142.42	37,142.42	37,142.42	599,827.58	6%
Sewer	690,434	0.00	60,796.51	60,796.51	60,796.51	629,637.49	9%
Capital Projects Fund	0	0.00	0.00	0.00	0.00	0.00	
Expenses Totals:	1,327,404	0.00	97,938.93	97,938.93	97,938.93	1,229,465.07	7%
600 WATER/SEWER FUND	Revenues Over/(Under) Expenses:		7,799.78	7,799.78	7,799.78		