



TOWN OF PRINCEVILLE

Board of Commissioners Special Call Meeting

June 1, 2021, 6:00PM

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

Staff: Town Manager Glenda Knight, Finance Director Alice Johnson, Attorney Dana Jones (Virtually), 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): N/A**
- V. Announcement (Read by Mayor Bobbie Jones): N/A**
- VI. Presentation: Proposed 2021-2022 Budget Work Session**

The Town Manager started the presentation sharing that the proposed budget information had been updated but the Board could use as a comparison to the updated version. The Budget Message was reviewed first that included an update on page 2, 2nd paragraph of the Local Government Commission (LGC) to reserve 8% minimal which was calculated and assessed as \$66,064. Also, noted was a NC General Statue contingency appropriation of 5% that equaled \$41,290. Next adjustment was 4th paragraph with Law Enforcement of \$63,000 as captured in the prior budget from \$65,000 which was inaccurately reflected. Page 3 adjustment, last sentence of paragraph 1 relating to the American Rescue Plan (ARP) funds in the amount of \$560,000. The above was the only noted adjustments made to the Budget Message, noted by the Town Manager. The Mayor inquired about the percentages and the Town Manager explained the percentages are from the prior year's budget. The Mayor also inquired about the increase with Waste Industries (i.e., \$16.73 to \$16.92) noted in the Budget and making contact with the citizens. Town Manager responded that the citizens could be informed but it will not impact them with an increase as their rate will remain the same.

The Mayor asked the Board to consider that once the Town reached an operating budget of at least \$1.5 million to work toward regaining a law enforcement department. He stated to perhaps reserve the .5 for the Law Enforcement operations. Town Manager responded that there is still research underway with the thought in mind of sustainability. She added that maybe the goal should be to start off with a part-time staff and scale up while sustaining the contract with the

Edgecombe County Sheriff Office to bridge the gap for Public Safety. She stated that this will require ongoing consultation with Sheriff Atkinson and surrounding law enforcement leaders to what the expense breakdown looks like as well as grant opportunity to get started, keeping in mind that grants are often limited time. Therefore, it would require sustainable funds for daily operation. Commissioner Joyner inquired about services from the ECSO. Town Manager responded that it would be her recommendation that the services be sustained until the Town's Law Enforcement efforts are solid and that there is evidence of sustainability. Also, she reminded the Board that the Town is in the jurisdiction of coverage with Edgecombe County Sheriff's Office, so calls would still filter through their office for timely response. Commissioner Joyner noted that the Town's own Law Enforcement would be critical with the expansion of the 53 acres and 88 acres. Commissioner Jones inquired of staff that would cover the .5 million. Mayor responded, one captain and three officers.

Commissioner Joyner inquired about Pioneer Court and where the vouchers would land. Town Manager responded that the Board needs to reconvene to discuss modification of the Land Usage Plan for the 53 acres now that the Town has invested in the 88 acres. Noted that Stewart will be on in the upcoming meeting with an update on the Comprehensive Plan for the Town. Also, the data collected from the retreat would be instrumental in using to finalize the land usage assessment of the above parcels. Atty Jones added that the mayor had an excellent idea, and the Town could become a commercial landlord. The board also elaborated on the ARP funds and eligibility categories. Discussed funding opportunities that included the BRIC grant application submission that will look like funds toward the 53 acres if granted the recipients of the close to 20-million-dollar funding. The 6 million contracts have been extended to 2024 and the Town is waiting to hear back from the \$385,000 extensions, per Town Manager. Mayor inquired about the grant writer. Town Manager responded that it could be clustered with the consultants but wanted the Board to keep in mind that the Town has a consultant carrying out grant pursuits. Mayor Pro Tem Linda Joyner inquired about the expenditures of the ARP funds and how it could be done under housing. Town Manager responded that she did not want to misquote the documents of eligibility breakdown and asked if she could send to everyone via email. No more questions on the budget message.

Finance Director shared with the Board an update on collected taxes and prior taxes per last meeting that included a break down as well as highlighted on the Board's reference/cheat sheet. Commissioner Myrick was still interested in the arrears amounts. Commissioner Joyner explained the time frame of June by which the taxes needed to be paid that also taxed with penalty. After June, the fee would include a penalty. Commissioner Myrick inquired about Garage Disposal and the Town Manager explained to the Board using the reference sheet with how the increase looks (page 6). Powell Bill inquiries resulted in an explanation that most of the funds were spent on street paving. The Town Manager referred the Board back to the bank statement that captures the balance of the Powell Bill. Page 3, Mayor inquired about Worker's Compensation by which the Town Manager replied that that is a line item that warrants additional research in prep for the 21st. With Professional Service Accounting, it was explained to the Board that the Legislative Appropriation Funds would pay for the bookkeeping and audits, so those funds were reallocated to other line items that looks like advertising, equipment rental, supplies/material, postage, miscellaneous and planning other (i.e., \$28,000). Mayor inquired about completion of audits this year. Town Manager responded that she does not assess that to

