



TOWN OF PRINCEVILLE

Board of Commissioners Regular Meeting Agenda

January 25, 2021 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, Commissioner Joe Roam Myrick, Commissioner William Johnson (not present)

Staff Present: Town Manager Glenda Knight, Town Clerk Lakia Roberson, Attorney Dana Jones (not present), 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 Comments: (Limited to 2 minutes. Read by Clerk)-** N/A
- V. Announcement**

- 1) Coronavirus update: Testing sites: Freedom Hill, Vidant walk-in clinic and Heritage Park
- 2) COVID-19 vaccination; anyone who would like to receive the vaccine can call (252) 641-7511 to check eligibility and schedule an appointment.
- 3) Princeville's Spotlight: One full page for 60.00 dollars and 3 potential sponsors' want to purchase full pages. The team will extend the next publication until March to increase promotion.
- 4) Edgecombe County Sheriff Department- Captain Williams shared that he is in charged with Special Operations and CID (Criminal Investigation Department) and Sergeant Worley that was in attendance works the Princeville rotation. Commissioner Joyner asked is there a routine route that the officers take? Captain Williams replied that every officer does not drive a detail vehicle or a specific street in rotation they are protecting Princeville as a whole. Captain Williams stated that the average of rotation that the officer put in Princeville city limits is about 52 miles. Commissioner Joyner asked could we know when an unmarked car is in the area? Captain Williams stated that it will be hard to put a marked police car in the area because that particular officer maybe working narcotics or CID (Criminal Investigation Department) and he explained that the unmarked car does the same thing as the marked car and the response time is less than 1 to 2 minutes in that area. Captain Williams stated that it will help with patrolling of the area because the citizens may think no one is there

but they are. Sergeant Worley stated that most of the criminals already know what they are driving. She stated that she patrols the high crimes area which is Asbury Park, Tolbert Place, Southern Terrance, and Lakeside. Sergeant Worley stated that when she takes a break from riding so much, she will park in front of Southern Terrance and caught a lot of citizens doing illegal activities. Sergeant Worley stated that when she parked the car to work on paperwork at Roger Grocery Store one of the employees asked how long are you going to be sitting here? Sergeant Worley replied not long, and the employee stated that you are deterring his business. Commissioner Joyner asked when someone call in to report a crime can someone call back to give an update? Captain Williams stated that they can do that, but they have someone they answer to and it's up to the Sheriff to get with the Town Manager on what they are going to disclose. Commissioner Jones stated that the Sheriff Office is patrolling the area in Princeville. He stated that the deputies are on the scene less than two minutes and when they are patrolling it's no set area and you want to change it up so the criminals can't figure out the routine. Mayor asked to call Dollar General and Roger Grocery Store and let them know what is going on to increase their support? Town Manager stated that she spoke with the officials at the Dollar General and they were not aware of that type of barrier and Town Manager informed the officials that it was for their protection and the citizens. Town Manager stated that she has not spoke with the owner of Roger Grocery Store but will speak with the owner to see if he is aware of the situation. Mayor asked is there anything we can do about littering? Sergeant Worley stated that is about being at the right place at the right time. Captain Williams shared that the speed bump has deterred speeding in the community.

VI. Adjustment to Agenda- Town Manager request to add number 4 to be Suddenlink under new business. Also, under Manager's report add number 9 to be 160D. Commissioner Joyner move to approve to adjust the agenda, Commissioner Myrick seconded. Vote carried 3-0.

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

- 1) USACE- Colonel Bennett- Colonel Bennett (teleconference) to provide an update about the Levee. He also, introduce Colonel Jason Kelly to provide updates. Colonel Jason Kelly stated that this is a very important project and starting to remove dirt and can answer any additional questions. Colonel Bennett stated that he wants to talk about three things: where they have started to remove dirt, CSX railroad repair, levee repair with the Northwest coordinate. Colonel Bennett stated that working along with the railroad they found out that underneath the rocks that the train tracks laid on created high water to penetrate under the tracks and creating unintentional flooding. Colonel Bennett stated that working with the engineers and the railroad they came up with a design to mitigate that. Colonel Bennett stated that they took some sheet pile and drove the boost deep and the sheet pile will get sucked below surface level will help the

water flows through the gravel underground and it will help mitigate the water level. Colonel Bennett stated that on the map is a levee system and with this model and design they have a group of engineers and architects that they put into the computer system and with that is shows how the water will flow. Colonel Bennett stated that it was some impacts and notice it was some flooding upstream, downstream, and in the community. He shared that how they tweak the design to protect Princeville. Commissioner Joyner asked is there any need to reconstruct the current dike? Colonel Bennett stated that the plan is to pick up where it left off and build an extension. Colonel Jason Kelly stated that it is important to stay connected because the narrative sometimes get lost in the process and communication is needed.

