



AGENDA
SNOW HILL BOARD OF COMMISSIONERS

Monday 9 October 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. Consent Agenda:

- A. Consider Approval of Minutes 11 September 2023 – Regular Meeting
- B. Consider Approval of Minutes 19 September 2023 – Closed Session

IV. Public Hearing – Annexation

V. Public Hearing - Rezoning

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

VII. Presentation:

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

VIII. Town Manager Report:

- A. Public Hearing Annexation *Action*
- B. Public Hearing Rezoning *Action*
- C. Food Truck Ordinance – Worth Heath
- D. Backflow and Cross Connection Ordinance *Action*
- E. Lead Service Line Investigation – Resolution *Action*
- F. Earmarked Funds – Senator Newton

- G. Cemetery Survey Update
- H. Hart & Welch Street Update
- I. Upcoming Events

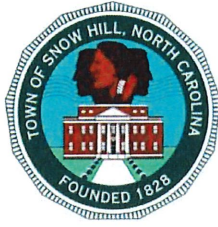
IX. Monthly Reports:

- A. Financial Report
- B. Public Works

X. Comments from Mayor and Board:

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 9 October 2023..



To: Mayor and Board Members
From: April Vinson
Date: October 9, 2023

REF: Consent Agenda

Background:

- A. Consider Approval of Minutes September 11, 2023
- B. Consider Approval of Minutes September 19, 2023

Recommendation: Approve consent agenda as stated

Now Therefore Be It Resolved; the Town of Snow Hill Board of Commissioners approve the consent agenda.

Moved: _____ Second: _____

Vote: Yes _____ No _____

Unanimous: _____



MINUTES
SNOW HILL BOARD OF COMMISSIONERS

Monday 11 September 2023, 6:00 p.m.

G. Melvin Oliver Town Hall

908 SE Second St.

Call to Order: Mayor Dennis Liles
Invocation: Commissioner Andrews
Pledge of Allegiance: Mayor Dennis Liles
Moment of Silence: Remembrance of 9-11

I. Roll Call Mayor Liles, Mayor Pro-Tem Wilkes; Commissioner Andrews; Commissioner Daniels; Commissioner Shackelford; Commissioner Washington; Town Manager Vinson; Town Clerk Davis, Public Works Director Robart and Police Chief Smith were present.

II. Approval of Agenda

Motion was made to approve the Agenda.

Motion by: Washington

Second by: Wilkes

Votes: Ayes – 5

Nays – 0

Abstained – 0

Approved

III. Public Comments (NCGS § 160A-81-1) LaTocha Barret asked for information concerning her request for a Peddler's permit. Ms. Barret gave information about her background and education and her vision is to provide a mobile spa to give people access to mental health services. Told the board about the reasons she'd previously been given for the denials.

Attorney Pridgen explained the way the zoning ordinance is currently written it does not allow for a camper or RV type structure to be placed on a commercial lot for a business, only a permanent structure.

Salvador Tinoco addressed the Board in reference to amending the ordinances for food trucks, said this is his third time speaking to the Board. Requested the Board get some rules and regulations in place and said it imperative to get them right, said it has been almost a year and time for this to be resolved.

Lisa Carmon, resident of Welch St., spoke about the lack of streetlights in her neighborhood and the recurring hole in the road that is due to a repair that was done on the same issue as previous years.

Mayor Liles explained how many times Progress Energy has been contacted about the problems in that area with the lack of lights. Assured Ms. Carmon that he will have that light repaired before the next meeting. Also addressed the street repairs that need to be done. Mayor Liles thanked Ms. Carmon for coming and being concerned about her neighborhood.

IV. Consent Agenda:

A. Consider Approval of Minutes 14 August 2023 – Regular Meeting

Motion was made to approve the Consent Agenda.

Motion by: Washington

Second by: Daniels

Votes: Ayes – 5

Nays – 0

Abstained – 0

Approved

V. Presentation:

A. Chief of Police, Josh Smith – Monthly Update – Patrols have increased in the Welch St. area; there was a theft at Speedway and the store cameras were no help because of the poor quality.

Commissioner Wilkes asked about the incident concerning Dollar General and their cameras. Chief Smith explained the poor quality of the cameras do not assist with getting any identifying information.

VI. Town Manager Report:

A. Petition for annexation of noncontiguous property located on Kingold Boulevard
Motion was made to call for a public hearing to be held on Monday, October 9 for the petition for annexation of noncontiguous property.

Motion by: Washington

Second by: Andrews

Votes: Ayes – 5

Nays – 0

Abstained – 0

Approved

B. Purchase Playground Equipment – PARTF Grant

Motion was made to purchase the proposed playground equipment, which is a full turn-key and installation from Playtime Installers in the amount of \$88,800.38.

Motion by: Andrews

Second by: Washington

Votes: Ayes – 5

Nays – 0

Abstained – 0

Approved

C. PSN – Credit Card collection

Motion was made to approve the purchase and enter into a contract with PSN for a minimum of three years.

Motion by: Wilkes

Second by: Andrews

Votes: Ayes – 5

Nays – 0

Abstained – 0

Approved

D. Abatement update

Vinson explained she has been working on abatements in regard to approximately 15 properties in town. Precision Graphics that is located on Kingold Blvd., recently found out they're responsible for the overgrown easement and the town has assisted them with getting it under control.

E. Hart & Welch Street Update

Vinson said she was told by the Progress Energy contractor the streetlights were all working however later that night it was noted that one of the lights was not repaired she was also told their policy is to only put lights at every other residence so if there is not a house, there will not be a light put up.

Vinson also addressed the contractor repairing the damaged street and said she is working on getting him here as soon as possible to repair the problem.

F. Update Town Ordinances

Manager Vinson said the ordinances need to be updated due to some being vague and some being outdated; would like the backup of the ordinances when asked by citizens.

VII. Monthly Reports:

A. Financial Report

B. Public Works

Public Works Director Robart said the department has been doing a lot of grass cutting and trimming bushes that need cleaning up around town.

VIII. Comments from Mayor and Board: NONE

IX. Closed Session: § 143-318.11. Personnel

Motion was made to go into closed session at 6:48 p.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 7:06 p.m.

Motion by: Washington

Second by: Andrews

Votes: Ayes – 5

Nays – 0

Abstained – 0

Approved

X. Board Actions in open session - NONE

XI. Adjournment

Motion was made to adjourn at 7:07 p.m.

Motion by: Washington

Second by: Wilkes

Votes: Ayes -5

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 19 September 2023, 1:00 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

Mayor Liles, Mayor Pro-Tem Wilkes; Commissioner Shackelford; Commissioner Washington; Town Manager Vinson; Town Clerk Davis

II. Approval of Agenda

Motion was made to approve the agenda.

Motion by: Washington

Second by: Wilkes

Votes: Ayes – 3

Nays – 0

Abstained – 0

Approved

III. CIP Update for Water & Sewer

Motion was made to approve the CIP Update for Water & Sewer.

Motion by: Washington

Second by: Wilkes

Votes: Ayes – 3

Nays – 0

Abstained – 0

Approved

IV. Closed Session: § 143-318.11. Personnel

Motion was made to go into closed session at 1:04 p.m.

Motion by: Shackelford

Second by: Washington

Votes: Ayes – 3

Nays – 0

Abstained – 0

Approved

Motion was made to come out of closed session at 3:05 p.m.

Motion by: Washington

Second by: Wilkes

Votes: Ayes – 3

Nays – 0

Abstained – 0

Approved

V. Board Actions in open session - NONE

VI. Adjournment

Motion was made to adjourn at 3:05 p.m.

Motion by: Washington

Second by: Wilkes

Votes: Ayes - 3

Nays - 0

Abstained – 0

Approved

Approved: _____ Dennis Liles, Mayor

Respectfully Submitted: _____ Laquita Davis, Town Clerk



To: Mayor and Board Members

From: April Vinson

Date: October 9, 2023

REF: Public Hearing for annexation of noncontiguous property located on Kingold Boulevard and being a 1.72-acre portion of property identified as Greene County Tax Parcel # 0801243.

Background: Dollar General is currently in the process of rezoning/annexation for the property located on the Warren Land which is beside Cooperative Extension Office and the Farmers Market.

Recommendation: adoption of an ordinance to extend the corporate limits of Snow Hill.

