



# TOWN OF PRINCEVILLE

## Board of Commissioners Special Called Meeting

January 23, 2018

7:00 PM

3003 N. Main Street, Tarboro, NC 27886

## AGENDA

- I. Board of Commissioners Call to Order**
- II. Invocation**
- III. Pledge of Allegiance**
- IV. Announcements**
  - Community Gathering at the Rural Center on January 30 - 31, 2018 (Raleigh, NC)
  - NC Community Development Initiative: Resilient Communities - Forgivable loan program fact sheet.
  - NC Department of Commerce - Rural Economic Development Division: Community Development Block Grant (CDBG) Disaster Recovery Fund - Small Businesses Information
- 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 2 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 – **December 19, 2017 (Attachment A)**
- b. Checks paid and transfer report **(Attachment B)**
- c. Law Enforcement Report **(Attachment C)**

**VIII. Old Business**

- a. Financial Updates (Transfer and checks)
- b. Minutes
  - (1) Update on previous minutes (citizens matters)
- c. Prince Court Development Agreement

**IX. Executive Session**

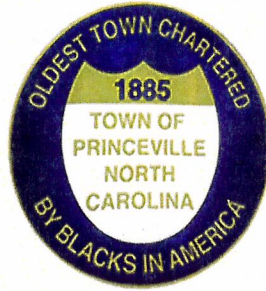
- a. Extension of Contract for Interim Town Manager)

**X. New Business**

- a. Results of NCACE/DOT meeting Tuesday, January 16, 2018
- b. Opening of ABC Store
- c. Schedule Attorney Interviews
- d. Update repopulation of Apartment Complexes
- e. Advertise for Town Manager position
- f. Snow removal
- g. Discussion on Distribution Center
- h. Purchase of Town Hall land
- I. Law Enforcement Report

**XI. General Concerns and Comments of the Board**

**XII. Adjournment**



# TOWN OF PRINCEVILLE

Board of Commissioners Special Called Meeting Continuance

March 5, 2018

7:00 PM

3003 N. Main Street, Tarboro, NC 27886

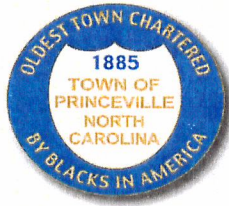
## AGENDA

- I. Board of Commissioners Call to Order
- II. Invocation
- III. Pledge of Allegiance
- IV. Announcements
  - ***"Essentials of Municipal Government Training"*** will be held in Greenville, NC on Friday, March 9, 2018 and Saturday, March 10, 2018.
  - Town of Princeville Regular Monthly Meeting will be held on Monday, March 19, 2018 at 7:00pm in the temporary Princeville Town Hall, Tarboro, NC.
  - The Princeville Distribution Center is located in the old Mental Health Building (single story brick building) at 3007 N. Main Street, Tarboro, NC. Operating hours are 8:30am - 12:00pm on Tuesdays and Thursdays.
- 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 2 minutes to speak, with a total Public Comment period of 15 minutes.) (A response will be given within 10 working days of the meeting.)
- 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.)
- VIII. Old Business
  - a. Hazard Mitigation Grant Program (HMGP) (Attachment A)

b. Edgecombe County Alcohol Beverage Control Board (Attachment B)

- IX. New Business**
- X. Executive Session**
- XI. General Concerns and Comments of the Board**
- XII. Adjournment**





# TOWN OF PRINCEVILLE

**Board of Commissioners Regular Meeting**

**May 21, 2018**

**7:00 PM**

**3003 N. Main Street, Tarboro, NC 27886**

## AGENDA

- I. Board of Commissioners Call to Order**
- II. Invocation**
- III. Pledge of Allegiance**
- IV. Announcements**
- 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 2 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 Meeting – **March 5, March 19 Special), March 19 (Regular), March 23, March 27 (Attachment A)**
  - b. Checks paid and transfer report **(Attachment B)**
  - c. Sheriff Report **(Attachment C)**

- d. Senior Center Report

**VIII. Presentation**

- a. Tar River-Flood Analysis and Mitigation Ideas **(Attachment D)**
- b. Matt Frey – Skanska

