



**TOWN OF PRINCEVILLE**  
**Board of Commissioners Regular Meeting Agenda**  
**May 17, 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 (Virtual), Commissioner JoeRoam Myrick, Commissioner William Johnson**

**Staff: Town Manager Glenda Knight, Attorney Dana Jones (Virtual), Public Works Director Rydedrick Porter**

- 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 Town Manager)- Sabina McKinsey, 707 Greenwood Blvd, sent a comment again relating to her home needing to be demo expressing that she cannot afford to take care of the expense and wanted to know if the Town would consider giving financial relief because she is still trying to bounce back from the 1999 flood. Commissioner Myrick and Joyner inquired of the specific location of the home and funding resource. Town Manager asked to table for more research.**
- V. Announcement (Read by Mayor Bobbie Jones)**
  - 1) Coronavirus testing sites: Freedom Hill, Vidant walk-in clinic, Heritage Park and Pinetops**
  - 2) Vaccination locations- Freedom Hill, OIC, and Vidant Hospital.**
  - 3) Calling Post-Mayor informed the citizens to call the Town Hall to be added to the calling post.**
  - 4) Federal Program: NC Household can secure funding for monthly internet bill and can reach out to broadband and nc.org. \$50 discount on internet bill and \$100 towards the purchase of laptop**
  - 5) Community High School Flyer: Nice and there are 15 as of this meeting. Two more need to be added. Town Manager offered a recommendation to the board to have the celebration stationary at Heritage Park which would be uninterrupted oppose to being in and out of traffic driving to each individual homes. She also inquired if the Freedom Hill posting sign with the graduates, could be just the names this year. The Mayor polled the board and it was decided to continue to use the pictures and they**

also thought that it was a great ideal to have the event at Heritage Park. The Board had no objections with including museum inventory in the gift bags.

- 6) Recognition of the Town Manager: On May 3, 2021, the County recognized the Town Manager for her hard work with recovery. The Mayor read the plaque language. Congratulation by the Mayor and Board of Commissioners. Commissioner Linda Joyner added that she appreciates Edgecombe County Board of Commissioners and County Manager for honoring the Town Manager and she thought that it was well deserved. Mayor Bobbie Jones reminded everyone of the platform from 2013 in "Let us make Princeville great again" and stated that this platform should continue, then thanks the Town Manager, Public Works Director and the Board.

**VI. Adjustment to Agenda-** Town Manager requested that under New Business per Mayor's request to add a #4, for town business owners. Commissioner Linda Joyner moved for acceptance and Commissioner Johnson seconded. Vote carried 4-0. Town Manager also asked to add Waste Industries under new business #5. Moved for approval by Commissioner Alvin Jones and seconded by Commissioner Joyner, vote carried 4-0. Agenda approved by Commissioner Myrick and seconded by Commissioner Jones. Motion carried 4-0.

**VII. Presentation**

- 1) Colonel Bennett from the USACE with an update for the Levee Project. Shared that his team had to reassess the work to prevent flooding upstream and downstream. So, they have hired the architect, engineers and hydraulics to do some modeling. Good news is that the numbers have decreased. Colonel Bennett shared that although there is good news, the team is still not where they want to be. They are continuing to look at alternatives to see what can be done that no harm is done to surrounding communities and the good news is that they are turning in the right directions and the airplane is heading in the right directions. He will continue to provide the Town with updates as much as possible. The pressure and focused is to get the work done as funds have been authorized. They are just trying to mitigate where the flooding is going which is right over the bridge. Commissioner Joyner extended an appreciation to the Colonel for providing ongoing updates and even though it was not what they wanted to hear, the updates are being provided. Mayor Jones shared the webinars that he has been on with the three basin studies that Colonel Bennett elaborated on stating that they have been great for data collection.

**VIII. Approval of the Agenda (Recommendation: Approval)-** Commissioner Jones moved to approve the agenda, Commissioner Johnson seconded, vote carried 4-0.

**IX. Consent Agenda-** Consent agenda approved by Commissioner Joyner, seconded by Commissioner Jones. Town Manager shared that there was a revision made to the last month's minutes to add Public Comments. Motioned carried 4-0.

- 1) April 19, 2021, Regular Meeting and Executive Session (Recommendation: Approval)- Commissioner Joyner moved for approval, Commissioner Jones seconded, vote carried 4-0.
- 2) Special Call Meeting: February 9, 2021 (Recommendation: Approval) – Commissioner Joyner moved for approval, Commissioner Johnson seconded, vote carried 4-0.

