

**VILLAGE OF TOBACCOVILLE
COUNCIL MEETING MINUTES
Thursday, December 3, 2009 7 p.m.**

CALL TO ORDER

Mayor Keith Snow called the meeting to order and Mayor Pro Tem Billy McHone gave the invocation. The following elected officials and staff were present: Mayor Keith Snow, Mayor Pro Tem Billy McHone, Council Members Mark Baker, Robin Beck and Myron Marion, Attorney Amy Lanning, and Administrator Dan Corder. Clerk Robin Key was absent. No one represented the press. Total attendance: 18

APPROVAL OF MINUTES

Council Member Beck made a motion to approve the November 5, 2009 Council Meeting Minutes. Mayor Pro Tem McHone seconded. The vote was unanimous.

OUTGOING COUNCIL MEMBER REMARKS

Mayor Pro Tem McHone thanked the community for the opportunity to serve. Mayor Snow thanked him for his service.

OATHS OF OFFICE

Administrator Corder administered the oaths of office to Mayor Keith Snow, Council Members Robin Beck and Lori Shore-Smith. There was a short break and the meeting resumed with the new Council.

ORGANIZATION OF NEW COUNCIL

- a. Election of Mayor Pro Tem: Council Member Beck made a motion to appoint Myron Marion as Mayor Pro Tem. Council Member Shore-Smith seconded the motion. The vote was unanimous.
- b. Selection of Meeting Time and Day: Mayor Pro Tem Marion made a motion to continue the monthly council meetings on the 1st Thursday of the month at 7 p.m. at Village Hall. Council Member Baker seconded the motion. The vote was unanimous.
- c. Designated Areas of Responsibility: There was a consensus of the Council to approve the attached list of Designated Areas of Responsibility for 2009-2011. (Attachment)
- d. Adoption of Rules of Order: Council Member Beck made a motion to adopt the *Suggested Rules of Procedure for a City Council 3rd Edition* by A. Fleming Bell, II suspending Rule 11. Mayor Pro Tem Marion seconded the motion, and the vote was unanimously approved.

ADMINISTRATOR'S UPDATE & STATUS SHEET REVIEW

Administrator Corder reviewed the status sheet with the Council regarding the turn lane project at Doral Drive and Spainhour Mill Road. He advised the Council that in order to complete the project using the approved state funds in the amount of \$224,000 and Village funds in the amount of \$56,000, a shortage of \$20,000 remains. He recommended the Council send a letter to the NCDOT requesting the additional \$20,000 be allocated for the project from Small Construction Funds to finish out the total \$300,000 project which can begin in the spring of 2010. There was a consensus to send the letter. (Attachment)

PARC UPDATE

Chairman Bill Benbow reviewed the PARC Minutes and advised the Council that the PARC will not meet in December as indicated in their minutes, but will meet again on January 12, 2010. He publicly thanked Shirley McHone, Shirley Snow, and Lori Shore-Smith for their hard work on the committee during the past year, as they will no longer be serving on the committee. (Attachment)

OCTOBER FINANCIAL REPORT

Administrator Corder reviewed the October financial report. Mayor Pro Tem Member Marion conducted an internal audit of the records and found no discrepancies. (Attachments)

SIGNAGE AT CORNER OF DORAL DRIVE AND TOBACCOVILLE ROAD

Council Member Beck advised the Council she will be contacting local churches regarding removing their old signs currently placed at the intersection and advising them of the opportunity to place a new sign on the proposed permanent signboard. Results from her contact with the churches will be reported back to the Council at the January meeting.

PARK OPERATION HOURS

Mayor Snow advised the Council that he, Administrator Corder, and Mayor Pro Tem Marion recently met to discuss a more efficient use of employees with regards to the hours of operation of the park. In addition to altering the hours of operation during winter months, he discussed the possibility of closing the restroom facilities during winter holidays. Following a period of discussion, Council Member Beck made a motion to operate the park from 8 a.m. – 5 p.m. during the months of January and February and close the park on January 18, 2010 in observance of the Martin Luther King, Jr. holiday. Mayor Pro Tem Marion seconded the motion. The vote was unanimously approved.

ADJOURNMENT

Mayor Pro Tem Marion made a motion to adjourn and Council Member Shore-Smith seconded the motion. The vote was unanimous, and the meeting adjourned at 8:15 p.m.

Minutes Prepared By:

Minutes Approved By:

Robin S. Key
Village Clerk

SEAL

Keith P. Snow
Mayor