**IX. Old Business**

- a. Blue Ribbon Committee Name Change
- b. Recognition of Members
- c. Planning and Adjustment Board Member Recognition
- d. Update to Cost and Design of Town Hall **(Report at Meeting)**
- e. Update on Collection of Utility Bills from Conetoe Life Center-Distribution Center **(Report at Meeting)**
- f. Dike Maintenance **(Attachment E)**
- g. Request for County to Administer Hazard Mitigation Funds **(Board Discussion)**

**X. New Business**

- a. Bids for Renovation of Fire Station **(Information Available at Meeting)**
- b. Waste Industries Contract Renewal **(Attachment F)**
- c. Exemption of Storm water Engineering Project from Mini Brooks Requirements **(Attachment G)**
- d. The Edgecombe Hurricanes Proposal

**XI. Executive Session**

- a. **Personnel GS 143-318.11.(a)(1)**

**XII. General Concerns and Comments of the Board**

**XIII. Adjournment**



# TOWN OF PRINCEVILLE

**Board of Commissioners Regular Meeting**

**June 18, 2018**

**7:00 PM**

**3003 N. Main Street, Tarboro, NC 27886**

## AGENDA

- I. Board of Commissioners Call to Order**
- II. Invocation**
- III. Pledge of Allegiance**
- IV. Announcements**
- 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 2 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 Meeting – **April 16 (Regular) (Attachment A)**
  - b. Checks paid and transfer report **(Attachment B)**
  - c. Sheriff Report **(Attachment C)**
  - d. Senior Center Report **(Attachment D)**

**VIII. Presentation**

- a. Fighters for Freedom Hill
- b. Lowes Home Improvement

**IX. Public Hearing**

- a. Annexation of 53 acres **(Attachment E)**
- b. 2018-2019 Budget **(Attachment F)**

**X. Old Business**

- a. Annexation of 53 acres
- b. 2018-2019 Budget and Budget Ordinance
- c. Princeville Advocacy Committee Charge and Rules of Procedure**(Attachment G)**
- d. Design of Town Hall **(Attachment H)**
- e. Yard Waste Policy **(Attachment I)**
- f. Ordinance to Authorize the Town Manager to make Purchases up to \$3,000 **(Attachment J)**
- g. Updates to past/current issues and projects

**XI. New Business**

- a. Sale of storage building located at 214 South Main Street

**XII. Executive Session- None**

**XIII. General Concerns and Comments of the Board**

**XIV. Adjournment**





# TOWN OF PRINCEVILLE

## Board of Commissioners Regular Meeting

July 16, 2018

7:00 PM

Edgecombe County Auditorium

201 St. Andrews Street, Tarboro, NC 27886

## AGENDA

- I. Board of Commissioners Call to Order**
- II. Invocation**
- III. Pledge of Allegiance**
- IV. Announcements**
- V. Oath of Office**
- VI. Public Comments**
- VII. Adjustments to Agenda**
- VIII. Consent Agenda**
  - A. Minutes of Meeting – **June 18, May 21 (Regular) (Attachment A)**
  - B. Checks paid and transfer report **(Attachment B)**
  - C. Sheriff Report **(Attachment C)**
  - D. Senior Center Report **(Attachment D)**
- IX. Old Business**
  - A. Records Retention and Disposition Schedule **(Attachment E) (Action Item)**
  - B. Authorize payment for the 2012 audit. **(Attachment F) (Action Item)**
  - C. Updates to past/current issues and projects
- X. New Business**
  - A. Add Town Manager as check signer **(Action Item)**
  - B. Credit Card for operational purposes **(Action Item)**
  - C. Resolution for Engineer Exemption **(Attachment G) (Action Item)**
  - D. Resolution of Support for The Redevelopment Team **(Attachment H)**
- XI. Executive Session- None**

**XII. General Concerns and Comments of the Board**

**XIII. Adjournment**



**TOWN OF PRINCEVILLE**  
**Board of Commissioners Regular Meeting**  
**August 20, 2018**  
**7:00 PM**  
**3003 North Main Street, Tarboro, NC 27886**  
**AGENDA**