- 2) Creative Salvage-Mr. Herring stated that he has been working on the Wooten project since the Matthewson house. Mr. Herring stated that Creative Salvage was contracted to assist with the recovery of the artifacts of historic value of Princeville history. Mr. Herring stated that he has been working on a site between 258 Mutual Blvd. and the dike. He stated that he was able to extract artifacts going back to the 1900's. Mr. Herring stated that he located several different sites where artifacts were found. He said he has artifacts from the Wooten house and down to the Lift Station. Mr. Herring stated the area that use to be Gleenie Store and behind Dollar General they found children cowboy boots, railroad lantern, handmade airplane, mule jaw, chisel, and 1951 perfume bottle. Mr. Herring state the artifacts is the collection development for the town and the vision is the artifacts will be in the museum. Commissioner Joyner asked how the artifacts were preserved without being washed and rust away. Mr. Herring stated that when the flood came the materials didn't float, they sank down. Commissioner Myrick asked are they using any metal devices to find any coins? Mr. Herring stated that you are not going to find any money and they use a probe to find glass and can date the glass.

VIII. Approval of the Agenda (Recommendation: Approval)-Commissioner Joyner move to approve the agenda; Commissioner Myrick seconded the vote. Vote carried 3-0.

A. Consent Agenda

- 1) December 21, 2020 Regular Meeting and Executive Session
(Recommendation: Approval)- Commissioner Joyner move for approval, Commissioner Myrick seconded. Vote carried 3-0.

IX. Department Reports (See attachments)

- 1) Public Works- Public Works Director Rydedrick Porter stated that the HVAC has been installed at Heritage Park and has been lifted higher so it will not get flooded. He attached pictures to his report. He said that phase 3 of the equipment is the Bobcat will arrive mid-February. He stated that the front end, street sweeper, and mini bobcat excavator will be completed by June. Public Works Director stated that all the streets are paved except Third Street and Strickland and working on getting quotes for those

streets. He stated that the stormwater project is still taking place at Main and Beasley and they are rerouting the water line. Also, the contractors are at Prince Court and they are changing some pipes. Town Manager recommended the renaming a portion of Third Street after Mr. Bridgers. Commissioner Joyner asked how long will that take? Town Manager stated that it will be a matter of the board to have a public hearing for February. She stated it will be most appropriate to have the dedication around black history month. Commissioner Myrick asked will the renaming of the street be in the Princeville's Spotlight? Town Manager stated that the team has extended the publication until March so it could be in that addition. Public Works Director stated that Williams Street has some recent dumping, and he has researched some boulders and went with the plastic one because they are easy to handle. Public Works Director stated that he sent out letters to inform the citizens that they are responsible for the dumping in their yard. Commissioner Myrick asked what is the citizens time frame to have the yard cleaned? Public Works Director stated that since the town don't have a dumping ordinance in place, he sent the letters out to encourage them to clean their property within 30 days. Commissioner Myrick asked what type of debris is it? Town Manager replied that it was tires. Commissioner Myrick informed Public Works Director to inform the workers when they are riding, and they see bags of trash to pull over and put it on the back of the truck. Town Manager stated that Public Works has incorporated a day for litter pickup and to increase their observation while they are out to cover every street. Commissioner Joyner moved to vote to rename a portion of Third Street, Commissioner Jones seconded. Vote carried 3-0.

- 2) Finance Report- Town Manager explain about the missing checks that was from 1754 to 1763. Town Manager stated that the printer is not working in the finance office and have to print in Town Manager's office and Public Works Director printed documents onto the checks not knowing it was checks in the printer and the checks were void. She provided the voided checks for review. Town Manager stated that she had a meeting with Sharon Edmonson, Katherine Howell and Attorney Jones. She stated that Sharon will do two things which is, she is going to speak with a CPA Representative to see if it would be possible to do multiple years up to 2019. Town Manager stated that it would expedite the process and get the town closer to the most current status year. Secondly Sharon will look for a CPA to come in and get the town prepared for the budget season and to review the records to make sure the town is headed in the right direction and the position will be funding under the legislative appropriation. Town Manager recommended the board express in minutes the need to continue her in the role as Finance Officer. Commissioner Joyner made a motion to keep the Town Manager as Finance Officer. Commissioner Myrick seconded. Vote carried 3-0. Commissioner Joyner asked what are we doing to get a good Finance Officer? Town Manager stated that she is working with local colleges like ECU, Wesleyan, and Mt. Olive to assist

and identifying a qualified Finance Officer. She stated that she is also working with LGC and they had the first meeting and they asked for a job description and that has been sent over. Town Manager stated that the second meeting will be in February. She submitted an intern request at ECU and Dr. McCaskey sent the application process over and it has been completed. Commissioner Myrick asked what was check number 1753 for Bee Blessed Pure Honey (Barry Hines) for? Town Manager replied that it was from our legislative appropriation funds and the town will be reimburse for those services and they are the Towns agriculture consultants.

