



TOWN OF PRINCEVILLE

Board of Commissioners Regular Meeting Agenda

April 19, 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 (Absent)

Staff: Town Manager Glenda Knight, Attorney Dana Jones, Public Works Director Rydedrick Porter, Finance Director Alice Johnson

- I. Call to Order and Roll Call (Mute phones please. Presider, please state the date for recording purposes)- Mayor**
- II. Invocation-Commissioner Linda Joyner**
- III. Pledge of Allegiance-N/A**
- IV. Public Comments: (Limited to 2 minutes. Read by Clerk)-Ms. Sabina McKenzie sent a letter relating to the request of the Town for her property to be demo. She noted that she wants to be compliant but did not have the funds. She went on to note that she has not financially recovered since 1999 and wanted to know if there was any way that the demo expense could be covered under some other fund to relieve the financial burden of citizens.**
- V. Announcement**
 - 1) Coronavirus testing sites: Freedom Hill, Vidant walk-in clinic, Heritage Park and Pinetops**
 - 2) Scholarship flyer/Application packet- Mayor shared that the scholarship is for Princeville Seniors and the deadline is May 3, 2021. Mayor stated that Senior may not have responded due to the GPA expectation. Town Manager encouraged everyone to ask the Seniors to apply anyway.**
 - 3) Museum Flyer: Town Manager encouraged everyone to share the online items for the Museum.**
 - 4) Vaccination locations- Mayor shared that the locations are still at Freedom Hill Community Health Care Center, OIC Family Medical Center, and Vidant Hospital, UNC Health and Walgreen (Registration required).**
 - 5) Thank you, card: Read from the late Ms. Mary Elizabeth Black family.**
- VI. Adjustment to Agenda- Town Manager ask that under Old Business, to include #2 Walking Audit. Motion for approval by Commissioner Myrick and seconded by Commissioner Joyner. Motioned carried. She also asks that under New Business, add #4**

American Rescue Plan (ARP). Motion for approval by Commissioner Myrick. Seconded by Commissioner Alvin Jones. Motion carried.

VII. Presentation

- 1) North Carolina State University: Professor Fox shared the update on the Heritage Park Trail. He shared that the trail head will start at Princeville Elementary School, down the side of Asbury Park closer to 311 Walston Street structure, the back of Asbury Park, to Suggs Street then to the Museum. Students are working on educational signage along the way. Professor Fox mentioned that if the Town could consider acquisition for 311 Walston Street, would be great and allow his team more space for the trail. He stated that 311 could be used for a community gallery for things such as Portraits of Humanity, as recommended by Commissioner Joyner. It was mentioned that the College Design students would be working towards a digitalization of the Matthewson House for a virtual reality. Professor Fox pass the presentation to Chris Canfield, Executive Director of Conservation Trust of North Carolina who stated, that his team was incredibly happy to be working with the town, school and NC State on this project and the Rain garden project. The Board did not have questions but thanked Professor Fox for the presentation and the hard work being done.

VIII. Approval of the Agenda (Recommendation: Approval)- Commissioner Jones moved to approve the agenda, Commissioner Johnson seconded, vote carried 3-0.

IX. Consent Agenda- Commissioner Joyner moved to approve the consent agenda, Commissioner Johnson seconded; vote carried 3-0.

- 1) February 15, 2021 Executive Session- (**Recommendation: Approval with necessary edits**). Attorney Jones rescinded the statement of a sign contract to an offer under number 1, acquisition. Commissioner Joyner moved for approval, Commissioner Johnson seconded; vote carried 3-0.
- 2). March 11, 2021 Emergency Call Meeting Executive Session (**Recommendation: Approval**)- Commissioner Joyner moved for approval, Commissioner Johnson seconded, vote carried 3-0.
- 3) March 15, 2021 Regular Meeting & Executive Session (**Recommendation: Approval**) – Commissioner Joyner moved for approval, Commissioner Myrick seconded, vote carried 3-0.

X. Department Reports (See attachments)

- 1) Public Works- Public Works Director highlight areas of his report. He presented a fence recommendation for the back of the Town Hall as an internal control for the backyard neighbors. A picture was presented. Commissioner Myrick motion for approval and Commissioner Jones seconded. Motioned carried. Commissioner Myrick inquired about the catch basin project and stormwater. Mr. Porter responded that he is waiting on one last quote to pass on to OSBM. Commissioner Myrick also inquired about the logs on Greenwood Blvd and that they needed to be picked up by the contractor oppose to the Town. Mr. Porter agreed to convey the correspondence to the contractors.
- 2) Finance Report/Tax collection- Ms. Alice Johnson explained the tax collection document that YTD is 75.5%. Commissioner Myrick responded that he would be interested in knowing what the percentage was pre-Hurricane Matthews. The

Town Manager stated that the 75% seem to be a good number considering that the population had decreased post Hurricane Matthews.