Now Therefore Be It Resolved; the Town of Snow Hill Board of Commissioners approves ordinance to extend the corporate limits of the Town of Snow Hill - *Action*

Moved: _____ Second: _____

Vote: Yes _____ No _____

Unanimous: _____

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE
TOWN OF SNOW HILL, NORTH CAROLINA**

WHEREAS, the Town of Snow Hill has been petitioned under G.S. 160A-58.1 by A. Daniel Warren, requesting annexation of the noncontiguous area described in Section 1, below; and

WHEREAS, the Town Clerk certified the sufficiency of the petition on September 11, 2023; and

WHEREAS, after due notice by publication in the Standard Laconic in accordance with the requirements of NCGS 160A, a public hearing on the question of this annexation was held at the Snow Hill Town Hall at 6:00 p.m. on October 9, 2023; and

WHEREAS, the Town of Snow Hill finds that the petition meets the requirements of G.S. 160A-58.1.

NOW, THEREFORE, BE IT ORDAINED by the Town Board of Commissioners of the Town of Snow Hill, North Carolina that:

SECTION 1. By virtue of the authority granted by G. S. 160A-58.1, the following described contiguous property identified as a portion of Greene County Tax Parcel Number 0801243 is hereby annexed and made part of the Town of Snow Hill:

BEGINNING AT AN EXISTING IRON ROD IN THE NORTHERN RIGHT OF WAY OF KINGOLD BOULEVARD (US HIGHWAY 13 / NC HIGHWAY 58) WHOSE NC GRID COORDINATES ARE N 623,534.70 sFT, E 2,389,198.27 sFT; SAID ROD BEING S55°44'17"E 160.46' FROM THE CENTERLINE OF THE INTERSECTION OF KINGOLD BOULEVARD (US HIGHWAY 13 / NC HIGHWAY 58) AND CHASE DRIVE; THENCE PROCEEDING WEST ALONG THE AFOREMENTIONED NORTHERN RIGHT OF WAY OF KINGOLD BOULEVARD FOLLOWING THE CURVE OF AN ARC WITH RADIUS: 2457.06'; LENGTH: 147.34'; TANGENT: 73.69'; DELTA: 03°26'09"; CHORD BEARING N78°48'19"W; CHORD DISTANCE: 147.32' TO A CALCULATED POINT; THENCE N80°31'23"W 72.70' TO A SET IRON ROD; THENCE TURNING AWAY FROM KINGOLD BOULEVARD AND PROCEEDING N09°28'37"E 300.00' TO A SET IRON ROD; THENCE S80°31'23"E 279.39' TO A SET IRON ROD ON THE WESTERN BOUNDARY OF PROPERTY NOW OR FORMERLY GREENE COUNTY; THENCE PROCEEDING ALONG THE GREENE COUNTY PROPERTY S20°29'04"W 110.30' TO AN EXISTING IRON ROD; THENCE S20°32'48"W 199.86' TO AN EXISTING IRON ROD. THE POINT AND PLACE OF BEGINNING CONTAINS 1.72 ACRES.

SECTION 2. Upon and after October 9, 2023, the described territories and its citizens and property shall be subject to all debts, laws, ordinances, and regulation in force in the Town of

Snow Hill and shall be entitled to the same privileges and benefits as other parts of the Town of Snow Hill. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

SECTION 3. The Town Clerk of the Town of Snow Hill shall cause to be recorded in the Office of the Register of Deeds of Greene County, and in the Office of the Secretary of State in Raleigh, North Carolina, an accurate map of the annexed property described in Section 1 above, along with a certified copy of this ordinance. Such a map shall also be delivered to the Board of Elections, as required by G.S. 163-288.1.

Adopted this 9th day of October 2023.

TOWN OF SNOW HILL

Dennis Liles, Mayor

Attest:

Town Clerk
(SEAL)

CERTIFICATION

The undersigned duly qualified and acting Town Clerk of the Town of Snow Hill does hereby certify that the above Ordinance is a true and correct copy of the Ordinance to Extend the Corporate Limits of the Town of Snow Hill, North Carolina, as adopted at a legally convened meeting of the Board of Commissioners of the Town of Snow Hill held on the 9th day of October, 2023, and further that such Ordinance has been fully recorded in the journal of proceedings and records in my office.

IN WITNESS WHEREOF, I have hereunto set my hand, this 9th day of October, 2023.

TOWN CLERK

TOWN SEAL



To: Mayor and Board Members

From: April Vinson

Date: October 9, 2023

REF: Rezoning Parcel 0801243 from Residential Agriculture (RA-20) to Highway Commercial (HC)

Background: Parcel 0801243 (Warren property) which Dollar General is trying to bring their business to this location. Currently it is zoned RA-20 which requires Highway Commercial. Currently the Planning Board has met on this topic stating it would be consistent with the current uses of the properties along Kingold Blvd., would not have a negative impact on the surrounding properties and consistent with the current land Use Plan. However, the Planning Board asked to consider the traffic impacts that could result from commercial development of this property. The recommendation from the Planning Board was approved by a vote of 5 to 1.

Recommendation: adoption of ordinance to amend the zoning from RA-20 to Highway Commercial for parcel 0801243.

Now Therefore Be It Resolved; The Town of Snow Hill Board of Commissioners approves ordinance to amend the official zoning map for parcel 0801243 from RA-20 to Highway Commercial – *Action*

Moved: _____ Second: _____

Vote: Yes _____ No _____

Unanimous: _____

**AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP OF THE TOWN OF
SNOW HILL, NORTH CAROLINA**

WHEREAS, a petition was filed to rezone the following parcels from RA-20 (Residential Agriculture) to Highway Commercial (HC):

| Greene County Tax Parel ID | Acres | Owner(s) |
|----------------------------|-------|------------------|
| 0801243 | 1.72 | A. Daniel Warren |

WHEREAS, following due advertisement, notice to property owners, and posting signs announcing a public hearing to consider amending the Official Zoning Map as provided by law, the Board of Commissioners for the Town of Snow Hill, North Carolina held a public hearing October 9, 2023, and

WHEREAS, the Board of Commissioners have given due consideration to the matter upon receiving public comments, the submissions of the Applicant, and the recommendations of Town Staff, and

WHEREAS, in accordance with the provisions of North Carolina General Statutes 160D-605 and 160D-701, the Board of Commissioners hereby finds and determines that the adoption of an ordinance rezoning the herein described properties from RA-20 (Residential Agriculture) to Highway Commercial (HC) is consistent with the adopted plans and policies of the Town of Snow Hill.

WHEREAS, more specifically, the Board of Commissioners finds that the proposed rezoning of the parcels is in general compliance with the Town of Snow Hill Land Use Plan and reasonable as it will allow additional housing and will protect residential areas from encroachment of incompatible activities that may have a negative impact on residential neighborhoods.

NOW THEREFORE BE IT ORDAINED by the Board of Commissioners of the Town of Snow Hill, North Carolina, in order to protect the public health, welfare, and safety, that

1. The Official Zoning Map is amended reclassifying from RA-20 (Residential Agriculture) to Highway Commercial (HC) the following tract:

Greene County Tax Parcel 0801243 being the property more particularly described in Deed Book 751 Page 909 of the Greene County Registry.

2. To the extent that the rezoning and planned development application are inconsistent with the Town of Snow Hill Land Use Plan, the Land Use Plan is hereby amended to bring it into conformance with the rezoning and planned development application approved herein.

This ordinance shall be effective from and after its adoption.

DULY ADOPTED this the 9th day of October, 2023.

TOWN OF SNOW HILL

Dennis Liles, Mayor

ATTEST:

Town Clerk

RECOMMENDATION OF TOWN OF SNOW HILL PLANNING BOARD

On September 19, 2023, the Town of Snow Hill Planning Board considered a request to rezone property located at Kingold Boulevard and identified as a portion of Greene County Tax Parcel # 0801243 from RA-20 to Highway Commercial (HC). After careful review, the Planning Board determined that the proposed rezoning 1) would be consistent with the current uses of properties along Kingold Boulevard (commercial), 2) would not have negative impacts on the surrounding properties, and 3) would be reasonable and consistent with the Town of Snow Hill Land Use Plan. The Planning Board further asked that the Board of Commissioners and Staff consider the traffic impacts that could result from commercial development of this property and additional properties in the area. This recommendation was approved by a vote of 5 to 1.

