



## **TOWN OF PRINCEVILLE**

Board of Commissioners Regular Meeting Agenda  
November 16, 2020 7:00PM  
3003 North Main Street, Tarboro, NC 27886

**Amid the COVID-19, the Board of Commissioners meeting will not be open to the public but will be available via teleconference.**

**Board Present: Mayor Bobbie Jones, Mayor Pro Tem Commissioner Linda Joyner, Commissioner Alvin Jones (Not Present), Commissioner Joe Roam Myrick(teleconference), Commissioner William Johnson**

**Staff Present: Town Manager Glenda Knight, Town Clerk Lakia Roberson, Attorney Dana Jones (teleconference), and Public Works Director Rydedrick Porter**

**I. Call to Order and Roll Call (Mute phones please. Presider, please state the date for recording purposes)**

**II. Invocation-** Commissioner Linda Joyner

**III. Pledge of Allegiance-** N/A

**IV. Public Hearing-** N/A

**V. Public Comments: (Limited to 2 minutes. Read by Clerk)-N/A**

**VI. Announcement**

- 1) Coronavirus update: Testing sites: Freedom Hill, Vidant walk-in clinic and Heritage Park; per Edgecombe County Health Dept. as of 11/10/2020 an update on cases; 2,158 positives; 75 deaths; 1,884 recovered

**VII. Adjustment to Agenda-** N/A

**VIII. Presentations (Limited 5-10 minutes. Ask presenters to speak from podium)**

1. USACE- Colonel Benjamin Bennett (teleconference) - shared that he has been with Army Corp of Engineers for 23 years is responsible for military construction and special operations at Fort Bragg. Colonel Bennett stated that he will discuss Flood in Coastal form in Risk Management. He stated that in 2016 he was authorized to do some flood risk mitigation and in 2019 the federal government gave the Army Corp. of Engineers money to do the flood risk mitigation in Princeville. The amount was roughly 39 million dollars for the Levee project. He said that it was two entities that

was paying the bill one is from the federal government and the other is from the state. He said that he hired an engineer company to do some analysis on the levee on what it would look like, for example raise some roads and build a complete 360 levee for the protection around Princeville. He stated that they are doing an analysis to try and figure out what impact the river will have on the community. Colonel Bennett stated if the river is going upstream and downstream, he wants to make sure that it protects Princeville and don't want to create a flood problem somewhere else. Colonel Bennett stated that he meets in Princeville every two weeks to keep the state leadership informed. Mayor thanked the Colonel Bennett for the teleconference and asked where are they in the design phase? Colonel replied that once they think everything is correct, he will present it to his boss and the state to move forward. Commissioner Linda Joyner asked will the 39 million be used to prevent flooding in Princeville again? Colonel Bennett replied that large percentage of the money goes to construction and he has quality control staff to make sure that it is getting built correctly but he could have a better answer around January.

**IX. Approval of the Agenda (Recommendation: Approval)**-Commissioner Linda Joyner moved to approve the agenda, Commissioner William Johnson seconded the vote, vote carried 3-0.

**A. Consent Agenda-** Commissioner Linda Joyner moved for approval; Commissioner William Johnson seconded the vote, vote carried 3-0.

1) October 19, 2020 Regular Meeting and Executive Session (**Recommendation: Approval**)- Commissioner Linda Joyner moved for approval; Commissioner William Johnson seconded. Vote carried 3-0.

**X. Department Reports (See attachments)**

1) Senior Center-N/A

2) Edgecombe County Sheriff Office-Commissioner Linda Joyner shared that she has not heard as much shooting in the community and the visibility of the sheriff staff need to increase

3) Ameri-Corp Service Member-N/A

4) Edgecombe County-N/A

5) Princeville Volunteer Fire Department-Chief Antwan Brown informed the board that he is still working on getting quotes for the two gutters and the pavement. He stated that he is working hard and waiting on a response. Town Manager asked Chief Antwan Brown do he anticipate a time frame? He replied that he has been



working very diligently trying to get the quotes and a lot of the contractors has been out and some have said that the project is too big for them, and the other contractors has not given the information that he needed. Town Manager informed Chief Brown to keep in mind of the sensitive time frame of 6/21/2021 for ending of funds. Chief Brown stated that he may go with the two quotes that he already has and hopefully have it for the Town Manager by next week. Town Manager informed Chief Brown to send her the scope of work and in return she will send it to Office of State Budget Management (OSBM) to see if they have any resources like they assisted the town with the vegetation in securing a vendor. Chief Brown informed the board there are some pump issues with the fire truck and have not purchase a fire truck in about 20 years. Chief Brown stated that he has been looking into purchasing another fire truck and they are looking into some finance options, looking at the benefits of operationally and the board has not voted or made a final decision.

