



# TOWN OF PRINCEVILLE

**Board of Commissioners  
Regular Meeting  
December 21, 2015  
7:00 PM  
Princeville Town Hall**

## Agenda

- I. Board of Commissioners Call to Order**
- II. Invocation**
- III. Pledge of Allegiance**
- IV. Announcements**
  - a. **December 23,24,25:** Town Hall closed for Christmas Holiday
  - b. **January 1, 2016:** Town Hall Closed
  - c. **January 25, 2016:** Board of Commissioners meeting, 7 p.m. at Town Hall.
  - d. **April 30, 2016:** Princeville Founder's Day Celebration. More information to come.
  
- V. Public Comments (This agenda item is included to allow input to the Town Board of Commissioners from any citizen who wishes to address the Board without requesting to be on the agenda. Those who wish to address the Town Board are required to provide their name, address, and topic to be addressed. The Board will only listen and not respond, but may decide to place a topic on a future agenda. A speaker will be allowed no more than two minutes to speak, with a total Public Comment period of 15 minutes.)**

**VI. Adjustments to Agenda**

**VII. Consent Agenda** (The Consent Agenda is the first order of business. Items listed are believed to be non-controversial and are administrative in nature. There will be no separate discussion of the items unless a Commissioner or citizen requests and is granted permission to speak. The item(s) then will be removed from the Consent Agenda and considered individually. Otherwise, all items will be enacted by one motion.)

a. Minutes of Regular Meeting – November 23, 2015 (**Attachment A**)

**VIII. Oath of Office for Newly-Elected Commissioners**

**IX. Presentation of Bicycles**

**X. Ron Townley, Upper Coastal Plain Council of Governments**

**XI. New Business**

A. Upper Coastal Plain Council of Governments grant application contract (**Attachment B**)

B. Putnam Heirs Inc. property donation (**Attachment C**)

**XII. Town Manager's Report (Attachment D)**

**XIII. Town Attorney Report**

**XIV. Law Enforcement Report:**

**XV. Princeville Volunteer Fire Department Report**

**XVI. Senior Center Report**

**XVII. Closed Session:** Personnel Matter (NCGS 143-318.11 (a) (6)) and attorney consultation (NCGS 143-318.11 (a) (3))

**XVIII. General Concerns of the Board**

**XIX. Adjournment**

**Attachment A**

**Subject:** Minutes of Previous Board Meeting

**Action Requested:** Review minutes of previous meeting, amend if necessary, and approve. These minutes were delivered to the Board in advance of the meeting.

**Attachments:** Minutes of the November 23, 2015 Regular Meeting

**Submitted By:** Calvin Adkins, Town Clerk

## **Attachment B**

**Subject:** Proposed contract with the UCPCOG

**Action Requested:** Review and act as necessary

**Attachments:** Proposed Contract

**Submitted By:** Byron Ellis, Town Manager and Finance Officer

**Introduction and Background:** The Town has expressed a desire to upgrade the facilities at Heritage Park. Some of the ideas which have been discussed include walking trails, adult exercise facilities, shelters, a band stand, upgrades to the athletic fields, etc. The UCPCOG has been very successful in applying for PARTF grants which are specifically geared towards parks and recreation. The UCPCOG has presented a proposal to the town to prepare and submit a 2015-2016 NC Parks and Recreation Trust Fund Grant. Compensation for these services will not exceed \$8,500.

**Recommendation:** Authorize the Mayor and Town Manager to execute the contract as presented and approve the preparation of the PARTF Grant as proposed by the UCPCOG.

## Attachment C

**Subject:** Property Donation

**Action Requested:** Review and act as necessary

**Attachments:** Map

**Submitted By:** Byron Ellis, Town Manager and Finance Officer

**Introduction and Background:** Putnam Heirs Inc. has offered to donate to the town a parcel of land. The land is on Main Street, just south of, and adjacent to, Powell Park (PIN: 4738-52-0855). The property has a tax value of \$3,150.00. The town manager asked the town attorney to prepare the documents necessary to transfer the property to the town.

**Recommendation:** Accept the donation of the Putnam Heirs, Inc. property (PIN: 4738-52-0855) and authorize the town attorney and town manager to execute all documents relating to the transfer.

**Attachment D**

**Subject:** Town Manager's Report

**Action Requested:** Please Review

**Attachments:** Town Manager's Notes  
Other Information and Correspondence  
Financial Reports (Previously emailed to the Board)

**Submitted By:** Byron Ellis, Town Manager

**Recommendation:** Review and act as necessary