Incident Media Log

Snow Hill Police Department

| Incident Number: | Incident Date: | Inc. Time: | Location: | Offense: | Victim: | Offender/ Suspect: | Reporting Officer: |
|------------------|----------------|------------|--|---|-------------------------------------|-----------------------------|---------------------------------|
| 2023-0147 | 09/05/2023 | 15:10 | 322 Pine Shoal Dr., Snow Hill, NC 28580 | 90Z - Discharge firearm into occupied dwelling | 66, B, F | 601 - Chief Joshua S. Smith | |
| 2023-0148 | 09/05/2023 | 10:30 | 708 Jordan Ave/712 Jordan Ave, Snow Hill, NC 28580 | 90Z - Breaking and/or Entering | Snow Hill Green Apartments 68, B, F | 17, B, M | 607 - Officer Meagan E. Johnson |
| 2023-0149 | 09/09/2023 | 22:02 | | 11A - Rape | | 47, B, M | 609 - Cpl. Charles R. Corbitt |
| 2023-0150 | 09/10/2023 | 20:25 | 420 Kingold Blvd, Snow Hill, NC 28580 | 23C - Shoplifting | Dollar Tree/Family Dollar | 00, B, F 00, B, M | 609 - Cpl. Charles R. Corbitt |
| 2023-0151 | 09/13/2023 | 2:40 | 402 Kingold Blvd, Snow Hill, NC 28580 | WSOJ - Warrant Service for Offense(s) Committed in Another Jurisdiction | | | 606 - Officer Bria A. Payton |
| 2023-0152 | 09/14/2023 | 11:00 | MLK Blvd/Professional Dr, Snow Hill, NC 28580 | WSOJ - Interfere Elect Monitor Dev(F) | | 24, B, M | 607 - Officer Meagan E. Johnson |
| 2023-0153 | 09/10/2023 | 14:30 | Greene Co Sheriffs Office, Snow Hill, NC 28580 | WSOJ - Assault on a Female WSOJ - Discharge Firearm Encl Fear WSOJ - Interfere Emergency Communication WSOJ - Larceny of a Firearm | | 58, B, M | 607 - Officer Meagan E. Johnson |
| 2023-0154 | 09/16/2023 | 4:40 | W Harper St and Pine St, Snow Hill, NC 28580 | 90D - Driving while impaired | State of NC | 47, W, F | 606 - Officer Bria A. Payton |
| 2023-0155 | 09/19/2023 | 9:30 | 110 Greenwood Square, Snow Hill, NC 28580 | 23C - Shoplifting | Family Dollar | | 607 - Officer Meagan E. Johnson |
| 2023-0156 | 09/18/2023 | 11:30 | 423 W Harper St Apt B, Snow Hill, NC 28580 | 220 - Breaking & Entering a Motor Vehicle | 35, B, M 34, U, F | 72, B, M | 607 - Officer Meagan E. Johnson |
| 2023-0157 | 09/18/2023 | 10:15 | 403 W Harper St, Snow Hill, NC 28580 | 220 - Breaking & Entering 290 - Injury to real property | St. James AME Zion Church | 18, B, M | 607 - Officer Meagan E. Johnson |
| 2023-0158 | 09/19/2023 | 17:20 | 415 US 13 S, Snow Hill, NC 28580 | 90E - Intoxicated and Disruptive | Hwy 55 | 26, W, M | 607 - Officer Meagan E. Johnson |
| 2023-0159 | 09/28/2023 | 15:12 | 308 W Greene St, Snow Hill, NC 28580 | 220 - Break/Enter a Motor Vehicle 90Z - Larceny After Break/Enter MV | 29, B, F | | 607 - Officer Meagan E. Johnson |
| 2023-0160 | 09/30/2023 | 7:10 | 612 Jordan Ave, Snow Hill, NC 28580 | 290 - Injury to Real Property 13B - Assault on Female | 38, B, F | 43, B, M 43, B, M | 610 - Officer Lee T. Perry |

Incident Media Log

Snow Hill Police Department

| Incident Number: | Incident Date: | Inc. Time: | Location: | Offense: | Victim: | Offender/ Suspect: | Reporting Officer: |
|------------------|----------------|------------|---|-------------------------------|----------|--------------------|----------------------------|
| 2023-0161 | 09/30/2023 | 12:00 | 517 E Eason Street, Snow Hill, NC 28580 | 290 - Injury to Real Property | 70, B, M | 00, U, U | 610 - Officer Lee T. Perry |

Total Incidents: 15

Citation Charge Totals by Officer

Snow Hill Police Department

(09/01/2023 - 09/30/2023)

606 - Officer Bria A. Payton

| | |
|--|---|
| 1A - Speeding (Misdemeanor) | 3 |
| 1B - Speeding (Infraction) | 1 |
| 5 - DWI | 1 |
| 17A - Other (2nd Charge - Misdemeanor) | 4 |
| Total: | 9 |

607 - Officer Meagan E. Johnson

| | |
|--|---|
| 1A - Speeding (Misdemeanor) | 3 |
| 3 - Passenger Seat Belt - Juvenile | 1 |
| 7 - Driving While License Revoked | 1 |
| 8 - Expired Registration | 2 |
| 17A - Other (2nd Charge - Misdemeanor) | 2 |
| Total: | 9 |

609 - Cpl. Charles R. Corbitt

| | |
|--|---|
| 1A - Speeding (Misdemeanor) | 1 |
| 1B - Speeding (Infraction) | 3 |
| 17A - Other (2nd Charge - Misdemeanor) | 4 |
| 17B - Other (2nd Charge - Infraction) | 1 |
| Total: | 9 |

610 - Officer Lee T. Perry

| | |
|--|---|
| 1A - Speeding (Misdemeanor) | 1 |
| 10 - Unsafe Movement | 1 |
| 16B - Other (Infraction) | 1 |
| 17A - Other (2nd Charge - Misdemeanor) | 1 |
| Total: | 4 |

Snow Hill Police Department
Monthly Report Sept. 2023 Continued

Traffic crashes investigated- 7

Town Ordinance Citations issued- 69

SHPD call volume statistics 2020-2023

7/1/20-6/30/21

1,582

7/1/21-6/30/22

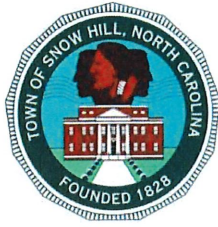
1,770

7/1/22-6/30/23

2,194

38% increase over the past three years.

These statistics indicate the number of calls for service that the 911 center dispatches the Police Department to. It does not reflect the self-initiated calls such as traffic stops, business checks, investigating suspicious activity, supplementary investigations, etcetera.



To: Mayor and Board Members

From: April Vinson

Date: October 9, 2023

REF: Food Trucks – Worth Heath

Background:

Food Trucks in town is a concern to some citizens and having the proper ordinance in place for such is needed. Currently the town has an ordinance in place but with request from concerned citizens and business owners for it to be reviewed again.

Recommendation: Mr. Heath will be present at the meeting to go over current guidelines and updates from the State level. There is no action needed at this time until all information is gathered to make an informed decision moving forward.



To: Mayor and Board Members

From: April Vinson

Date: October 9, 2023

REF: Backflow and Cross Connection Ordinance

Background:

Currently the Town of Snow Hill does not have an adequate ordinance for backflow and cross connection which protects the public potable water supply to the town from contamination, eliminate and or control of existing cross-connections between the consumers potable water system and non-portable water system and provide continuing inspection and documentation of cross connection control that will systematically and effectively control all actual or potential cross connections that may be installed and prevent contamination within the Town of Snow Hill's public potable water supply

Recommendation: It's my recommendation based on the information given will allow the operator to monitor more closely for backflows, require cross connections for new services when needed which will protect the town's water supply to other citizens in town.

Now Therefore Be It Resolved; The Town of Snow Hill Board of Commissioners adopt cross connection control policy for water quality protection.

Moved: _____ Second: _____

Vote: Yes _____ No _____

Unanimous: _____

Submitted: Feb 11 2021 Proposed CC ordinance presented to
JPM the Town of Snow Hill, NC for adoption. JPMC

ARTICLE XXX.

CROSS CONNECTION CONTROL POLICY FOR WATER QUALITY PROTECTION

Sec. XX-XX.1. Compliance with Federal, State, and Local Law

This article is in accordance with the minimum requirements of the Federal Safe Drinking Water Act, the North Carolina Department of Environmental Quality (DEQ), the North Carolina State Administrative Code (NCAC; 15A, Subchapter 18C), and the North Carolina State Plumbing Code that pertains to cross-connections, auxiliary intakes and interconnections with the public water supply. When there are conflicts between these or other applicable local, state, or federal regulations and this Ordinance, the most stringent shall govern.