Lubrication with the Senior Center was updated page 8 of 9 in the amount of \$3,000. The goal is to share fiber with the Town Hall at the Senior Center. This is currently being assessed by the Town Hall contractor and there should be recommendation before the Board in July. Commissioner Jones inquired about the Princeville Fire Department with Station 1 (site 1). Town Manager explained that the allocated insurance funds cover any expense on the Town owned facility such a gutter, paving, etc. Chief is aware of the available funds and that the Town pays a premium. Commissioner Myrick inquired about how much was spent within the 6 million. The Town Manager explained that the expense projection would deplete the funds based upon the Board's assessments of unmet needs. Mayor inquired about Town properties with Tarboro's address, if they were receiving the funds. The Town Manager explained that the Town is coded C10 with taxes and that Princeville addresses are located under Princeville despite having Tarboro addresses. It was confirmed that the 401K allocation would be sustained. Currently, the Town has \$84,000 in reserved, as the savings account with Southern Bank. No further questions addressed.

VII. Executive Session: Commissioner Alvin Jones voted, seconded by Commissioner Myrick, vote carried 4-0.

- N.C.G.S. 143-318.11 (a)(4) To discuss relating to 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.
- 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.

Commissioner Myrick voted to return to regular session, Commissioner Joyner seconded. Voted carried 4-0.

1. Personnel: Commissioner Jones voted that the Board take the Atty recommendation giving the Atty permission to act on behalf of the Board. Commissioner Joyner, seconded. Vote carried 4-0.

VIII Board Comments: Commissioner Myrick stated that he thought that the Administration provided good questions to all the answers. Commissioner Joyner supported Commissioner Myrick remarks.

IX Adjournment: Commissioner Myrick voted to adjourn and Commissioner Jones, seconded. Meeting adjourned at 9:35pm

 Bobbie Jones 07/19/2021
Bobbie Jones, Mayor, Date

Glenda L Knight 7/19/2021
Glenda L Knight, Town Manager Date

be realistic with the significant work to be caught up with bookkeeping before a single audit can be done. The next step would look like getting a firm under contract to conduct the audit by which the deadline is June 10th.

Commissioner Myrick inquired about cell phone allocation. Town Manager explained that the allocated funds for administration included a stipend but that the Public Works department have a cellular phone. Mayor inquired about elections being zero on page 4 and the Town Manager noted that the proper adjustment needs to be made in prep for the next proposal. Training/Travel and Princeville events was broached to ensure enough allocation considering upcoming events. Mayor inquired about Christmas Parades. It was concluded that the Town would make the necessary assessments in the upcoming weeks contingent upon the CDC guidelines. Town Manager offered a suggestion of traveling the community with the parade events. All Commissioners agreed to govern the planning of the event by the status of the pandemic to be tabled.

Under Contractors Powell Bill PBQ, it is zero because Legislative Funds are anticipated to the used which would save cost on the operating budget. Commissioner Myrick inquired if more funds could be requested based upon the need of street paving. Public Works Director explained that request of additional funds would require extension of streets such as with the 53/88 acres. Mayor echoed the additional street extensions. Page 6, insurance for the vehicle and especially the mobile museum. Town Manager replied that there would be a follow up relating to the mobile museum and loaning/leasing. The person transporting would be responsible for insurance coverage. Mayor went on to inquire about street lighting and the need to have it at the round about coming into Princeville. There was a reminder that NCDOT would have to make that determination and upon inquiry prior, it was not an area that would be assessed. Board brainstormed the situation to possibly be dangerous which relates to a safety issue. The Town Manager stated that she would follow up with NCDOT with a different approach. Commissioner Myrick inquired about the Miscellaneous line item, and it was explained that of page 6 of 8, allocated funds were under Economic Development.

Finance Director explained to the Board about the landfill allocation of \$25,000 that resulted in assessing the monthly amount and ensuring that the invoices are properly applied to the months and found that it was significantly reduced. \$18,000 was the rough estimation from last year to include the support of United Methodist in picking up debris as well as Catholic Charities who are now working in the community on behalf of citizens. Uniforms was explained with monthly fee as well as annually. It was also explained that the salary for the Museum is a projection that the Museum may be up and running. It is better to have funds to cover the expense than to need the funds and not have them. Thus, it was shared that if the Board gets to a place and need to reassess a line item, this could be a potential contingent upon the status of the project. The same elaboration was explained for Heritage Park/Park's and Recreation in sustaining the line item amounts. Page 8, it was explained to the Board that the insurance proceeds have a breakdown of each facility and vehicle per department. Telephone and Internet service was not noted with the Senior Center and noted that the adjustment would be made in prep for June 21, meeting.

Page 8, contribution was explained as a prior expense of 2017-2018, in the current fiscal year when the Town received an abundance of gift cards to bestow to citizens. Vehicle and