



MINUTES  
SNOW HILL BOARD OF COMMISSIONERS

Monday 11 April 2022, 6:00 p.m.

*G. Melvin Oliver Town Hall*

908 SE Second St.

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

**I. Roll Call**

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

**II. Approval of Agenda**

Motion by: Washington

Second by: Andrews

Votes: Ayes - 5

Nays -

Abstained -

*Approved*

**III. Public Comments (NCGS § 160A-81-1)** *Please state your name, topic you will be speaking, and your three (3) minutes will begin.* Roy Graves, Oak St., spoke about the speeding that he feels is a danger to the residents on the street. Came before the Board April 2021 and requested speed bumps be placed on the street which is owned by the Town. Mr. Graves recalled some of the conversations he's had recently with Whaley trying to get an answer to his request about speed bumps or reduction in the speed. He's requesting a definite answer. Whaley said the Board should hold a Public Hearing in May so the neighbors could voice their opinion on the proposed requests by Mr. Graves. Fred Maye, a resident on SE Third St. expressed his agreement with Mr. Graves concerning the danger due to the speeders. Mr. Maye requests a decision be made as soon as possible.

Wilkes told Mr. Graves and Mr. Maye even though the Town will send out notices about the Public Hearing it would be better if they could explain to the neighbors what is going on and they should attend the meeting.

A Motion was made to hold a Public Hearing May 9, 2022.

Motion by: Washington

Second by: Wilkes

Votes: Ayes - 5

Nays - 0

Abstained - 0

*Approved*

#### **IV. Consent Agenda:**

A. Consider Approval of Minutes 14 March 2022

B. Resolution: Sewer Lift Station Rehabilitation

Motion by: Washington

Second by: Andrews

Votes: Ayes - 5

Nays - 0

Abstained - 0

*Approved*

#### **V. Town Manager Report:**

A. Proposal: Water and Sewer Capital Improvement Plan (*Action*)

Motion by: Washington

Second by: Andrews

Votes: Ayes - 5

Nays - 0

Abstained - 0

*Approved*

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

Motion by: Andrews

Second by: Wilkes

Votes: Ayes - 5

Nays - 0

Abstained - 0

*Approved*

C. Spring Clean Up Day will begin 8 a.m., Monday, May 16 (*Action*)

Motion by: Washington

Second by: Andrews

Votes: Ayes - 5

Nays - 0

Abstained – 0

*Approved*

D. Rental Property -110 SE First Street Parcel ID 9004920 (*Discussion*)

Motion was made for the property to continue as is and revisit the status in a year.

Motion by: Andrews

Second by: Washington

Votes: Ayes - 5

Nays - 0

Abstained – 0

*Approved*

**VI. Monthly Reports:**

A. Financial Report

Wilkes asked Finance Officer Lockamy to give a summary of the monthly report she submitted.

B. Police Report

Wilkes asked if Chief Hobbs could give a brief report on the police department activities. Hobbs explained there have been a few more calls pertaining to DWI's and said the crime rate is no more than the previous months.

C. Public Works

D. Project Information Updates

**VII. Comments from Mayor and Board:**

Wilkes asked if the Board would have to call a meeting to discuss the ARP funds.

Pridgen asked Whaley if the town plans to take the standard election for Revenue Loss and use it for Salaries and benefits.

Motion was made to take the standard allowance for the ARP funds.

Motion by: Washington

Second by: Andrews

Votes: Ayes - 5

Nays - 0

Abstained – 0

*Approved*

-Whaley said it is at the Board's discretion to decide if they need a meeting, a decision was made to recess the current meeting until Tuesday, April 19 at 9 a.m. for Whaley to compile information that may be needed.

-Shackleford took a moment to thank Finance Officer Lockamy for her hard work and dedication with working on the audit and ARP.

**VIII. Closed Session: § 143-318.11. Personnel, Legal**

Motion made to go into closed session at 6:45 p.m.

Motion by: Washington

Second by: Daniels

Votes: Ayes - 5

Nays - 0

Abstained - 0

*Approved*

Motion made to come out of closed session at

Motion by: Wilkes

Second by: Shackelford

Votes: Ayes - 5

Nays - 0

Abstained - 0

*Approved*

**XI. Board Actions in open session**

**NONE**

**XII. Adjournment**

Motion to RECESS until Tuesday, April 19 at 9 a.m.

Motion by: Washington

Second by: Wilkes

Votes: Ayes - 5

Nays - 0

Abstained - 0

*Approved*

Approved: Dennis Liles Dennis Liles, Mayor

Respectfully Submitted: Laquita Davis Laquita Davis, Town Clerk

### CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting Town Clerk of the Town of Snow Hill does hereby certify: That the above/attached minutes is a true and correct copy of the minutes authorized at a legally convened meeting of the Town of Snow Hill duly held on the 11<sup>th</sup> day of April, 2022; and, further, that such minutes has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 11<sup>th</sup> day of April, 2022.

  
(Signature of Recording Officer)

Laquita Davis, Clerk to the Board

\_\_\_\_\_  
(Title of Recording Officer)



**AGENDA**  
**SNOW HILL BOARD OF COMMISSIONERS**

Tuesday, 19 April 2022, 9 a.m.