This article shall apply to all consumers connected to the Town of Snow Hill's public potable water supply system.

Sec. XX-XX.2. Purpose and Objectives:

The purpose of this article is to prevent any waterborne disease, organism, contaminant(s), or pollutant(s) from entering the Town of Snow Hill water system through:

- (a) The installation of backflow prevention assemblies whenever new service connection(s) to a property are installed.
- (b) The elimination of cross connections whenever a hazard is found to exist through a site survey, a change in ownership or commercial account holder, the type of hazard has changed, the type of use has changed, or the plans for the modification of the water service connections are subject to review and approval by the Town of Snow Hill.

The specific objectives of the Town of Snow Hill's Backflow and Cross Connection Control Program are as follows:

- (a) To protect the public potable water supply of the Town of Snow Hill against actual or potential contamination by isolating with the consumer's internal distribution system(s), or the consumers private water system(s), contaminants or pollutants that could, under adverse conditions, backflow through uncontrolled cross-connections into the public water systems.
- (b) To eliminate or control of existing cross-connections, actual or potential, between the consumers potable water system(s) and non-potable water systems, plumbing fixtures and industrial piping systems.
- (c) To provide a continuing inspection and documentation program of Cross-Connection Control that will systematically and effectively control all actual or potential cross connections that may be installed, and prevent contamination or pollution within the Town of Snow Hill's public potable water supply.
- (d) There are no exemptions, grandfather clauses, or vested users which would prohibit the Town of Snow Hill from requiring the installation of backflow prevention device(s)/assemblies on existing water services when actual or potential hazards are found to exist on the consumer's property.

Sec. XX-XX.3. Responsibilities

- (a) State of North Carolina – The North Carolina Department of Environmental Quality (NCDEQ) Public Water Supply Section (PWSS), has the responsibility of promulgating and enforcing laws, rules, regulations, and policies of all water purveyors in the State of North Carolina in carrying out an effective Backflow and Cross-Connection Control Program.
- (b) PWSS – The PWSS has the primary responsibility of ensuring the water purveyor operates the public potable water supply system free of actual or potential sanitary hazards, including unprotected cross connections. They have the further responsibility of ensuring that the water purveyor provides an approved water supply at the service connection to the consumer's water system; and the water purveyor requires the installation, testing, and maintenance of an approved backflow prevention assembly on the service connection when required.
- (c) The Town of Snow Hill – Except as otherwise provided herein, the Town of Snow Hill's responsibility is to ensure a safe water supply beginning at the source and continuing throughout all of the public water distribution system, including service connections and ending at the point of delivery to the water system(s) of consumers. In addition, the Town of Snow Hill shall exercise reasonable vigilance to ensure that the consumer has taken the proper steps to protect the public potable water system. To ensure proper precautions are taken, the Town of Snow Hill is required to identify, prevent, and eliminate potential hazards to the public potable water system; determine the degree of hazard or potential hazard to the public potable water system; determine the degree of protection required; and to ensure proper containment protection through an ongoing inspection program. The Town of Snow Hill shall designate a Cross Connection Control O.R.C. who shall be responsible for protecting the public potable water supply system by adhering to the requirements of this Ordinance.
- (d) Consumer – Each consumer has the primary responsibility of preventing pollutants and contaminants from entering their potable water system(s) and the Town of Snow Hill's public potable water system. The responsibility of each consumer starts at the point of delivery from the public potable water system and includes all of the consumer's water system(s). To accomplish this, the consumer at the consumer's own expense, shall coordinate the installation, testing, and maintenance of their approved backflow prevention assembly.
- (e) Each consumer shall maintain accurate records of tests and repairs made to backflow prevention assemblies and shall maintain such records for a period of three (3) years. The records shall be on forms approved by the Town of Snow Hill and shall include the list of materials or replacement parts used, the dates of all tests and repairs, and the identity of the contractor(s).

Following any repair, overhaul, re-piping, or relocation of a consumer's backflow prevention assembly, the consumer shall have it tested to ensure that it is in good operating condition and will prevent backflow. Tests of backflow prevention assemblies shall be performed by a NC Certified Backflow Prevention Assembly Tester. Maintenance and repairs of backflow prevention assemblies shall be made by a NC licensed plumber.

- (a) Certified Tester – All backflow prevention assembly testers must become certified or re-certified every two (2) years through a North Carolina approved backflow prevention certification program. When employed by the consumer to test backflow prevention assemblies, a certified tester shall not repair or change the design, material or operational characteristics of an assembly. The certified tester shall be responsible for:

Sec. XX-XX.3. Responsibilities continued

- 1) Performing competent inspections of backflow prevention assemblies and making reports to the consumer and responsible authorities on forms approved by the Town of Snow Hill.
 - 2) Be equipped with and be competent to use all the necessary tools, gauges, manometers and other equipment as required to properly test backflow prevention assemblies.
 - 3) Provide a copy of all test reports to the consumer and to the Town of Snow Hill within seven (7) business days of any completed test. A certified tester shall maintain records for a minimum period of three (3) years.
 - 4) Performing the work and ensuring the accuracy of all tests and reports.
 - 5) Obtain and employ backflow prevention assembly test equipment that has been evaluated and/or approved by the Town of Snow Hill.
- (e) All test equipment shall be checked for accuracy annually (at a minimum) and calibrated, if necessary, employing an accuracy/calibration method dictated by the manufacturer of the equipment and acceptable to the Town of Snow Hill. Certification of the accuracy and calibration to the National Institute of Standards and Technology (NIST) standards shall be provided to the Town of Snow Hill annually.

Sec. XX-XX.4. Definitions

As used in this Article, the following terms shall have the following meanings provided in this section.

Aesthetically objectionable water – Water containing substances which, if introduced into the public water supply system, could be a nuisance to other water consumers but would not adversely affect human health. Examples of such substances are food grade dye, silica, iron and stagnant water from fire lines in which no chemical additives are used, etc.

Air-Gap Separation – An unobstructed vertical distance through the atmosphere between the lowest opening from any pipe or faucet supplying water to a tank, plumbing fixture, or other device and the flood level rim of the receptacle. An approved air-gap vertical separation shall be at least double the diameter of the supply pipe. In no case shall the air-gap be less than one (1) inch.

Approved – Means meets or exceeds the applicable specifications and standards set forth by the Authority, entities that establish industry standards including the University of Southern California Foundation for Cross-Connection and Hydraulic Research (USC), American Water Works Association (AWWA), and American Society of Sanitary Engineers (ASSE) and all regulatory agencies including North Carolina Departments of Environmental Quality (NCDEQ), Transportation (NCDOT), and Environmental Health (NCDEH)

Auxiliary Intake – Any piping connection or other device whereby water may be secured from a source other than public water supply.

Backflow – The reversal of flow of non-potable water, liquids, gases, or other substances into the public water supply due to a cross-connection, auxiliary intake, interconnection, backpressure, back-siphonage, any combination thereof, or other cause.

Sec. XX-XX.4. Definitions continued

Backflow Prevention – The act of preventing any actual or potential waterborne disease, organism, contaminant, or pollutant through a direct or indirect cross-connection by isolating or containing it with the use of assemblies, devices, methods, and procedures.

Backflow Prevention Assembly Approved – An assembly used for containment and/or isolation purposes to prevent backflow into a consumer or public potable water system that has been investigated and approved by the Town of Snow Hill. The type of assembly used should be based on the degree of hazard, either existing or potential. The types are:

- (a) Double Check Valve Assembly (DCVA);
- (b) Double Check Detector Assembly (DCDA); Pressure Vacuum Breaker (PVB);
- (c) Reduced Pressure Principle Assembly (RP); and
- (d) Reduced Pressure Principle Detector Assembly (Fire System) (RPDA)

Backflow Prevention Assembly Unapproved – An assembly that has been investigated by the Town of Snow Hill and has been determined to be unacceptable for installation on the potable water system. Consideration for disapproval and removal from the approved list shall be based on, but not limited to, the following criteria:

- (a) Poor performance standards
- (b) Lack of or unavailability of repair parts; or
- (c) Poor service or response from assembly's factory representative

Back-Pressure Backflow – An elevation in the consumer's water system pressure by a pump, elevated tank, boiler, or other means that could create a pressure greater than the supply pressure at the point of delivery which would cause – or tend to cause – a reversal of the normal direction of flow.

Back-Siphonage Backflow – A reversal of the normal direction of flow in the pipeline due to negative pressure (vacuum) being created in the supply line with the backflow source subject to atmospheric pressure.

