



TOWN OF PRINCEVILLE

Board of Commissioners Regular Meeting Agenda

August 16, 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 JoeRoam Myrick, Commissioner William Johnson

Staff: Town Manager Glenda Knight, Town Clerk Jessica Rudd, Public Works Director Rydedrick Porter (not present), Attorney Dana Jones (not present)

- I. Call to Order and Roll Call (Mute phones please. Presider, please state the date for recording purposes)- Mayor**
- II. Invocation-Commissioner Joyner**
- III. Pledge of Allegiance-N/A**
- IV. Public Comments: (Limited to 2 minutes.)- No public comments**
- V. Announcement (Read by Mayor Bobbie Jones)**
 - 1) Coronavirus testing sites: Freedom Hill, Vidant walk-in clinic, Heritage Park
 - 2) Covid Vaccination: ECHD, Freedom Hill, Walgreen, Walmart, OIC
- VI. Adjustment to Agenda-** Commissioner Joyner motioned to add Catholic Charities under old business. Commissioner Johnson seconded. Vote carried 2-0. Commissioner Joyner motioned to add NCCU student under old business. Commissioner Johnson seconded. Vote carried 2-0.
- VII. Presentation**
 - 1) Stewart, Inc and Chad Sary came before the board to gain approval to update zoning ordinance and a subdivision ordinance. Chapter 160D is a new state legislation that requires that all municipalities across the state update the ordinance and consolidated all the local land use regulations for one area. Before this legislation, towns were operating under one statute and counties were operating under another statute and now they have merged to avoid confusion. Chad Sary also stated that this update is mandatory, and the state is requiring all local governments to complete. Chapter 160 D clarifies the development review processes and breaks any development decisions down into three categories which are administrative, legislative, and quasi-judicial. Part two is the creation of a subdivision ordinance and currently the Town does not have any type of regulations for when someone wants to subdivide land. This new ordinance provides the Town some mechanisms to make sure when you do have subdivisions that they are built to certain standards. Some of those standards include making sure there is good drainage, proper utilities, connectivity, street design, lot

length, and sidewalk requirements. He stated that tonight the board is asked to adopt the zoning updates and subdivision ordinance. Mayor stated that this is a beautiful plan, and he thinks The Town is in a good place moving forward and these updates are needed. Commissioner Joyner inquired whether part of the plan was considering where sidewalks will go. Mr. Sary stated that determining where sidewalks would be placed is apart of the actual comprehensive plan which will be set up in September. Commissioner Jones motioned to adopt the zoning and subdivision ordinance. Commissioner Joyner seconded. Vote carried (4-0)

- 2) Senior Center- Linda Worsley presented the comprehensive plan for Senior Center and stated the mission is to coordinate, develop, administer, and educate senior citizens sixty and above. Some of the activities conducted will include education on healthy living, nutrition, exercise, insurance, and any other information on day to day living. Recruitment of senior citizens has been going on through the year by sending out flyers, word of mouth, local churches, and using the website. To obtain the goals set out for the Senior Center there are applications that must be filled out, the first being Princeville Centers and the other one will be E L Roberson Center for lunch. Once the Senior Center reopens there will be registration available for new clients as well as a welcome back celebration for the returning seniors. During the orientation seniors will review safety protocol and all participants will receive a Town of Princeville Senior Center guidelines packet. The program will consist of exercising, game playing, socializing, educational presentations, and speakers. Monthly speakers will have presentations that will benefit the senior citizens and those contacts will consist of people from Edgecombe County library, Social Services, Health Dept, Fire Dept, and combining Edgecombe Hospital Rehab Center. Ms. Worsley stated that she would recruit responsible volunteers to help assist with crafts and exercise. To maintain the center, she has formed partnerships with the following organizations: Upper Coastal Planes, Counsel of Governments, Department of Social Services, United Way Tar River Region, Vidant Edgecombe Hospital, Princeville Fire Dept, Edgecombe County Public School systems, and the Town of Princeville. She stated she would continue to apply for grants that would benefit the Senior Center and she plans to renew her credentials in CPR and community health coach to ensure the center runs smoothly. Ms. Worsley will continue to visit other centers to see if some of the things they are doing can be implemented at our center. A lot of the Town's information will come from North Carolina Senior Tar Heel legislature since she is now a member. The future goal is to make the Princeville Senior Center a certified Senior Center of merit and excellence and with hard work, good support and training this goal can be achieved. Commissioner Joyner asked questions on how the recruiting process looks. Ms. Worsley stated she has been talking with people and citizens have been calling in to learn about the center and how to enroll. Ms. Worsley also answered clarifying questions from other members of the board as well.
- 3) Matthewson House- Kelsi Dew shared a presentation on the progression of the 3D model of the Matthewson Home. She gave a recap of the project timeline that started last year in September which started the initial documentation of the home. Photos were taken and items in the home were identified and extracted for preservation. This was a part of the Town's plan to preserve the home, but the feasibility study came back and determined the home was not fit to be raised or relocated. Upon learning of

this, the board decided to go another route and to preserve the items in the home. Professor David Hill, with the Coastal Dynamics Lab collaborated with the Town and sent out RFQ for students to help with the 3D Model and phases of that model began in February. Kelsi provided photos and videos of how this model has progressed over time. The Board expressed being pleased.

