



MINUTES  
SNOW HILL BOARD OF COMMISSIONERS

Monday, 10 January 2022, 6:00 p.m.

*G. Melvin Oliver Town Hall*

908 SE Second St.

**Call to Order:** Mayor Dennis Liles

**Invocation:** Commissioner Washington

**Pledge of Allegiance:** Mayor Dennis Liles

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

**I. Approval of Agenda**

Motion by: Washington

Motion Seconded by: Shackelford

Votes: Ayes - 5

Nays – 0

Abstained – 0

**II. Public Comments (NCGS § 160A-81-1)**  
**NONE**

**III. Presentation:**

A. Thompson & Price Audit FY 2020-2021

Town Manager contacted auditing firm via phone call for the presentation. Auditor notated no communication findings. Auditor notated a \$241,464 net change in general fund and a (\$10,879) net change after contribution in enterprise fund.

**IV. Proclamation:**

1. Proclamation of January 17, 2022, as the Martin Luther King Jr. Federal Holiday  
Read by Commissioner Wilkes
2. Proclamation of the month of February as Black History Month  
Read by Commissioner Washington

**V. Consent Agenda:**

- A. Consider Approval of Minutes 13 December 2021
- B. Consider Approval of Public Hearing Minutes
- C. Approval of Contract Beaman Mulching LLC – Sewer Right of Way Maintenance

**VI. Action Items:**

- A. Consideration to hold a Public Hearing in reference to holding Board of Commissioner Elections in even years to be held at 6 p.m. on February 15, 2022.

Motion by: Washington  
Motion Seconded by: Wilkes  
Votes: Ayes - 5  
Nays – 0  
Abstained – 0

***APPROVED***

- B. Consideration to adopt Information Technology Use and Data Breach Policy

Motion by: Washington  
Motion Seconded by: Wilkes  
Votes: Ayes - 5  
Nays – 0  
Abstained – 0

***APPROVED***

- C. Board of Commissioner Meeting Schedule 2022

Motion by: Washington  
Motion Seconded by: Andrews  
Votes: Ayes - 5  
Nays – 0  
Abstained – 0

***APPROVED***

- D. Town Employee Holiday Schedule 2022

Motion by: Wilkes  
Motion Seconded by: Shackelford  
Votes: Ayes - 5  
Nays – 0  
Abstained – 0

***APPROVED***

- E. Zoning Code Amendment in consideration to combine the Planning Board and Board of Adjustment into a new board entitled the “Town of Snow Hill Board of Planning and Adjustment”.

Motion by: Washington  
Motion Seconded by: Andrews  
Votes: Ayes - 5  
Nays – 0  
Abstained – 0

***APPROVED***

- F. Town of Snow Hill Board of Planning and Adjustment member appointments:  
Ms. Joan Atkinson (Town rep) and Ms. Ernestine Sugg (ETJ rep)

Motion by: Washington  
Motion Seconded by: Shackelford  
Votes: Ayes - 5  
Nays – 0  
Abstained – 0

***APPROVED***

**VII. Monthly Reports:**

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

**VIII. Comments from Mayor and Board: NONE**

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

Motion to enter Closed session made at 6:30 p.m.

Motion by: Wilkes  
Motion Seconded by: Andrews  
Votes: Ayes - 5  
Nays – 0  
Abstained – 0

***APPROVED***

Motion to exit Closed session made at 6:30 p.m.

Motion by: Andrews  
Motion Seconded by: Washington  
Votes: Ayes - 5  
Nays – 0  
Abstained – 0

***APPROVED***

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

XI. Adjournment at 7:14 p.m.  
Motion by: Wilkes  
Motion Seconded by: Washington  
Votes: Ayes - 5  
Nays - 0  
Abstained - 0

Approved:  Dennis Liles, Mayor

Respectfully Submitted:  Laquita Davis, Town Clerk