Certified Tester – A person who has proven their competency to the Town of Snow Hill. Each person who is certified to make competent tests and make reports on backflow prevention assemblies shall be knowledgeable of applicable laws, rules, and regulations. Each person shall have qualifications acceptable to the Town of Snow Hill, and must hold a certificate of completion from a North Carolina approved training program in Backflow Cross-Connection Prevention.

Confinement Device – A backflow prevention device, as approved and required, installed within a private plumbing or distribution system to isolate a localized hazard from the remainder of said system.

Consumer – Any person, firm, owner, or corporation responsible for any property at which water from the Town of Snow Hill's public water supply is received. In the absence of other parties or the failure of other parties to accept the responsibilities herein set forth, the owner of record shall be ultimately responsible.

Sec. XX-XX.4. Definitions continued

Consumer's Water System – Any water system commencing at the connection point and continuing throughout the consumer's plumbing system, located on the consumer's premises, whether supplied by public potable water or an auxiliary water supply. The system or systems may be either a potable water system or an industrial piping system.

Consumer's Potable Water System – The privately owned potable water system lying between the connection point and point of use and/ or isolation protection. This system will include all pipes, conduits, tanks, receptacles, fixtures, equipment, and appurtenances used to produce, convey, store, or use potable water

Contamination – The presence of any foreign substance (organic, inorganic, radiological, or biological) in water that tends to degrade its quality as to constitute a hazard or impair the usefulness of the water.

Containment Device – A backflow prevention device, as approved and required, installed at the point of separation between the public water supply and a private service or private distribution system or at the point of metering.

Cross-connection – Any unprotected actual or potential connection or structural arrangement between a public or a consumer's water system and any other source or system through which it is possible to introduce any contaminant or pollutant, into the potable water with which the system is supplied. Any by-pass arrangements, jumper connections, removable sections, swivels or change over devices and other temporary or permanent devices through which, or because of which, "backflow" can or may occur are considered to be cross connections.

Cross-Connection Control – The use of assemblies, devices, methods, and procedures to prevent contamination or pollution of a potable water supply through cross-connections.

Cross-Connection Control O.R.C. – The official position established and authorized by the Town of Snow Hill's Town Council designated by the Town Manager to administer, interpret this section.

Direct Cross-Connection – A permanent connection with a physical link between the drinking water supply and a non-potable source.

Double Check Valve Assembly – An approved assembly composed of two (2) single, spring-loaded independently operating check valves, including tightly closing shut-off valves located at each end of the assembly, and having suitable connections for testing the water tightness of each check valve. This assembly shall be used to protect against a non-health hazard.

Double Check Detector Assembly – A specifically designed assembly composed of a line-size approved double check valve assembly with a specific bypass water meter and a meter-sized approved double check valve assembly. This assembly shall only be used to protect against a non-health hazard.

Dual Check Valve – An approved device containing two (2) independently acting check valves in series.

DWQ – The Division of Water Quality which is part of the North Carolina Department of Environmental Quality, or its successors.

Sec. XX-XX.4. Definitions continued

Enclosure – A physical above ground apparatus used to help prevent a backflow preventer from freezing and is approved by the NC Plumbing Code.

Fire Line. A system of pipes and equipment used to supply water in an emergency for extinguishing fire.

Flex Space – Any Commercial facility or system which has the potential to change its use frequently without sufficient notice for inspection and poses a hazard; e.g., strip malls and shopping plazas.

Hazard, Health – An actual or potential threat of contamination or pollution of a physical, hazardous or toxic nature to the public or consumer's potable water system to such a degree or intensity that there would be a danger to health.

Hazard, Non-Health – An actual or potential threat to the quality of the public or the consumer's potable water system. A non-health hazard is one that, if introduced into the public water supply system could be a nuisance to water consumers, but would not adversely affect human health. Examples include taste, smell, aesthetics, etc.

Hazard, Pollution – An actual or potential threat to the quality or the drinking water standards of the public or the consumer's potable water system, but which would not constitute a health or a system hazard, as defined. The maximum degree or intensity of pollution to which the potable water system could be degraded under this definition would cause a nuisance or be aesthetically objectionable or could cause minor damage to the system or its appurtenances. Examples include iron, calcium, silica, low level sulfur, some examples.

Hazardous Facility – A facility in where substances may be present, which, if introduced into the public water system, would or may endanger or have an adverse effect on the health of other water consumers. Examples of such facilities are laboratories, sewage treatment plants, chemical plants, hospitals, mortuaries, irrigation systems, etc.

Health Agency – The North Carolina Department of Environmental Quality; Division of Environmental Health.

Industrial Fluids – Any fluid or solution which may be chemically, biologically, or otherwise contaminated or polluted in a form or concentration such as would constitute a health or non-health hazard if introduced into a public or consumer potable water system. Such fluids may include, but are not limited to: process waters; chemicals in fluid form; acids and alkalis; oils, etc.

Industrial Piping System – Any system used by the consumer for transmission, confinement or storage of any fluid, solid or gaseous substance other than an approved water supply. Such a system would include all pipes, conduits, tanks, receptacles, fixtures, equipment, and appurtenances used to produce, convey or store substances, which are or may be polluted or contaminated.

Interconnection. Any system of piping or other arrangement whereby the public water supply is connected directly with a sewer, drain, conduit, pool, heat exchanger, storage reservoir, or other device which does or

may contain sewage or other waste or substance which would be capable of imparting contamination to the public water supply.

Irrigation Service – A water service used for irrigation purposes only.

Sec. XX-XX.4. Definitions continued

Isolation – The act of confining a localized hazard within a consumer's water system by installing approved backflow prevention assemblies. The Town of Snow Hill may make recommendations, upon facility inspection, as to the types of isolation devices/assemblies to be used, but does not assume or have any responsibility whatsoever for such installations.

NCDEQ – The North Carolina Department of Environmental Quality or its successors.

Non-Potable Water – Water that has not been examined, properly treated, and not approved by appropriate authorities as being safe for consumption.

Owner Service Facilities – (i) the water service facilities owned by an Owner and commencing at the connection on the Owner's side of the Town of Snow Hill's meter and servicing the premises of such Owner, including pipe, private cut-off valves, Backflow Prevention Assembly, pressure reducing valve and other components and (ii) the Building Sewer running from the Owner's premises to the sewer tap provided by the Town of Snow Hill to which an Owner connects private plumbing.

Point of Delivery – The point of delivery is the property line of the consumer or owner where the meter is situated, adjacent to the public street where the Town of Snow Hill's main is located. This shall be where the Town of Snow Hill loses jurisdiction and sanitary control over the water system infrastructure, and where the consumer or owner becomes responsible for all water piping, control devices, etc. located on their side of the point of delivery.

Pollutant – A substance that deteriorates the aesthetic quality of water or other materials but is not harmful to health. Pollutants are considered non-health hazards or low hazards.

Pollution – An impairment of the quality of water to a degree which does not create an actual hazard to the public health but which does adversely and unreasonably affect the aesthetic qualities of such waters for domestic use.

Potable Water - shall mean water from any source that meets the Safe Drinking Water Standards and, has been investigated by the North Carolina Department of Environmental Quality and the Town of Snow Hill, and which has been approved for human consumption.

Private Water Supply. That part of a water service connection to the Town of Snow Hill's public water system which is located on the consumer or owner's side of the Town's water meter. A private water system may be a water service line to a single premise or structure or it may be a privately owned and maintained water distribution system, which services more than one structure or premises. For the purposes of this article, once water from the Town's public water system passes through the meter to the consumer's side, that water is considered part of the private water system.

Public Water Supply. The water and waterworks system of the Town of Snow Hill and its consumers outside the Town limits, for general use and which supply is recognized as the public water supply by the North Carolina Department of Environmental Health and Natural Resources.

Reduced Pressure Principle Backflow Prevention Device (RP). An approved device containing within its structure, two (2) spring loaded independently operating check valves, together with an automatically operating pressure differential relief valve located between the two check valves. The first check valve

reduces the supply pressure a predetermined amount so that during normal flow and at cessation of normal flow the pressure between the checks shall be less than the supply pressures. In case of leakage of either check valve, the differential relief valve, by discharging to the atmosphere, shall operate to maintain the pressure between the check valves less than the supply pressure. This device shall have suitable connections for testing the proper operation of the device, including tightly closing shut-off valves located at each end of the device. The assembly is designed to protect against a health hazard.