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

IX. Consent Agenda- Commissioner Joyner motioned to approve consent agenda with necessary corrections, seconded by Commissioner Myrick. Motion carried (3-0)

X. Department Reports (See attachments)

- 1) Public Works- Town Manager addressed questions from Mayor in the absence of the Public Works Director and stated the rain has been contributing to the fast-growing grass in different areas of Princeville. Mayor stated that he can understand ankle length grass, but knee level grass is an issue. Town Manager informed Mayor that the Public Works Director would like to know where those high areas are from their scanning and address accordingly. Town Manager stated that Tyson Street can be discussed and there's only one home in the area which plays into the approval to have that street paved as a priority. Mayor stated the area is the only one that's been paved since he's been in office and that needs to be paved again. He also stated this is a result of the street not being maintained like the others and buses traveling through frequently creating potholes. Town Manager responded that the street can be assessed during the next phase of paving. Town Manager followed up on the littering sign and the fine being raised to \$1,000, stating that a vote did not take place. Commissioner Myrick stated that on the dead end of 1st Street there are 5 trashcans there and that the tires were still present as well. He received a tip that the tires were dumped by workers of a nearby business. Town Manager stated that the business was contacted and out of courtesy, the owner sent his group out to retrieve those discarded tires. Business owner stated his employees did not dump tires there and provided receipts from where their tires were dumped. Commissioner Myrick also stated that there is a large pothole on Newton Street and suggests that it be patched. Town Manager stated that Public Works Director has created a work plan and that every other Wednesday the public works staff takes care of Southern Terrace and its on the plan to be repaired. Commissioner Myrick inquired about the location of Highway 44 and Town Manager and Commissioner Jones informed him of the exact location for demo. Commissioner Jones asked what was the result from the resident with the trash in the yard and Town Manager stated that they would be reinforcing the ordinance. Commissioner Myrick shared that DOT stated for the last 4-5 months that they would try to get out and have not heard anything back from them. He also asked if the child at play sign had been installed and the Town Manager confirmed it was installed today. Mayor inquired about a home half torn down off Greenwood Blvd and what was the Town planning on doing with the property. Town Manager stated she would get with Public Works Director to follow up. Mayor brought up telling citizens about cleaning up their properties in January, and them requesting more time to do so. More time was given to the

citizens, and now Town Manager suggests reinforcing the ordinance. No further questions.

- 2) Finance Report- Town Manager stated that the former finance officer was working to upgrade the chart of account numbers to align with the local government expectations, but the task was not complete. The task has now been completed and the Town's current CPA firm wanted the new chart of account numbers to be used so therefore the finance report lists those voided checks. She also shared that the board voted to update the account numbers under Ms. Tiesha Pipe's recommendation with OSBM. Town Manager also shared the job description of the second finance person the Town is seeking to hire per recommendation of the CPA firm and approval by OSBM. Mayor asked would the Town come up with the salary range and Town Manager stated that would be dependent on whether they hired this person part time or full time. Commissioner Myrick asked questions about the workload of the position and how that would look if they were hired part time. Town Manager stated the initial thought was to hire someone part time and increase the hours as needed. Town Manager also stated that the finance report will start including the credit card as requested by Mayor.
- 3) Senior Center- No questions
- 4) Consultant- Commissioner Joyner asked if Kelsi is still working on the Wooten house, and if it was possible to do the digital 3D model of that house like the Matthewson house. Town Manager stated that this is a different circumstance, and the Town is looking for preservation funds to preserve the historical Wooten home and the parcel belongs to the Town so the Town could still go through the digitalization process. Town Manager shared Kelsi is interviewing people for her publication and that her mother lived in the Wooten home for over 12 years and will be interviewed as well. She shared funding sources are still being explored.
- 5) Planning Board-No questions
- 6) Princeville Volunteer Fire Department- No questions
- 7) Edgecombe County Sheriff Office- Town Manager had clarifying questions for Captain Williams and shift coverage and will follow up with the board.