- 6) Public Works- Mayor asked Public Works Director what is the family housing center? Public Works Director informed Mayor that it is the company contracted out for the town vegetation.

- 7) Finance Reports-N/A

#### **XI. Town Managers Report:**

- 1) Town Hall- Town Manager informed the board that the team is meeting with the contractors bi-weekly on-site and the project is at its final stage. Town Manager informed the board that the next meeting will be Dec. 4 @ 9:00 am. Town Manager stated at the last meeting this past Friday that they did see some progress with the mitigation, the walls are up, the paint is up, the windows are in and they have three windows that was damage and are waiting for the replacements. Also, they painted the outside of the town hall, the railing is up, and the ramp and things are progressing at the town hall. The completion date is December 30, 2020 given the holiday and the supply order may be delayed given the pandemic. Town Manager informed board that they have some change orders by which each has explanations. She reviewed, the first one is to installed installation on the external wall, the second one is to spray the roof application, the third one is railing, the forth one is core drilling, the fifth is for the generator platform, and the last one is the outlets, and the electricity for the digital bulletin that would be out front of the town hall. Commissioner Linda Joyner moved to approve the change orders, Commissioner William Johnson seconded, vote carried 3-0.

**2) Senior Center-** Town Manager informed board that the subcontractor Burney and Burney is moving at a rapid pace. Town Manager informed the board that the construction is underway. Had the first team onsite meeting on 10/22/2020 and the next meeting will be 11/19/2020 @ 2pm. During the meeting, they discussed pouring of the footing and start of construction on the walling. There were no questions.

**3) Museum-** Town Manager informed the board this project is still on pause awaiting a response from SHPO as it relates to their request to alter the entire design by Oakley Collier Architects (OCA). She explained that the design by OCA does not in any way compromise the integrity of the historical structure as the buildings was gutted out with only the ceiling left. FEMA is aware of the request and is working in conjunction with the Town to resolve the matter. Town Manager stated that they are having routine meetings with FEMA so that the Town can decide what options are best and align with the next steps. Commissioner Joyner asked will the completion date change once they get updates from FEMA? Town Manager stated that the completion date will likely change, and updates will continue to be provided.

**4) Stormwater-** Town Manager informed the board that the initial phase is complete: Mutual/258 HWY, the dig up and drainage replace has begun on Snowden Street and is still underway and the completion date is 2/2021. Public Works Director informed the board that he included an update in the packet that he received from Wooten (Engineers) about the stormwater project. Public Works Director stated that work has begun on Snowden to replace all 42-inch storm drainpipes and the removal of all 18-inch pipes in which accessing Wooten thought the pipes was 15 inches. Public Works Director stated that Wooten Company is also beginning to install 42-inch diameter pipes at the intersection of Snowden and Walter Street and a new concrete conjunction box on Snowden Street.

**5) Levee-Covered** with presentation by Colonel Benjamin Bennett.

**6) Floodgates-** Town Manager informed the board that the town is waiting for approval from NCORR and answers from USACE for clarity on the project that will confirm the necessary scope of work and assess if modification is needed with the proposed request for proposals.

**7) District 6-** Town Manager stated that the County Manager shared that the design bid specifications are being complete, and they are working on seven temporary easements and the signatures are pending. She said that the County Manager stated that they are in negotiation with a lift station on private property that they must get that secured before they put that project out to bid. She stated that as she get more information that she would share.

**8) 53 acres-** Town Manager stated that the funds have been reserved in the legislative appropriation to contribute towards phase 1 with infrastructure, likely 2.9 million. Also

waiting on funds from CDBG-DR, roughly 3.2 million from the County that can also go towards phase 1. Town Manager stated that the town already sign a Subrecipient Agreement and she informed the board that she reached out to the designee for Laura Hogshead in her absence and he informed Town Manager that he will check on it and get back as soon as possible. Town Manager has reached out to Director Sprayberry and it is waiting for a response in that he shared that he would reach out the County. In addition, the town applied to be considered for the BRIC Grant in that funds can contribute to this project.

**9) 88 acres-**Town Manager stated that Attorney Jones will prepare an RFQ for Farmer's/Ag and or any interested persons to use land in the interim of developing a Land Usage Master Plan and coordinating the preliminary steps for usage (i.e., GEO Tech/Environmental assessments, etc.). She shared that technical support can be secured by the Agriculture consultants in the development of the Request for Quotes (RFQ).