- 3) Senior Center- Town Manager shared that the construction is up to 50% of completion of the external part and working on the electrical and mechanical part. Town Manager stated that the bricks are already layered, and it is at 30%. Town Manager provided the trimming and the vinyl of the senior center for the board to see. There were no objections from Board.
- 4) Princeville Volunteer Fire Department- Town Manager stated that the substation was tabled from the last meeting and for this to be tabled again to do more research and in the absence of Chief Brown. Town Manager stated that she went back and took a look at the insurance proceeds and the remaining proceeds for house site 1 was \$68,361 and her and the Chief will come together and talk about the fund. She stated during the last meeting the board voted for the paving and the gutters and have to discuss the site and location.
- 5) Edgecombe County Sheriff Office- Town Manager stated that she is still working hard behind the scenes on the cameras system since the town was denied through the legislative appropriation and working with Sheriff Office and a referral that Commissioner Myrick provided for the camera system.
- 6) Edgecombe County- Town Manager stated that Edgecombe County sent out an email stating where they are with the District 6 project. Town Manager stated that it is a seven million dollars project. Public Works Director shared that all substations will be replaced by the county and it will only be certain streets which is Main, Church, Beasley, Otis, Mullin, Strickland, and King Ave. Public Works Director stated that it will be sections that will be replaced. Public Works Director stated that the entire Greenwood Blvd. will be replaced, and complete rehab of various man hold throughout the community and some will not be replacing some will be modified. Town Manager stated that Edgecombe County is negotiating on one of the lift stations and spoke with Mr. Matthew who is the Assistant County Manager that they are waiting and getting close to finalize the negotiation.
- 7) Ameri-Corp Service Member- Town Manager stated that Kelsi has transition to Historical Community Outreach Coordinator under the Legislative Appropriation funds.

X. Town Managers Report

- 1) Town Hall- Town Manager stated that majority is 95% complete and the generator arrive today. Public Works Director and his Lead will observe the installation. Town Manager stated they will return mid-February to some training and Public Works will coordinate with filling up the generator and it will take 200 gallons of diesel fuel. Town Manager explained the change orders and how important it is to have FEMA language to be reimbursed. Commissioner Joyner move to accept the change orders, Commissioner Jones seconded. Vote carried 3-0. Town Manager reminded the board from last board approval that funds would come from the gala historical funds to carry out the bulletin board and she recommended that the electrical hook up, an estimated cost of \$3,000 be funded by the contingency fund, there were no objections from the board. Town Manager stated that the phone company changed carrier, and they are willing to waive the contract. Town Manager stated that LUMEN is now Century link. Commissioner Myrick asked if there can be a layout or written plan just in case neither party is available to operate the generator and how many years is on the generator? Public Works Director replied that he will look into it and 10 years on the generator. Commissioner Joyner move to approve transferred funds from the contingency for the electrical hook up for the bulletin, Commissioner Jones seconded. Vote carried 3-0.
- 2) Senior Center- Town Manager stated that with the FEMA project the furniture is not reimbursable which is under the FFE (Furniture Fixture Equipment). Town Manager stated that this will prevent DOB (Duplication of Benefits) and is located under capital projects (insurance): in the budget amount are: Town Hall has \$248,048, museum has \$182,931.62 and for the senior center is \$120,000 and those funds are expected to be use for any additional things that need to be replaced. Town Manager stated that the appliances for the Town Hall need to purchase which is the stove, refrigerator, the icemaker and all other items.
- 3) Museum- Town Manager shared that the museum items has arrived, and they have an updated version of the prices for each item. Town Manager stated that we reached out to the bank about linking the account to the website for purchase and the bank will charge the town whether or not items are being sold. Town Manager stated that the next option is cash app or PayPal and connect it to the bank when someone makes a purchase it will deposit into the account and citizens can come on site to make a purchase. Mayor asked if you could purchase in bulk items? Town Manager replied that the Clerk and Kelsi can reconvene and establish a discount about purchasing bulk items. Commissioner Joyner move to approve the pricing to include using cash app and PayPal as a form of payment and consideration of bulk item purchase, Commissioner Jones seconded. Vote carried 3-0.
- 4) Heritage Park: Farmers Market- Town Manager stated that Wooten has provided the design for the Farmers Market, basketball court and the walking trail. Town Manager stated that they will meet on Wednesday

@11:00am to talk about the next steps for the design. Town Manager stated that Wooten presented a design that the town has revised the design base upon the demographics of the park. Town Manager stated that the quote the Mayor sign off in July 2020 Champion (steel building contractor) is no longer valid because the steel is 33% higher and may have to go back to OSBM to accept another quote.