- 3) Senior Center- Town Manager shared that everyone has been keeping the Seniors engaged. They have received food boxes, masks, fruit and check in by the Senior Center Director.
- 4) Princeville Volunteer Fire Department-Chief Brown stated he is ready to move forward with the paving and gutters. The Town Manager shared that there remain insurance proceeds for these type projects. The Mayor inquired if the board was ready to decide about the substation remaining in the community when the Fire Department relocate to the 53 acres. Chief responded that he is not sure at this point because he did not want to encounter duplication of benefits. He stated that they could manage both locations, but he wants to be sure that it an advantage to the town and department oppose to a hinderance. He also stated that building 1 was town owed, 2 & 3 were added, and the bays could be used as the added. The discussion was tabled. Town Manager informed the Chief that she would ensure that he be added to future discussion relating to the 53 acres and the Fire Department facilities.
- 5) Edgecombe County Sheriff Office- No questions.
- 6) Edgecombe County- Town Manager stated that there were no updates on the HMGP, Phase II nor the District 6 project.
- 7) Consultants- No questions.

XI. Town Managers Report

- 1) Town Hall- Town Manager shared the afro centric pattern for the lobby of the Town Hall for the chairs. There were no objections and no questions. Town Manager reported that the furniture process is ongoing and right now, she and Commissioner Joyner was waiting to go out and see the furniture in person. She shared that one of the contracts had been sent to Atty Jones for her final review. Also shared was the change order for two lighting wiring from Rescue for the hallway of the Town Hall. Town Manager reemphasized the logic for the fencing in the back of the Town Hall. She also shared that the Landscape for the premises will begin soon from the quotes that were secured by Consultant, Kelsi Dew. Lastly, she shared the punch list generated by the Construction Administrator (CA) Frankie Joyner. Commissioner Myrick stated that the project has been a long time coming but that the inside looked nice. He stated there were some minor things that they needed to touch up.
- 2) Senior Center-Town Manager shared the field report by the Construction Administrator, Frankie Joyner for the assessment of work performed by Burney and Burney. She also shared change orders of a larger pump that is required to accommodate the NFPA regulations for the elevator pump systems, \$1,833.14 and ADA sink which is required to meet current accessibility code for public spaces, \$546.16. Commissioner Jones inquired if the contractor knew that the pump system needed to be larger prior to crafting the contract. Town Manager responded that often it's not uncommon to have discoveries once tackling the tasks, but she would inquire with the contract for additional information. No other questions presented.

- 3) **Audit:** Town Manager shared the contract and generate laundry listing by the CPA firm for their review and questions. Attorney Jones added that the CPA firm has started working right away and she hopes that the town will respond quickly to their need requests. Town Manager responded that they are responding in a timely manner, but some requests require research and coordination with the County. She also stated that the local government seems to be meeting the laundry listing requests as well because all parties can see when information is updated to the CPA firm.
- 4) **Downtown Revitalization-**Town Manager reminded the Board of the work that was conducted through the Downtown Strong Initiative with the downtown revitalization. The embellished illustration was of the Bridgers Commercial area. She stated, I just wanted to bring this back to the forefront as we continue upgrading the downtown area.
- 5) **Museum-** Town Manager shared that per last Task Force meeting that all documents were with Regional IV representatives and it is now a waiting phase.
- 6) **Heritage Park:** An RFQ for the Farmers Market upfit, walking trail, basketball court should go live very soon. As it relates to the mural relocation, the town has not finalized the purchase of parcels on Freedom Hill to make a sound decision about location. Commissioner Myrick reminded Town Manager to meet him on Freedom Hill to be able to offer a recommendation of where the mural should go if the board is still considering Freedom Hill. Town Manager responded that they could coordinated meeting on Freedom Hill.
- 7) **53 acres-**Town Manager stated that Director Sprayberry fully supports this project moving forward and therefore a meeting has been coordinated with OSBM and NCORR to assess how "dirt can turn" on the 53 acres assessing avoidance of duplication of benefits with the Legislative Funds and the CDBGDR. OSBM have a probable cost analysis from a reputable company and can be used as a guide to the coordinated upcoming meeting.
- 8) **Floodgates-** Town Manager shared that a kickoff to this project will transpired next week and will discuss timelines for the project.
- 9) **160 D –** Town Manager shared that meetings with the Steward team is ongoing and the last meeting the team presented ½ of the subdivision proposed plan and the next step would seem appropriate for the board and the planning committee to review. Proposed dates were the 3rd or the 6th at 6pm. Consensus was the 3rd at 6pm, Monday. Town Manager stated that she would coordinate the meeting with Steward.
- 10) **Catholic Charities-** Is continuing to work from the listing shared earlier on with the board and have consistently met a team on site each 3rd weekend to perform the repair on the structures from the listing. Commissioner Myrick inquired if the group was able to do more work that is not on the listing because he knows a family who is willing to assist financially but they need the manpower to get the work done to their housing. He also asked about assistance from OIC. Town Manager stated that she would yield to Mayor Pro Tem Joyner to answer that questions. Joyner replied, that OIC has only 1 crew but he would need to contact Greg Royale at (252) 314-7030 for further discussion. Commissioner Myrick

asked Commissioner Joyner if she could reach out to the family to assist with resources for their repair. She agreed.