**10) Heritage Park-** Town Manager stated that the agreement that the town reviewed during the last meeting with the site design by Wooten has been approved by OSBM. Town Manager stated that the town will coordinate a meeting with Wooten and Company onsite to discuss next step of the design for the Farmer's Market Walking Trail, and the basketball court. Mayor asked was the mural going to be included. Town Manager informed the Mayor that the contractor was onsite last month and completed the digitalization of the mural and the Town is waiting on the results to come back. Mayor inquired if it would have to be moved. Town Manager responded that it likely would given the work that needs to be done on-site and to not compromise the integrity of the fragile mural (structure). Commissioner Joyner stated that a good place to relocate would be Freedom Hill. All agreed. Town Manager replied that it maybe ideal to research the GIS to see what parts are privately owned then go from there and maybe refer back to the experts for consultation. Everyone agreed.

**11) Flood print-** Town Manager informed the board that the plan is complete, and, on the Town's webpage accompanied with video for citizens to view and a short survey for their completion. Town Manager informed the board to encourage citizens to view the video of the flood print and to complete a one-page survey. She stated that the land lease development was under Attorney Jones portion and once its complete and approved, a public hearing can be held to gain feedback from citizens.

**12) Hazard Mitigation Grant Plan (HMGP)-** Town Manager stated that the County is completing Phase 1 and should have updates to the Town this month that will include the outcomes of the assessments to elevate homes in town that 72 citizen applied. The Town will assume Phase 11 of the project: Design/Construction. SRA (Subrecipient Agreement) already signed.

13) 160 D- Town Manager stated that the town hosted the team in a detail descriptive tour in the community. The 160D team (zoning, mapping, and ordinance upgrade) has also met with the planning board who has offered feedback and now the team desires to come before the Board of Commissioners (BOC) to discuss some December dates which the dates are included in packet. The board agreed on 12/7/2020 @ 3pm where the discussion will be how to reach citizens and allow them to be apart of the process.

## **XII. Attorney Report**

1) Beasley & Mutual Properties-Attorney Jones stated that she will discuss this matter in Executive Session. Attorney Jones stated that the Town may want to offer a certain amount and to acquire certain things and have to go through the proper process to make sure the town is following all the rules and make sure the town don't have any push back when getting things accepted.

2) Taxes on past acquisition-Attorney Jones shared that the past acquisition is what the Town recently purchase. She stated that she forward the information to Attorney Bowen who served as the Town real estate agent for these properties. Attorney Jones stated that Attorney Bowen will do two things: 1. She will go back and research what Edgecombe County gave her and the exact tax amount that was due to make sure that it was properly reconcile. 2. If its not properly reconcile the town own it, so if the previous owners that the Town purchase the property from and the taxes is not set properly by Edgecombe County, Attorney Bowen will go out and get those resources. Attorney Jones shared that if Attorney Bowen found that she made a mistake that she will pay the Town.

3) Dumping ordinance- Attorney Jones asked what is a feasible amount for the dumping fines? Public Works Director stated that the fine should be 150 dollars which include transport to the landfill. Town Manager stated that the fine should be at least a 100.00. Mayor stated that he agreed and find out how much it cost to dump at the landfill and add to it, for gas and time. Mayor stated maybe 250 for the fine. Commissioner Joyner moved to vote to find out how much it cost to go to the landfill and add a 100 to that, Commissioner William Johnson seconded, vote carried 3-0.

4) Lease Agreement with Flood print- Attorney Jones shared that this is for a neighborhood lot that the Town is trying to use for beautification and for the Farmer's Market. Attorney Jones provided a draft outline of how the program should look and move forward to develop a lease agreement. Attorney Jones stated that the board need to push this through so the Town can advertise the leasing opportunities and cost on the Town website. Commissioner Joyner moved to vote to lease these properties on a case by case bases, Commissioner William Johnson seconded the vote, vote carried 3-0.

5) Museum letter of support- Attorney Jones stated that a letter has been drafted. Attorney Jones stated that she will have the letter this week for the Mayor and Commissioner Linda Joyner for review and their signatures so it can move forward to get the communication out.

## **XIII. Old Business**

1) PNC Acct. Closed Out/Reserved funds-Town Manager stated that the account is closed with PNC bank. Town Manager stated that she wanted to make sure all the vendors, contractors and the deposit goes to the right account which is with Southern Bank. Town Manager stated that the remaining funds that was in the PNC account, 84 thousand out of the 97,000 went into a reserved account (savings account) and the remaining of the funds went into general funds.

2) 160 D follow up- The date has been set for 12/07/2020 @ 3pm to discussed how to reach out to citizens and allow them to be a part of the process.

3) Work Session (Commissioner Joyner)- Commissioner Linda Joyner stated that she secured a location for the meeting. She stated that the meeting will be held at Station Square and want to secure a date and time. Town Manager informed Commissioner Linda Joyner that it will be ideal to have everyone present for the work session and may have it on a week evening to do it into three parts so everyone can participate. Commissioner Linda Joyner first meeting for the work session will be virtual Dec. 6 @ 3pm and the second one will be Jan. 16 @ 830am.