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

- 1) Public Works- Public Works Director shared an email from Michael Matthews per Commissioner Myrick's request relating to the standing water at Prince Court in that there was no flowing water, and he does not see it to be an issue. Thus, when the weather warms up that it should dry up. He also shared a third quote for the catch basin and shared that this team recommendation was to go in with a camera system to see what they have oppose to going in and locating discoveries. He also shared the equipment update for the front-end loader, stand up mower, gator that the wait is the estimate time of delivery. CSX request has been closer to being resolved and the rep stated that the matter would be resolved in 10 days. Pole at Town Hall will be removed in coordination with the landscaping. Demotion homes: Mr. Hinton has not responded, corner of Mutual Blvd the owner will take care of their property and the two properties near Bridgers, one will not give permission and the town is waiting to hear back from the other owner. Addressing mosquitos follow up per Commissioner Myrick's request, Mr. Porter shared that using the tab in water may not be as beneficial because they go in retainer ponds and large bodies of water that the town does not have so he reached out to the Town of Tarboro and shared a pricing listing for services. Commissioner Myrick responded that standing water been at Prince Court for a month and he would suggest reaching back out to Michael Matthews from the County to do more research such as digging and catch basin assessing. He also suggested to monitor the meter at that location. He added that a while back the County ran camera down the catch basin and that an orange trash bag been on Mullins for a month and asked that the Public Work guys pick up what they see when they see. He also stated that they do a good job because people come back and throw trash back out. Mr. Porter stated that he would address the concerns. Commissioner Myrick also wanted to see if CSX would donate the tires to a non-profit organization and replied that the mosquitos are not as bad as they were and maybe do research of other service options. Commissioner Myrick inquired about a group from Greensboro that was supposed to come in and clean ditches. Town Manager responded that was Team Rubicon is the group and because of other disaster occurrences they were not able to provide the service as anticipated but the Town has secured other options as noted by Mr. Porter. Mayor inquired about options in reaching citizens with dilapidated homes. Mr. Porter replied by maximizing resources within the company such as the Board, neighbors, and public works staff. Mayor Jones further inquired after that point, then what happens. Town Manager deferred to the Town's ordinance and Atty Jones. Atty Jones confirmed that the proper procedure would have to be used by way of Register of Deed, notice requirements, due process and record owners. Mayor asked that the matters move forward. Atty Jones requested that the matters be forwarded to her. Commissioner Joyner inquired of the resident reasoning and if the town could be forward. Atty Jones responded that the matter is contingent upon the funding sources and there should not be double dipping. Permission would be needed per Atty Jones especially with the funding source. Mayor Jones inquired about the cost difference with the catch basin services. Mr. Porter responded that one includes pay per hour with the workers and that he would research the warranty. Mayor inquired about maintenance. Mr. Porter stated that

the team would get it done. In addition to advertising for additional assistance that might can be filtered through the some of the Town's funding opportunities.

- 2) Finance Report/Tax collection- Town Manager addressed Mayor Bobbie Jones inquired about missed check numbers from the check detailed report and the reasoning was that the Finance Director inadvertently missed a time frame. An updated version was provided capturing the checks. Commissioner Myrick inquired about checks to Edgecombe County Collections and Town Manager responded that the Finance Director pays the checks according to the specific invoice oppose to paying in a lump sum. He also inquired about duplications on the check detail. Town Manager explained that the Finance Director attempted to save, and the check appeared to not be saved so to ensure, it created duplication, but the checks have the same numbers. It was not different checks generated for this contractor. Town Manager explained the appraisal checks which was for acquisition of properties that the first requirement is an appraisal. She also explained check for the technical services being provided at the Town Hall. Commissioner Myrick inquired if a monitor could be placed on the Northern side (where Senior Center used to be). Town Manager responded that if there are no objections from the board, an amendment of services could be done to include the additional monitor. She went on to answer the question about Copy Pro explaining that the Town owes the machine but pay for maintenance and usage coverage. It was also explained that the Atty expected pay day is on the 1<sup>st</sup> and for consistency, a check was void because it was written the day of invoice receipt oppose to the date of pay, that the Lowe's increase was because of the blinds purchase for the Town Hall and that Wooten Company is providing various services to the Town, that the consultants are paid per hour and put in considerable hours to meet the needs of the assigned project with historical and grant pursuit, that the last check was a voided check, included as an FYI. Commissioner Joyner inquired about the Burney & Burney project and Town Manager responded that the project should be complete on or before 7/16 so there will be more invoices to honor.
- 3) Senior Center- No questions
- 4) Princeville Volunteer Fire Department-Not present but the Mayor thanked them for the security camera that covers that back quarters of the facility. Per the Mayor inquiry, the Town Manager shared that per Chief Brown's last report, they are in search of a final quote for the gutters. She also encouraged the Board to extend congratulatory gestures unto the Chief when they encountered him because of his recent achievement of a master's degree from NC State University. Commissioner Jones confirmed while expressing their fortune in having him as a leader because he is one that "knows the way, shows the way and goes the way." The Mayor echoed the compliments.
- 5) Edgecombe County Sheriff Office- Mayor expressed appreciation for 552 house checks but the traffic stops need to be stepped up because people are using streets as a drag strip.
- 6) Edgecombe County- Town Manager reminded the Board of properties deeded to the Town by the County some two years prior near Freedom Hill. She also shared