*G. Melvin Oliver Town Hall*

908 SE Second St.

**Call to Order:** Mayor Liles  
**Invocation:** Mayor Pro-Tem Wilkes

**I. Roll Call**

**Attendees:** Mayor Liles; Mayor Pro-Tem Wilkes; Commissioner Andrews; Commissioner Daniels; Commissioner Shackelford; Commissioner Washington; Town Manager Whaley; Town Clerk Davis; Town Attorney Pridgen;

**II. Approval of Agenda**

Motion by: Washington

Second by: Shackelford

Votes: Ayes - 5

Nays-0

Abstained-0

*Approved*

**III. Town Manager Report:**

a. American Rescue Plan Fund Budget/Discussion

Motion was made to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its ARP/CSLFRF funds for the provision of government services.

Motion by: Andrews

Second by: Washington

Votes: Ayes - 5

Nays-0

Abstained-0

*Approved*

## ARP FUNDING PRELIMINARY BUDGET DISCUSSION

Whaley would like to discuss ideas on how to utilize the \$480,000. In part he would like to give the employees a bonus of \$3,000.00 for full-time employees and \$1500.00 for part-time employees (20 hours or less). Mayor Pro-Tem Wilkes asked if the part-time employees could everyone get the same amount for the bonus? Whaley said the decision is up to the Board. Commissioner Washington said she feels as though there should be different amounts for the full-time and part-time employees. Commissioner Andrews said she also feels there should be different amounts. Mayor Pro-Tem Wilkes asked if Commissioner Daniels and Commissioner Shackleford would state their opinions on the amount.

Motion was made to give \$3,000 a bonus to the full-time employees and \$1,500 to the part-time employees.

Motion by: Andrews

Second by: Washington

Votes: Ayes - 4

Nays-1

Abstained-0

*Approved*

Whaley brought up the leaf collection unit and the quotes he has obtained, and the price is \$45,000 and he will contact the manufacturer to move the process to the next step.

**Public Works Vehicles** – Whaley discussed 2 vehicles costing approximately \$60,000 and explained a delay of up to 8 months in purchasing vehicles through the state contractor. Commissioner Shackleford asked about potentially in the future using an electric vehicle for the town. Whaley said he has no firsthand knowledge of what it takes to be able to use that type of vehicle, but he would look into it.

Whaley said he will check on getting some quotes on 2 new trucks.

**Police Vehicles** – Whaley said it is not an immediate necessity to purchase a vehicle however he wanted to have the cost covered for a future purchase. When a decision to purchase is made the older vehicle would be sold and have the other vehicle as a spare.

**Roof at Town Hall** – Tinoco Construction put a roof on the facility in 2016. Whaley Has received two quotes from roofing contractors, Tony Barrow of Barco Construction located in Arba, \$42,784.00 after going on the roof and seeing that almost everything on the roof is laid incorrectly; flashing is not sealed and the tin is not laid correctly, and the type of screws that were used were not the right ones; Smith Roofing out of Shine, quoted \$20,000 with the current tin that would have to be removed, re-lapped, sealing, flashing and other steps to correct the issue. Whaley said it would not be a good idea to have Tinoco come back to correct the issue.

Commissioner Washington asked if there was a way to recoup any of the funds from Tinoco; Pridgen said the timing would make it hard to be able to do anything legally.

Mayor Pro-Tem Wilkes asked if there was a contract for the work he did, Whaley said there was an invoice but not a contract.



Commissioner Daniels asked if we could have some type of inspection to ensure that the work is done correctly in the future. Whaley said he would follow through with checking on a warranty for the new roof and getting a third quote. Mayor Liles asked about Brad Carraway giving a quote. Whaley said he will reach out to him.

Attorney Pridgen said he found a one-year warranty on the work that was done.

Whaley explained the problems with the Public Works building and the type of work that needs to be done. Barco Construction gave a quote of \$8800.00.

**Cemetery Improvements** – Approximately \$20,000 investment to move forward with the new section. Suggestions for lighting, electricity added to the building for air pump and refrigerator, rocks around the pond, fountain, and separation barrier. Also, cemetery software is needed to allow the public and staff to check burial locations on the website. Whaley also mentioned a potential rate increase for the cemetery to sustain itself.

**SCADA upgrade** - Can pay for it out of ARP funds instead of fund balance. Quote to upgrade the system is \$52,631.16.

**Water and Sewer** - Quotes to get the departments fixed or repaired; Generators for some of the lift stations; Working with Green Engineering to receive ARP state funds due to being on the distressed list.

#### IV. Comments from Mayor and Board

Mayor Liles stated he believes Whaley and the staff have done a good job getting this info to the board.

Whaley said the bonus pay would go out to the staff within the next 30 days. Also reminded the Board they have until 2026 to spend the funds, so there is no need to rush on anything.

Commissioner Daniels said she would like a letter to be placed with the premium pay checks to explain the bonus and a thank you to the employees. Whaley said he would type a letter and have the commissioners' names on it.

#### V. Adjournment at 9:42 a.m.

Motion by: Washington

Second by: Shackelford

Votes: Ayes - 5

Nays-0

Abstained-0

*Approved*

Approved: Dennis Liles Dennis Liles, Mayor

Respectfully Submitted: Laquita Davis Laquita Davis, Town Clerk