XII. Attorney Report

- 1) **Dumping Ordinance-** Atty Jones asked if this item could be tabled again. There were no objections.
- 2) **OSBMDR Notice of Non-compliance-** Atty Jones shared the documents from OSBMDR relating to the town being non-compliant with the single audit request and the response email that she instructed the Town Manager to send. She stated that an CPA firm has been secured and she is glad that the town pursued other CPA options. This matter will continue to be monitored.
- 3) **Cemetery-** Attorney Jones stated that her and Kelsi have been exchanging emails on possible resources to address the cemetery needs. She stated that the document that Kelsi shared with from a past assessment by State Historic Preservation Office (SHPO). Based upon the reading, representatives assessed the cemetery in 1997 and found that the parcel with extensively overgrown and for that reason, they could not conduct an evaluation. She stated that this will be an ongoing research but maybe once the cemetery matters have been addressed then the town could reapply. The town manager shared that the maintenance was addressed shortly thereafter by a group of workers from the community to include the Mayor, Commissioner Myrick, Carlton Jones, and some others. But that the Town has been maintaining for about two years. Atty Jones stated that she would investigate the process and that she will keep the board abreast of developments. She stated that this maybe a good retreat topic.
- 4) **Freedom Hill-** Is already on the agenda for executive sessions.
- 5) **Property Lien-** Tabled until July. Board provided with documentation of interested parties of the parcel.

XIII. Old Business

- 1) **Deed properties from the County-** The town manager reminded the board of two parcels that the County deeded to the Town perhaps one year prior. She included parcel numbers, pictures and the resolution by the County.
- 2) **Walking Audit-** Town Manager reminded the board from a prior vote to move forward, of a walking audit project spearheaded by Yvonne Murphy through NC State. She shared that Ms. Murphy would like to do an orientation and conduct the actual walking audit before June 30, 2021. The board agreed to carry out the orientation on the 10th at 6pm and the actual audit on the 29th of May.

XIV. New Business

- 1) **USDA Food Basket (Mayor):** Mayor shared that food baskets would be available for those who are interested.
- 2) **Letter of Support for USDOT project grant application:** Town Manager shared a letter of support with the Board for a grant pursue by the USDOT that the town would benefit from the improvement of 179 miles of US 64 and US 17 to interstate standards while fortifying a section of US 64 that is part of the USACE levee system protecting the vulnerable Town of Princeville.
- 3) **Request for Services:** Town Manager presented a letter from business owner Robert Andrews asking for the Town's support to serve alcohol. The Town Manager also attached the town's ordinance on this matter that notes this to be

conditional and would need the Board's approval. Commissioner Myrick inquired how the business was going and if there was any trouble on the premises. Commissioner Myrick responded that he had not heard of any trouble on the premises and that the service was good. The Town Manager confirmed. Commissioner Jones motioned for approval; Commissioner Joyner seconded. Voted carried, 3-0.

4) American Rescue Plan (ARP) Town Manager shared documents highlight the ARP act that became law on 3/11/21 (P.L.117-2) and it would be a first time that 19,000 municipal government will be entitled to a direct, non-competitive federal formula grant from the US Treasury Department. She shared that the Town should receive roughly \$560,000 direct allocation. She mentioned items that if permissible, maybe ideal to consider such as sidewalks, streets, broadband, lighting, housing vouchers, community resource development such as opiates, financial consultation, health initiatives, recreation center, etc. She mentioned that more information would be up and coming via webinars and would loop the board back in on the updates.

XV. Executive Session: Commissioner Alvin Jones motioned 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 motioned to end executive session, Commissioner Jones seconded, vote carried 3-0. Commissioner Jones motioned to return to regular session, Commissioner Joyner seconded, vote carried 3-0.

- 1) There was no contractor present.
- 2) Commissioner Joyner motioned to move forward with all acquisition noted and as presented by Atty Jones with appraisals. Commissioner Myrick seconded. Motioned carried 3-0.
- 3) Attorney Jones will follow up with the Board relating to a personnel matter.

XVI. Board Comments- N/A

XVII. Adjournment- Commissioner Myrick voted to adjourn the meeting, Commissioner Jones seconded; vote carried 3-0. Meeting adjourned at 11:30pm.

 05/17/2021
Bobbie Jones, Mayor Date


Glenda L Knight, Town Manager Date