that the District 6 project is at a standstill and the County has been providing updates.

- 7) Consultants- Town Manager reminded the board that this report is some of the work from the check detail.

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

- 1) Town Hall-Town Manager is still in its final phase. Oakley Collier providing the Construction Administration requested a third-party engineering team to do a walk through just to air on the side of precaution. That the Town is still waiting on the Lumen to install the one-time fiber build out that could take 4-6 weeks and the furniture order should be completed this week. The Town Manager also proposed that dates for a grand opening for August 28, 2021, 2pm. After several failed attempts to contact managing company of the clothing bin, Mr. Porter is coordinating with a contractor to have the bin moved to the Public Works Garage because it is not managed and there is constant over spills. There is also an RFQ live for the engineering of the Parking Lot that is FEMA reimbursable. The responses should be great.
- 2) Senior Center-Everything is progressing with this project and on schedule. The Superintendent is always on site. The Director and I at the onset of the pandemic started revising recruitment opportunities and pricing furniture as well as exercise equipment so this will be revisited in the extremely near future in preparation for opening.
- 3) Museum- Town Manager shared that the project assessment is still under review with Region IV FEMA. Per monthly conference call with Director Sprayberry, there is an update provided and most recently, it seems that the process is closer to resolved.
- 4) 53 Acres: The Town is aggressively attempting to obligate the funds before the expiration date of June 30 in collaboration with Office of State Budget Management (OSBM). In doing so, both teams crafted an RFQ for engineering and architectural services that could reach over a million dollars. This project will use multiple pots of funds from the Senate Bill to CDBGDR as well as NC Commerce with the relocation of the Fire Department and Public Works. The RFQ is being promoted on the IPS website that was sent to the Board via email and as of today, it has received numbers of inquiries. So, we are certain that the response will be great. OSBM Director did share that the expiration date may be extended by three years, but it was not guaranteed.
- 5) Heritage Park: The Town is being ambitious in developing a state-of-the-art holistic park usage for the community with the Farmer's market, walking trail and basketball court. There will also be additional equipment on order. Currently, there is two RFQ on the IPS website for the above engineering and architectural. Again, the team is confident that there will be multiple responses.
- 6) Floodgates- Town Manager provided the tentative schedule by Sungate with the anticipated closeout date 2022.

#### **XII. Attorney Report**

- 1) Dumping Ordinance- Carry over to July.

- 2) OSBM: The process seems to be going well with bookkeeping. The Town has been compliant in meeting the NC General Statute to have a single audit complete by engaging a firm. There is some assessment as to whether the single audit can be complete by an out of state firm. RFI was approved by OSBM per Town Manager for auditor services and it expires on the 10<sup>th</sup>. Town Manager also shared per Mayor's request that the last audit fee was 15,000 in comparison to 24,000 from a recent submission. Atty Jones stated that she is always going to support a requisition process which is the best practice. Town Manager shared revision #5 with the Board bringing to their attention the last page which was stepped out by the Town's team.
- 3) Cemetery-Attorney Jones shared that Kelsi is coordinating efforts for a group to do a scanning of the cemetery and suggested to allow that process to play out to assess next steps.