- 5) 53 acres- Town Manager stated that the board has the SRA (Subrecipient Agreement) with the CDBG-DR and the 3.4 million dollars transferred from the County. She said Attorney Jones reviewed it and has recommended to move forward after Board review and blesses it. Town Manager encourage the board to review by Thursday and if she does not hear from them with questions the document would be signed and sent. There were no objections. Town Manager stated that Andrew has been the spear head of the BRIC application and working collaboratively with Wooten who is producing the BCA (Budget Cost Analysis) that is also an instrumental part of the process. Town Manager stated that the CDBG-DR funds will help move the infrastructure on the 53 acres at least in phase1.
- 6) Floodgates- No updates at this time.
- 7) District 6- See Edgecombe County report.
- 8) Stormwater (change order follow up)- Public Works Director stated that the construction will be replacing the pipes and will continue on Main and Beasley Street.
- 9) 160D- Town Manager stated that in the packet is the survey for the 160D. Town Manager stated that this is the contract that the town has with Stewart to meet the statewide regulation for NC Planning Law is the ordinance and zoning land usage they have crafted their survey and it's on the website. Town Manager stated that it will be a meeting with Stewart on February 11@ 6pm. Commissioner Myrick asked can there be a tracking list on the survey? Town Manager replied that she will get with Stewart to see if there can be a tracking mechanism on the survey.

XI. Attorney Report

- 1) Dumping Ordinance-No question
- 2) Lease Agreement Plan-
Town Manager stated that Attorney Jones has been working the items listed and will provide updates upon her return

XII. Old Business

- 1) 88 acres- Town Manager stated that the RFQ is live and have received one submission and the expiration date is February 11th.
- 2) Cemetery- Town Manager stated that this matter needs to be resolved and to pull all the documents back together and discuss this at the next meeting. Town Manager stated that Mr. Jerry Spruill is trying to expand the cemetery and his part of the property that is adjacent to the existing cemetery. Commissioner Joyner move to approve Mr. Spruill request, Commissioner Jones seconded. Vote carried 3-0.
- 3) SRA- Town Manager ask the Board to review by Thursday, if there were no objections by Thursday she would sign and submit.

4) Brownfield Coalition update (Mayor Jones)-No updates

XIV. New Business

- 1) Grant Pursuits-Historical Coordinator, Kelsi submitted applications for two African American historical grants that will cover a three-year period.
- 2) Intern-Town Manager is working along with ECU, Wesleyan, and Mt. Olive to assist and identifying a qualified Finance Officer. Applied for an intern at ECU.
- 3) Plans for 136th Birthday Celebration-Town Manager recommend having a virtual celebration on February 20th and get resolutions from the Senator, Congressman, and from the President of the United States. Town Manager stated that the town can order some balloons to make Freedom Hill look nice and order a sign for freedom hill from Phillips. The sign will replace where the high school students sign is located. Mayor stated to see if we can get the First African American Vice President of the United States or the First African American Secretary of State. Town Manager state that she will coordinate that with Congressman Butterfield office to see if they are available. Commissioner Myrick stated to see if we can get some news coverage. The Board decided February 20th for the birthday celebration around 4pm.
- 4) Suddenlink- Town Manager stated that a letter has been typed and wanted to know if the Board want to join the movement relating to the poor quality of service. She said that the town has been receiving call about the challenges of Suddenlink for a long while. Commissioner Joyner made a motion to submit the letter to Attorney General, Commissioner Jones seconded. Vote carried 3-0.

XV. Executive Session: Commissioner Myrick moved to vote to go into executive session, Commissioner Joyner 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.

Commissioner Joyner moved to end executive session; Commissioner Myrick seconded. Vote carried 3-0. The board voted on the following: Commissioner Joyner moved to go back into regular session, Commissioner Jones seconded. Vote carried 3-0.

- 1) Economic Development
 - a) Acquisition (Beasley and Mutual)- No action

- 2) Personnel- Board agreed to have a Special Call Meeting on February 9th in absence of Attorney Jones to handle Personnel matter.

Commissioner Joyner made a motion to use the trailer for an office space or storage. Commissioner Jones seconded, vote carried 3-0.

Commissioner Myrick made a motion to research the pricing for fencing, Commissioner Jones seconded, vote carried 3-0.

XVI. Board Comments- No comments.

XVII. Adjournment- Commissioner Jones vote to adjourn the meeting, Commissioner Myrick seconded. Vote carried 3-0. Meeting adjourned at 10:10pm.

Bobbie Jones 2-24-2021

Bobbie Jones, Mayor Date

Lakia Roberson 2-24-2021

Lakia Roberson, Clerk Date