- I. **Board of Commissioners Call to Order**
- II. **Invocation**
- III. **Pledge of Allegiance**
- IV. **Announcements:**
  - Princeville Cultural Gala, August 25, 2018 @ 7 pm, Edgecombe Community College Fleming Building 2009 W. Wilson St. Tarboro, NC 27886
  - December 1, 2018, Town of Princeville's Annual Christmas Parade
- V. **Public Comments**
- VI. **Adjustments to Agenda**
- VII. **Consent Agenda (*Action Item*)**
  - A. Minutes of Meeting – **May 21(Regular), May 21(Closed Session)(Attachment A)**
  - B. Checks paid and transfer report (**Attachment B**)
  - C. Sheriff Report (**Attachment C**)
  - D. Senior Center Report (**Attachment D**)
- VIII. **Old Business**
  - A. Fire Department Motor Sensors for Roll-Up Doors (**Attachment E**) (*Action Item*)
  - B. Memorandum of Understanding with George Washington Carver Foods, Heartbeats to The City and Pure Urban Excellence. (**Attachment F**) (*Action Item*)
  - C. Updates to past/current issues and projects (*If Needed*)
- IX. **New Business**
  - A. Personnel Policy (**Attachment F**) (*Action Item*)
- X. **Executive Session- None**
- XI. **General Concerns and Comments of the Board**

## XII. Adjournment





**TOWN OF PRINCEVILLE**  
**Board of Commissioners Special Called Meeting**  
**September 4, 2018**  
**6:00 PM**  
**3003 North Main Street, Tarboro, NC 27886**  
**AGENDA**

- I. Board of Commissioners Call to Order
- II. Invocation
- III. Pledge of Allegiance
- IV. Adjustments to Agenda (*Only if all board members are present, absent board member(s) shall be notified of amendments in writing and filed with the clerk.*)
- V. **Approval of Agenda**
  - A. Consent Agenda (No Items)
  - B. Old business (No items)
  - C. New Business
    - 1) Resolution to accept the funds(\$2.6M) from Commerce
    - 2) Resolution to use funds from Commerce for the Environmental Assessment and Site Plan
    - 3) Request to set aside \$100,000 of the \$350,000 State Allocated Funds for the Construction Manager position
    - 4) Approval of Maintenance Worker/Equipment Operator Position
    - 5) Budget Amendment #2 2018-19
    - 6) Budget Amendment #3 2018-19
- VI. **Executive Session**

*Personnel Issues: G.S. 143-318.11. (a)(6) Probationary period orientation topics:*

  - Charter
  - Ordinance
  - Town Policy/Procedures
  - Protocol
  - Board/TM Expectations
  - TM concerns/questions

**VII. General Concerns and Comments of the Board**

**VIII. Adjournment**



**TOWN OF PRINCEVILLE**  
**Board of Commissioners Regular Meeting**  
**October 15, 2018**  
**7:00 PM**  
**3003 North Main Street, Tarboro, NC 27886**  
**AGENDA**

- I. Board of Commissioners Call to Order**
- II. Invocation**
- III. Pledge of Allegiance**
- IV. Adjustments to Agenda**
- V. Approval of Agenda**
  - A. Consent Agenda**
    - 1) Minutes of Meeting – July16 (Regular), August 20 (Regular)
    - 2) Checks paid and transfer reports
    - 3) Senior Center Report
    - 4) Sheriff's Department Report
  - B. Old Business**
    - 5) Princeville Parks and Recreation Advisory Committee
    - 6) Princeville Children's Book
    - 7) Previous Motion By Mayor Pro Tem for the Atty to research how the board can develop a policy on the Board's review of documents whether email, Special Call meeting or to be placed on a monthly agenda before documents are signed off on
  - C. New Business**
    - 8) Utility Payment to Edgecombe County
    - 9) Allocation of funds for Heritage Park
    - 10) Princeville Purchasing Policy
    - 11) Town Manager's Update On Princeville Redevelopment Team
    - 12) Credit Card for operational purposes
- VI. Executive Session**
  - Personnel Issues: GS 143-318.11. (a)(6)

**VII. General Concerns and Comments of the Board**

**VIII. Adjournment**