4) Wooten Company Agreement- Contractor for Stormwater project and the Farmer's Market, walking trail and basketball court is included in the packets for an FYI and updates will be provided as received.

5) Catholic Charities- Town Manager stated that she has been in touch with the lead person with Catholic Charities and they are taking over the responsibilities that was under United Methodist. Town Manager stated that Catholic Charities are in a Case Management stage and they are reviewing all the files that were transferred from United Methodist that appears to be incomplete. Town Manager stated that they are going through all the files and contacting all the citizens and they are mobilizing next door at the temporary Town Hall. Town Manager stated that they have received permission from the County Manager and the County to utilize the space next door and they will complete the projects that were incomplete by United Methodist.

#### **XIV. New Business**

1) Christmas Activity/ Application from Tarboro Chamber of Commerce-Town Clerk stated that Tarboro Chamber of Commerce is doing a static Christmas Parade at Edgecombe Community College on Dec. 13 @1pm. Town Clerk shared that if the town wanted a float that it will be 500.00 and to choose the top 3 just in case someone already chose that particular float. Town Manager stated that we need to put safety first during this pandemic and the numbers are rising in Edgecombe County. Mayor stated that the Town should not participate in any gatherings. Commissioner Linda Joyner move to vote to not participate in the Christmas Activity/Parade; William Johnson seconded the vote. Vote carried 3-0. Town Manager inquired about the Christmas bonus for the staff as traditionally done. Commissioner Linda Joyner stated to give everyone



something, Mayor agreed with Commissioner Linda Joyner to give everyone a token of appreciation. Mayor stated that 250 for everyone that is permanent and 150 for the other employees Christmas bonus. Commissioner Linda Joyner moved to vote to grant 250 Christmas bonuses for all permanent employee and 150 for non-town full-time employees, William Johnson second the vote, vote carried 3-0.

**2) United Way Campaign-** Town Manager stated that United Way has been contributor to the Town of Princeville. Town Manager shared that if the board want to donate to United Way, they have the information in their packet.

**3) UCP Brownfields Coalition-**Mayor stated that the owner will donate that property to the town, the County recommend the town not to accept until the town find out if there are any hazardous materials on the property. Mayor stated that the town is part of the Upper Coastal Plain Council of Development, they have a grant through the Brownfield grant program who does that type of work. Which they go out and look and find out what type of hazardous materials if any are on the property and it's recommended for usage, then move forward and they clean up the site. Mayor stated that the town can fill out a form and send it to Upper Coastal Plain Council of Development and get on a list. Mayor stated that when applying for the Brownfields grant, they will go out to the property and investigate it and the town will tell them what the Town want to put on the land. Mayor stated that the town should not accept it until the inspection is done. Commissioner Linda Joyner move to vote that once everything is cleared with inspection, checked to make sure that there are no back taxes, Commissioner William Johnson seconded the vote, vote carried 3-0.

**XV. Executive Session:** Commissioner Linda Joyner moved to vote to go into executive session; Commissioner William Johnson seconded. Vote carried 3-0.

- N.C.G.S. 143-318.11(a)(1)(6) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of United States, or not considered a public record within the meaning of the Chapter 132 of the General Statutes.
- N.C.G.S. 143-318.11(a)(4) To discuss relating to the location or expansion of industries agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations or to discuss matters relating to military installation closure or realignment.

**A) Economic Development: Acquisition-** Commissioner Linda Joyner moved to vote reach back out to the property owners Earnest Fish Market and Beasley Street to renegotiate the prices if possible. Commissioner William Johnson seconded the vote, vote carried 3-0.

**B) Personnel-** The board decided to meet on Dec. 6 @ 3pm to complete the Town Manager evaluation.



Commissioner Linda Joyner moved to vote to meet on Dec. 6 @ 3pm,  
Commissioner William Johnson seconded the vote, vote carried 3-0.


Commissioner Linda Joyner moved to vote to end executive session,  
Commissioner William Johnson seconded the vote, vote carried 3-0.

Commissioner Linda Joyner moved to vote to go back into regular session,  
Commissioner William Johnson seconded the vote, vote carried 3-0.

**XVI. Board Comments-** Commissioner Linda Joyner stated that it was an excellent meeting and got a lot of things covered. Commissioner Linda Joyner stated that the town have a lot of good things happening and loved how the Board is on one accord and moving forward with the new view in Princeville, to rebuild bigger, better, and bolder.

**XVII. Adjournment:** Commissioner Linda Joyner vote to adjourn the meeting, Commissioner William Johnson seconded, vote carried 3-0. Meeting adjourn at 9:59 pm.

 12/21/2020  
Bobbie Jones, Mayor Date

 12-21-2020  
Lakia Roberson, Town Clerk Date