Sec. XX-XX.4. Definitions continued

Temporary Cross-Connection – A link between the potable water supply and any other non-potable system created with removable sections, swivel or change-over devices, garden hoses, and other non-permanent methods.

Sec. XX-XX.5 Right of Entry

Authorized representatives from the Town of Snow Hill shall have the right to enter any building, structure, or premises during normal business hours, or at any time during the event of an emergency, to perform any duty imposed by this article. Those duties may include, but not be limited to, sampling and testing of water, inspections and observations of all piping system(s) connected to the public water supply. Where a consumer has security measures in force that require proper identification and clearance before entry onto their premises, the consumer shall make all necessary arrangements with the security personnel so that upon presentation of suitable identification, the Town of Snow Hill employee(s) shall be permitted to enter, without delay, for the purposes of performing his/her specific duties. Refusal to allow entry for these purposes may result in discontinuance of water service until a right of entry has been granted and, if necessary, a reduced pressure principle assembly (RP) has been installed.

Upon request, the consumer shall furnish the Town of Snow Hill any pertinent information regarding the water supply system on such property where cross-connections and backflow protection are deemed necessary.

Sec. XX-XX.6 Elimination of Cross-Connections Degree of Hazard

When it is determined that a backflow prevention assembly is required for the protection of the public water supply system, the Town of Snow Hill shall require the consumer, the owner, their agent, account holder, tenant, or occupant, at their own expense, to have an approved backflow prevention assembly installed at each service connection and to have it tested by a Certified Tester immediately upon installation.

When cross-connections are found to exist, the owner, their agent, account holder, tenant, or occupant shall be notified in writing to disconnect them within the time limit established by the Town of Snow Hill. Degree of protection required and maximum time allowed for compliance shall be based upon the potential degree of hazard to the public water supply system. The requirements are as follows:

- (a) Cross-connections with private wells or other auxiliary water supplies shall result in immediate disconnection.
- (b) All facilities that pose a health hazard to the potable water system must have a containment assembly in the form of a reduced pressure principle assembly (RP) installed within ninety (30) days.
- (c) All newly constructed industrial and commercial facilities not identified as a "health hazard" shall be considered non-health hazard facilities. All non-health hazard facilities must install, as a minimum containment assembly, a double check valve assembly (DCVA) within ninety (90) days.
- (d) All facilities that change the intended use and/or the hazard level of the water supply shall install containment assemblies.
- (e) The consumer is responsible for installing sufficient internal isolation backflow prevention assemblies

Sec. XX-XX.6 Elimination of Cross-Connections Degree of Hazard continued

- (f) Water mains served by the Town of Snow Hill but not maintained by the Town of Snow Hill are considered cross-connections. The type of protection shall be based upon the degree of hazard, as determined by the Town of Snow Hill. In the event that a Town of Snow Hill employee does not have sufficient access to every portion of a private water system to completely evaluate the degree of hazard, an approved reduced pressure principle assembly (RP) shall be required as a minimum for protection.
- (g) No person shall fill tanks, containers, buckets, etc. containing pesticides, fertilizers, other toxins, etc. or their residues from the public water system except at a location equipped with an air gap or an approved reduced pressure principle backflow prevention assembly (RP) properly installed.
- (h) All backflow assemblies that are not installed in accordance with the requirements set forth by this Ordinance shall be brought up to code upon notification within the timeframe specified by the Town of Snow Hill.
- (i) All services outlined by this regulation that do not have containment assemblies shall install assemblies per the specifications set forth herein.
- (j) All current and/or potential air gap consumers, (not to include new construction); shall be inspected at a frequency determined by the Town of Snow Hill to ensure the safety of the system.

Note: If the degree of hazard determined by Town of Snow Hill, or his/her designee, has changed, then based upon the hazard, the consumer is responsible for installing the appropriate backflow prevention assemblies.

Sec. XX-XX.7 Approved Backflow Prevention Assemblies

The following requirements shall be followed prior to the installation of any backflow prevention device/assembly, State plumbing laws and regulations shall be adhered to.

- (a) Backflow prevention assemblies to be installed by the consumer must be included on the "List of Approved Backflow Prevention Devices" (List) published by the University of Southern California

(USC), shall meet American Society of Sanitary Engineers (ASSE) standards and carry the ASSE seal.

- (b) The Town of Snow Hill reserves the right to add or remove from the List any reduced pressure principle assembly (RP) or double check valve assembly (DCVA).
- (c) It is a requirement that all backflow prevention assemblies be tested within seven (7) business days of the installation and at least once per year, or every three hundred and sixty-five (365) days thereafter by a Certified Backflow Tester authorized by the Town of Snow Hill.
- (d) The Town of Snow Hill shall conduct random testing of backflow prevention assemblies to ensure that assemblies are operating properly. The consumer or owner shall be given adequate notice prior to the test date.

Sec. XX-XX.8 Installation of Assemblies

The installation of backflow assemblies shall be performed in accordance with the following:

- (a) All backflow prevention assemblies shall be installed in accordance with the requirements set forth by the Manual of Standards, Specifications and Details (MSSD)- current edition, the manufacturer's installation instructions and/or in the latest edition of the North Carolina Plumbing Code, whichever is most stringent.
- (b) All backflow installations shall require a plumbing permit within the inspections and/or code enforcement jurisdiction of the work that is being performed.
- (c) All new construction plans and specifications, when required by the North Carolina Building Code and the NCDEQ, shall be made available to the Town of Snow Hill for review and approval, and to determine the degree of hazard.
- (d) Ownership and coordination of testing, maintenance and repairs of the assembly shall be the sole responsibility of the consumer.
- (e) Unless otherwise approved by the Town of Snow Hill, the backflow preventer must be installed on the consumer's property at a maximum distance of five (5) feet from the meter service and before any wyes, tees, or bypasses. Installation of backflow preventers within the DOT right-of-way shall not be accepted.
- (f) Bypass piping is not permitted unless it is equipped with an approved backflow prevention assembly of the same type and brand as the main line assembly. It shall be necessary to install two approved backflow prevention assemblies to ensure continuous water service.
- (g) All backflow preventers must be installed above ground unless approved by the Town of Snow Hill for an inside installation. Backflow preventers must be a minimum of 12" from the valve vent to finished grade (RP) or 12" from the bottom of the valve to finished grade (DCVA), and no higher than 30" above the finished grade. Consumer must maintain adequate clearance around the assembly for testing and/or repair of the assembly. Wherever a reduced pressure principle backflow preventer (RP) is approved for installation inside of a building, an air gap drain of adequate size must be installed.

- (h) All reduced pressure principle assemblies (RP) must be installed in a horizontal position and in a location in which no portion of the assembly can become submerged in any substance under any circumstances. Double check valve assemblies (DCVA) may be installed in a vertical position with prior approval from the Town of Snow Hill provided the flow of water is in an upward direction or the assembly has been USC approved.
- (i) In areas subject to flooding, alternate locations are required for installation to ensure the assemblies are not subject to submersion. These alternate locations shall be proposed by the plumber and approved by the Town of Snow Hill on a case-by-case basis prior to commencement of the installation.
- (j) Landscaping is allowed around any assembly provided it does not interfere with the testing and/or repairing of the assembly. Surface or subsurface obstacles that prohibit the installation of the assembly in accordance with the specifications shall be subject to the review and approval of the Cross Connection Control O.R.C. for alternative locations.
- (k) Protective enclosures must be used to help prevent freezing or vandalism of backflow prevention assemblies installed outside and above ground. Freeze-proof enclosures that meet or exceed North Carolina Plumbing Code Standards are acceptable. Adequate drainage shall be provided by hinged door drain or ports along the bottom walls of the protective enclosure. The enclosure is required to be mounted to a concrete pad or the ground. If the structure is not removable, it must be accessible by doors large enough for entrance and repair.