### **XIII. Old Business**

- 1) Lumen: Received an agreement from Lumen and Atty Jones has reviewed and approved the agreement. Mayor signature is required. Atty Jones added that the Town is paying the upfront funds for the build out service and with the monthly service fee, there has been a reduction which is good as a current customer. Mayor inquired about timeline. Town Manager stated that the build out according to the representative could be completed within 30 days.
- 2) Retreat: Town Manager shared that the planning for the retreat is well underway, and she yield to Commissioner Joyner. Commissioner Joyner stated that it's going to be in Raleigh and the goal is to address as much as possible. Teams that will be joining the retreat is Dr. Haywood Parker on Leadership, NCORR, North Carolina Conservation Trust, etc. She asked that if anyone had suggestions for the agenda, please send to the Town Manager. She noted that Atty Jones will not be able to attend until Saturday. She also inquired if the Mayor could send over his information for homelessness in its absence, reasoning school obligation. It will be virtual. The Mayor expressed that he thought the retreat was needed to include setting short, medium and long term goals. He also recommended when there are additional funds, that the Board should consider a grant writer full time to only concentrate on grants. Commissioner Joyner support the Mayor's expression and stated, "It is important to articulate to our citizen what is going on in our community so we can answer the citizen questions accurately."
- 3) Spotlight Magazine: Per Town Manager, the spotlight project is going well, and the next publication deadline is July. She challenged the Board to get at least five sponsors to start generating revenue. Also, try to reach out to more businesses. Commissioner Joyner inquired if there was a price for reoccurring ads and pursue companies that the Town does business with. Town Manager responded that the staff had not took that approach but would surely make every effort to incorporate. In addition, Commissioner Joyner stated how there had many compliments of the Spotlight. Town Manager gave kudos to Kelsi Dew and Calvin Adkins for being co-editors to the Spotlight.
- 4) American Rescue Plan (ARP). The Town Manager provided the Board with additional information on the anticipated funds that include eligibility items and a need to adopt the resolution. Town Manager also reminded the Board that one of

the requirements in prep for the funds would be an account and for this reason, she would set up the account before the week is out and the authorize board members would have to sign off on the signature card as with current accounts. The Mayor read the resolution aloud. Commissioner Joyner moved to approve the resolution and Commissioner Myrick seconded. Motion passed 4-0.

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

- 1) **Interactive Purchasing System (IPS):** Town Manager explained to the Board that this is the competitive website that allows the upload of Request for Proposals/Quotes. This site could be frequent for review if needed and or refer potential contractors.
- 2) **NCLM Health Insurance Renewal:** Insurance premiums increased and for the Board's review from July 1, 2021-2022. Commissioner Myrick inquired about who would be covered. Town Manager replied, all staff.
- 3) **2021-2022 Proposed Budget:** The Town Manager recommended to the Board to schedule a Special Call meeting so that adequate time is allowed to give the proposal budget the attention necessary. Board voted to have a Special Call Meeting on the 1<sup>st</sup> of June. Moved by Commissioner Joyner and 2<sup>nd</sup> by Commissioner Myrick, motion carried 4-0.
- 4) **Business Owner:** Mayor stated that it was brought to his attention that a business in the community was only allowing white customers and family members to purchase gas during the crisis and it was confirmed by multiple citizens. He asked Atty Jones how it should be handled. She advised that it is not proper and it's not illegal. However, the assessment is whether the owner was selective to his family due to the emergency oppose to race which lends to recruitment of more diverse business owners. Mayor asked Atty Jones if the Board should meet with the owner. Atty Jones recommended that as the leader of the town and representation of the citizens, if he had been approached to broker a discussion, then that's what he should do to bring together peace and understanding. Mayor requested the Manager contact the owner to set up an appointment. All board members agreed.
- 5) **Waste Industries:** The Town Manager provided a friendly reminder of the increase discussed in 2019. Keeping in mind that in 2019, the Town was at 530 customers and now are at 563 (\$20 fee per household) which equates to roughly \$104, 997. This amount gives the town a surplus of roughly \$20,000. So, with the anticipated increase, the town will still be on the positive side of the service oppose to in the red.

**XV. Executive Session:** Commissioner Linda Joyner voted to go into executive session, Commissioner Johnson seconded, vote carried 4-0.

- 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 Williams seconded, vote carried 4-0. Commissioner Myrick moved to go back into regular session, Commissioner Johnson seconded, vote carried 4-0.

- 1) Acquisition: Board agreed to continue moving forward with the process, providing the Board with update progression. The importance of prioritizing 1027 & 1029 Lynch as well as 311 Walston is critical.
- 2) SARF: Commissioner Joyner approved said citizen for this service with contingency that the citizen remains in the community and setting criteria for future applicants. Commissioner Johnson seconded. Motion carried 4-0
- 3) Personnel: Commissioner Jones moved that the Board move forward with the recommendations to upload emails to the link provided for further assessment with personnel matters. Commissioner Joyner seconded. Motion carried. 4-0

**XVI. Board Comments- N/A**

**XVII. Adjournment-** Commissioner Myrick move adjourn the meeting. Commissioner Jones second; vote carried 4-0. Meeting adjourned at 11:35pm.

 06/21/2021

**Bobbie Jones, Mayor Date**



**Glenda L. Knight, Town Manager, Clerk Date**