Sec. XX-XX.8 Installation of Assemblies Continued

- (l) In order to prevent obstruction during the testing or repair of the assembly, additional piping and/or valves shall not be located within or under the enclosure.
- (m) Backflow prevention assemblies 2 ½" or larger must be supported to allow for the weight of the backflow prevention assembly. Supports shall be approved pipe stands, no blocks or bricks, and must have proper footing to rest on. Supports shall be spaced so they do not cause interference with the testing and/or repair of the assemblies.
- (n) All backflow prevention assembly installations shall be inspected and approved by the Town of Snow Hill prior to initial connection to the potable water system.
- (o) All existing commercial or high hazard commercial water services shall have containment backflow assemblies installed at the service connection and raised above ground in an approved enclosure in accordance with the North Carolina State Plumbing Code and this Ordinance.
- (p) Assembly owners are responsible for the installation of measure(s) to address the environmental conditions where backflow preventers are installed. Assembly owners are responsible for supplemental heat when assemblies are in danger of freezing.
- (q) Assemblies installed below ground that do not have working gravity drains that discharge to daylight, or have drains that are not two times the supply size of the water service supplying the assemblies, shall be raised and placed in an approved freeze-proof enclosure in accordance with the North Carolina State Plumbing Code.
- (r) The plumber is responsible to ensure that a backflow prevention assembly is working properly upon installation and is required to furnish the following information to the Town of Snow Hill within seven (7) business days after a reduced pressure principle backflow preventer (RP), double check valve assembly (DCVA), double check detector assembly (DCDA), or reduced pressure principle detector assembly (RPDA) is installed:

- 1) Service address where assembly is located, threat rating
 - 2) Owner and mailing address 3) Description of assembly's location
 - 4) Date of installation
 - 5) Installer (including name, company, license number, and project permit number)
 - 6) Type and size of assembly
 - 7) Manufacturer, model number and serial number
 - 8) Test results/report
- (s) When it is not possible to interrupt water service, provisions shall be made for a parallel installation of backflow prevention assemblies. The Town of Snow Hill shall not accept an unapproved bypass around a backflow prevention assembly.

Sec. XX-XX.9 Testing and Repair of Assemblies

The testing and repair of backflow assemblies shall be performed in accordance with the following:

- (a) Testing of backflow prevention assemblies shall be made by a Certified Tester at the consumer's expense. Such tests are to be conducted upon installation and annually thereafter or at a frequency established by the Town of Snow Hill's regulations. A record of all testing and repairs is to be retained by the consumer. Copies of the records must be provided to the Town of Snow Hill within seven (7) business days after the completion of any testing, repair work, or the activation of water service.
- (b) The Certified Tester shall notify the Town of Snow Hill within one (1) business day any time that repairs to backflow prevention assemblies are deemed necessary. These repairs must be completed by a North Carolina Licensed Plumber within ten (10) business days of the failed test.
- (c) Testing requires water shut down usually lasting five (5) to twenty (20) minutes. For facilities that require an uninterrupted supply of water or when it is not possible to provide water service from two separate meters, provisions shall be made for a parallel installation of backflow prevention assemblies.

Note: The submission of any record to the Town of Snow Hill by any consumer or Certified Tester that is false or incomplete is prohibited. Failure to submit any record required by this Ordinance is also prohibited.

Sec. XX-XX.10 Facilities Requiring Protection

In accordance with NCAC Title 15A Subchapter 18C Appendix B, the types of facilities or services listed below have been identified by the Town of Snow Hill and the State of North Carolina, as having a

potential for backflow of non-potable water into the public water supply system. An approved backflow prevention assembly shall be required on all such services according to the degree of hazard present.

Other types of facilities or services not listed below may also be required to install approved backflow prevention assemblies if deemed necessary by the Town of Snow Hill. Unless indicated below, commercial establishments are required, at a minimum, to install a double check valve assembly (DCVA) on their services. When a site survey is conducted at existing facilities due to account or ownership changes, when a cross-connection is found or known to exist, or when it is necessary to repair an existing backflow assembly that is not in conformance with this Ordinance, the hazard designation of the facility may be increased to require the installation of the appropriate backflow prevention assembly specified below.

DCVA – Double Check Valve Assembly

RP – Reduced Pressure Principle Assembly

DCDA – Double Check Detector Assembly

RPDA – Reduced Pressure Detector Assembly

(a) Automotive service stations and dealerships: RP

(b) Automotive plants: RP

(c) Auxiliary water systems:

1) Approved Public/Private Water Supply: DCVA

2) Used Water and Industrial Fluids: RP

(d) Bakeries: RP¹

(e) Beauty shops and barber shops: RP²

(f) Beverage bottling plants: RP

Sec. XX-XX.10 Facilities Requiring Protection continued

(g) Breweries: RP

(h) Buildings-hotels, apartment houses, public and private buildings, or other structures having unprotected cross-connections:

1) Under five stories - NO Health Hazards: DCVA

2) Under five stories- Health Hazards: RP

3) Over five stories- All: RP

4) Buildings with booster pumps-RP

(i) Canneries, packing houses, and rendering plants: RP

(j) Chemical plants-manufacturing, processing, compounding or treatment: RP

(k) Chemically contaminated water systems: RP

(l) Commercial car wash facilities: RP

(m) Commercial greenhouses and farms: RP

(n) Commercial sales establishments-department stores, malls: RP³

(o) Concrete and asphalt plants: RP

(p) Dairies and cold storage plants: RP

(q) Docks, piers or other like facilities or structures with water service: RP

(r) Dye works: RP

(s) Film laboratories: RP (t) Fire systems:

1) Systems ¾" to 2": RP

2) Systems 2 ½" to 10": RPDA

- (u) Flex spaces and strip mall: RP⁵
- (v) Grocery Stores: RP¹
- (w) Hospitals, medical buildings, sanitariums, morgues, mortuaries, autopsy facilities, nursing and convalescent homes, medical clinics, and veterinary hospitals: RP
- (x) Industrial facilities: RP⁴
- (y) Laundry and dry cleaning facilities: RP
- (z) Lawn irrigation systems: RP
- (aa) Metal manufacturing, cleaning, processing, and fabricating plants: RP
- (bb) Mobile home parks (master metered): RP⁶
- (cc) Oil and gas production, storage, or transmission properties: RP
- (dd) Paper and paper product facilities: RP
- (ee) Pest control facilities: RP
- (ff) Plating plants: RP
- (gg) Power plants: RP
- (hh) Radioactive materials or substances on site: RP
- (ii) Restaurants: RP⁷
- (jj) Restricted, classified, or other inaccessible facilities: RP
- (kk) Rubber plants: RP
- (ll) Sand and gravel plants: RP
- (mm) Schools, daycare facilities, colleges, and learning institutions: RP
- (nn) Sewage and storm drain facilities: RP

Sec. XX-XX.10 Facilities Requiring Protection continued

- (oo) Swimming pools: RP
- (pp) Tattoo parlors: RP
- (qq) Any water service with a fixture located below the flood plain elevation: RP (rr) Waterfront facilities and industries: RP⁸

¹A RP is required when known health hazards are present on the site that include, but are not limited to, the following: wall-mounted or any other connection of chemical or soap dispensers attached to mop/utility sink and/or if the property is waterfront.

²A RP is required when known health hazards are present on the site that include, but are not limited to, the following: chemicals used for hair dyeing or other processes, nail salons, body piercings and spa use, and/or if the property is waterfront.

³A RP is required when known health hazards are present on the site that include, but are not limited to, the following: where the building is sub-divided into spaces that can change ownership/use frequently(flex space), the presence of a wall-mounted or any other connection of chemical or soap dispensers attached to a mop/utility sink, carbonated drink machines, stored chemicals on site, where access is very limited and/or security does not allow for easy entry or exit, if the property is waterfront, or the site includes boilers and steam cleaning equipment.

⁴A RP is required when known health hazards are present on the site that include, but are not limited to, the following: the manufacturing or processing of any known product that is a health hazard (chemical or biological), addition of wall-mounted or any other connection of chemical or soap dispensers to a mop/utility sink, the use of degreasers to clean equipment, any power washing/spraying equipment hooked up to water supply, boilers or steam cleaning equipment, chemicals on site, or if the property is waterfront.

⁵It is highly recommended that owners of flex spaces install RP assemblies initially to accommodate potential usage and increased hazard changes that will require them.

⁶A RP is required when known health hazards are present on the site that include, but are not limited to, the following: storage areas on site with chemicals, or common areas with dock/water access.

⁷A RP is required when known health hazards are present on the site that include, but are not limited to, the following: addition of wall-mounted or any other type of connection of chemical or soap dispensers to a mop/utility sink, commercial kitchen equipment, ice makers and dish washing machinery attached to the potable water supply, carbonated drink machines, or if the property is waterfront.

⁸ Defined as properties adjacent to coastal waters, intracoastal waterways, rivers, ponds, and lakes where identified secondary hazards exist that include, but are not limited to, the following: docks, piers, waterfront spigots or hose extensions, irrigation systems, fixtures in a floodplain, swimming pools, hot tubs, etc.

ALL ASSEMBLIES AND INSTALLATIONS SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE TOWN OF SNOW HILL.

Sec. XX-XX.11 Connections with Unapproved Sources of Supply

No person shall connect or cause to be connected any supply of water not approved by the State of North Carolina to the Town of Snow Hill's public water system. Any connections allowed by the Town of Snow Hill must comply with the backflow prevention requirements of this Ordinance.

In the event of contamination or pollution of the public or consumer potable water system, the consumer shall notify the Town of Snow Hill immediately in order to ensure that appropriate measures are taken to overcome and eliminate the contamination or pollution.

Sec. XX-XX.12 Fire Protection Systems

All existing backflow assemblies installed on fire protection systems in operation at the time these regulations are approved shall be allowed to remain on the premises as long as they are being properly maintained as required. If the existing assembly must be replaced, or in the event of proven water theft through an un-metered service, the consumer shall be required to install an approved reduced pressure principle detector assembly (RPDA). All backflow preventers for fire protection shall also meet the requirements of applicable building and fire codes.

Sec. XX-XX.13 Other Connections

(a) Services to single family residential units, not otherwise required by this code to have other containment devices, may have a containment device in the form of an approved dual check valve on all such services

which meters are applied more than ninety (90) days following the date of adoption of this ordinance, said dual check valves or other containment devices as required shall be installed by the owner's representative prior to the installation of the meter by the Town of Snow Hill. On all such services for which meters have been applied prior to that date, said dual check valve shall be installed by the Town of Snow Hill provided that the Town reserves the right to charge the owner or occupant of any residence for the cost of said device and its installation. Maintenance of dual check valve containment devices installed in accordance with this section shall be conducted by the Town.

Sec. XX-XX.14. Enforcement

(a) Notices of Violation

- (1) The consumer and/or owner of any installation found to be in violation(s) of the provisions of this Ordinance shall receive, in writing, an explanation of the violation, the remedial action(s) to be taken, and the time period within which the violation(s) must be corrected.
- (2) The notice shall be served by personal delivery, registered mail, or certified mail to the consumer and/or owner.
- (3) Failure by the consumer and/or owner to correct the violation within the time specified, or to pay any civil penalty or expense assessed under this section upon the Town of Snow Hill's written demand of payment, shall be grounds for immediate termination of water service. Water service shall be re-established when the violation is corrected and any applicable civil penalties and other fees are paid.

(b) Civil Penalty

- (1) Violation of any provision of this article may subject the offender to a civil penalty to be recovered by the Town of Snow Hill in a civil action in the nature of debt if the offender does not pay the penalty within thirty (30) days after the assessment has become final by exhaustion of the appeal process established by this section, or by failure to appeal the assessment.

Sec. XX-XX.14. Enforcement continued

- (2) The civil penalty for violation of any provision of this cross connection control article shall not exceed five hundred dollars (\$500) per day for each day of continuous violation, or a cumulative or single civil penalty of ten thousand dollars (\$10,000). The civil penalty for willful violation of any provision of this article shall not exceed one thousand dollars (\$1,000) per day for each day of a continuous violation, or a cumulative or single civil penalty of twenty thousand dollars (\$20,000).

(c) Assessment

- (1) Any civil penalty shall be assessed by the Town Manager, upon the recommendation of the CrossConnection Control O.R.C., and shall be based upon the reasonable estimated cost of correcting the cited violation, the magnitude of the potential risk posed to the public health, safety and welfare by the violation, and the cost of the public safety or other emergency response caused by the violation. The Town Manager shall serve written notice of the civil penalty assessment to the offender and set out with reasonable care the basis of the amount so assessed.

(d) Equitable Relief

- (1) An appropriate equitable remedy, including a mandatory or prohibitory injunction, issuing from a court of competent jurisdiction may endorse the provisions of this article.

(e) Enforcement option

- (1) The penalties and enforcement provisions established by this article may be applied in addition to or instead of the penalties established by other sections of this code.

Sec. XX-XX.15. Limitation of Liability

- (a) The Town of Snow Hill shall bear no liability for direct or consequential damages proximately caused by the discontinuance of service pursuant to this Ordinance.
- (b) The Town of Snow Hill shall not be held liable, for any cause, for failure to detect any unit failing to operate adequately, or failure to identify any specific hazard, which may result in contamination of its public water supply, nor shall this ordinance diminish the responsibility of any property owner from whose property a contamination of the public water supply may originate.

Revised January 15, 2020; Ordinance Number XXXX-XX-XX



To: Mayor and Board Members

From: April Vinson

Date: October 9, 2023

REF: Lead Service Line Investigation - Resolution

Background:

Currently the State of North Carolina is requiring municipalities to complete an inventory assessment of all service lines within its corporate limits. Although it is not known currently if there are any lead service lines within the corporate limits, the Town of Snow Hill is seeking funds to further the investigation. Once the investigation is completed, if any lines were located the town will move forward with seeking funding for replacing such lines. This resolution is required as part of the grant application process.

Recommendation: Adoption of the Lead Service Line investigation resolution as part of the grant application.

Now Therefore Be It Resolved; The Town of Snow Hill Board of Commissioners adopt the lead service line investigation resolution for

Moved: _____ Second: _____

Vote: Yes _____ No _____

Unanimous: _____

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The **Town of Snow Hill** has need for and intends to construct, plan for, or conduct a study in a project described as **Lead Line Investigation Study**, and

WHEREAS, The **Town of Snow Hill** intends to request State loan and/or 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 loan and/or 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 the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Snow Hill to make a scheduled repayment of the loan, to withhold from the Town of Snow Hill 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.

If applying for a regional project, that the **Applicant** will partner and work with other units of local government or utilities in conducting the project, including **N/A**.

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 loan and/or 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 9th day of October 2023 at **Snow Hill, North Carolina**.

Mayor of Snow Hill

Dennis Liles

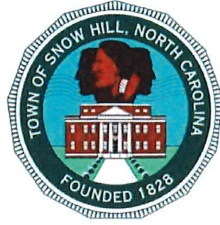
FORM FOR CERTIFICATION BY THE RECORDING OFFICER

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** duly held on the 9th day of October, 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 9th day of October, 2023.

(Signature of Recording Officer)

Laquita Davis, Town Clerk

(Title of Recording Officer)



To: Mayor and Board Members

From: April Vinson

Date: October 9, 2023

REF: Senator Buck Newton – Earmarked Money

Background:

The Town of Snow Hill along with Green Engineering spoke with Senator Newton regarding some much-needed upgrades to the water and wastewater infrastructure in town. Some of those projects include rehabilitation of three wastewater pumping stations to include generators, replacement of the bar screen at the wastewater treatment facility and asset management plan. The Town was allotted \$4,222,500.00.

Recommendation: There is no recommendation at this time. Currently waiting for formal notice with guidelines as to how to proceed. The Town Manager will update the Board accordingly.



To: Mayor and Board Members

From: April Vinson

Date: October 9, 2023

REF: Cemetery Survey Update

Background:

The Town Board and Staff have been working diligently to complete the remaining area of the cemetery with the pond, fountain, and survey of the existing area for more burial plots. Just the area close to the pond will allow for an additional 580 spaces.

Recommendation: None currently, strictly updating purpose



To: Mayor and Board Members

From: April Vinson

Date: October 9, 2023

REF: Hart & Welch Streets Update

Background:

There have been numerous complaints over the last several months regarding street light outages and broken pavement within and around Welch and Hart Streets. Although the Town does not control the electric utility, we acted as a liaison to help get the street lighting issues resolved, which required three different visits from Duke Energy's contractor. Also, there was a cracked storm drain that was causing a washout in the same area which required several loads of rock until the contractor could make the repairs. Once the repairs were made, having the area patched was taking some time to complete as well. Currently, all streetlights are working and the patch work in the streets has been completed and the debris material cleanup.

Recommendation: None currently, strictly updating purpose



To: Mayor and Board Members
From: April Vinson
Date: October 9, 2023

REF: Upcoming Events

Background:

As we approach the holiday season there are several events to mention with dates to determine if the board would like to continue with the tradition.

Trunk or Treat – Greene County Complex October 31, 2023, 6p.m.-9p.m.
Veterans Day – Snow Hill Volunteer Fire Department November 11, 2023, at 11:00 am.
Christmas Extravaganza – Downtown December 1, 2023, 6:00 p.m. -9:00 pm.
Annual Christmas parade – Downtown December 2, 2023, 2:00pm

Recommendation: None currently, strictly updating purpose