XI. Town Managers Report

- 1) Senior Center- Town Manager shared copies of the GIS so the board could get a clear vision of the property lines of the Senior Center and how restricted it is from the other adjacent parcels. An updated report was passed around from the Town's Construction Administrator. Burney and Burney(contractors) should receive the certification of occupancy next week and the hope is they will be complete on next week. The fiber should be installed in the Senior Center by August 20 and from there they will be able to finish with the elevator. Commissioner Myrick asked what kind of fencing would be used around the Senior Center and Town Manager stated that would be a discussion for the board to have and to follow up with Attorney Jones to see where the Town is at with the pursuits of those surrounding properties. Commissioner Jones inquired about the Town purchasing a piano for the Senior Center. Town Manager stated that may be ideal if the Town was looking at multi uses for the Senior Center. Commissioner Joyner added that

music therapy would be great for the seniors. Town Manager requested that Commissioner Jones send three recommendations for the board to view.

- 2) Town Hall- Town Manager stated they are still trying to get obligated funds for the mitigation that was done to the Town Hall even though the project is complete from FEMA. She also stated there had been an extensive exchange of emails to justify some items from the flood. Hopefully the Town will be able to receive funds for obligations and the only thing that was obligated by FEMA was for the parking lot. Town Manager stated that it is looking promising in getting those funds. The windows have been tinted at the Town Hall and the next round of furniture is scheduled to be delivered on Thursday which completes the furnishing of the Town Hall. Mayor asked when staff would be moving into the new building and Town Manager replied that the fiber is the big delay, and she was unsure but the hope would be in September. She shared two quotes with service installation and recommended that they choose the \$38,436 quote being that the Senior Center will have multiple uses. Also, in the event of another flood, because the center is elevated, the Town will still be able to conduct business. Mayor stated he didn't like the quote because it would be a private fiber line that will be in the ground and in the event of that line being damaged, the Town would be responsible for repairs and replacement. If Lumen owns the fiber line, then they would be held responsible for repairs for a fee. Mayor wanted to know if there was a warranty they could have on the fiber line. Town Manager stated that she would consult with the contractor and report back to the Board. Commissioner Joyner asked if the installation was FEMA reimbursable. Town Manager said she spoke with the Construction Administrator, and it should be FEMA reimbursable because the Town had fiber before the flood and will need the fiber after the flood. Mayor also stated he didn't like that once you leave the Town Hall, you no longer have internet service, and he would like if the students could be able to pick up service in the parking lot. Commissioner Joyner stated to be careful not to create a hangout spot at the Town Hall. Commissioner Joyner motioned to accept the \$38,436 quote with contingences depending on who owns the underground facilities and if Lumen owns the underground facilities how long would it take them to repair, and if the Town owns it owns it what is the time frame for the warranty. Commissioner Jones seconded. Vote carried 4-0.
- 3) Heritage Park- Town Manager provided quotes for the Heritage Park playground equipment and fitness equipment and stated that all of the fitness equipment may not happen due to not having enough funds to purchase. Town Manager stated the Town has \$62,000 remaining for FEMA reimbursable funds and the playground equipment comes up to \$32,809.88, which leaves \$29,190.12. Commissioner Myrick asked if there were any grants the Town could apply for to purchase the fitness equipment. Town Manager stated the Town was denied the PART-F grant because Heritage Park is a low-lying area and prone to flooding. Town Manager stated she would continue to pursue other funding opportunities.
- 4) Museum- Town Manager stated the Town was still going back forth with FEMA and they are requesting additional information. Oakley Collier has been going back and forth in answering all the questions FEMA has about the Museum. Ms. Ann submitted an expert opinion summary on whether the museum items were

original or not and submitted photos, so the Town is still in the process of getting this project approved and moving forward. Town Manager expressed how critical it is to move this project forward. It seems that the Town is not getting the fair assessment it deserves with the 106 reviews.

XII. Attorney Report

- 1) Dumping Ordinance- The board looked over the revisions to the dumping ordinance and Mayor stated he thought the town would not be responsible for bulk items. Town Manager stated the town already has an ordinance on what bulk items the town can pick up and what bulk items our contracted services will pick up. She recommended adhering to the ordinance unless it proves otherwise. Mayor suggested to mark that part out from the Ordinance draft recommendation. Commissioner Jones motioned to delete the section of Special Collections Bulk Item Pick up from the ordinance. Commissioner Joyner seconded. Vote carried 4-0. Mayor read the updates regarding hypodermic instruments and stated that we should leave that portion in the ordinance just in case the situation does come up and the Board members agreed. The violation of local ordinances misdemeanor was read to the board, and it was decided to leave as is. Commissioner Myrick asked if the Town could keep a log or booklet to keep record of those who violate the ordinance. Town Manager stated the police department already has a system that they utilize, and it would be difficult for the town to create such system. With such a small staff. She also stated that the town could assist by manually keeping a log and following up as they do with the work orders. Commissioner Myrick asked if the public works director would be enforcing the ordinance and Town Manager stated it would most likely be the Public Works director as well as the clerk doing the record keeping. The Board discussed whether the Town would assist citizens with disabilities in backyard garbage collection. Commissioner Myrick stated that in most instances, those citizens have family members or neighbors that could assist them getting the garbage can to the road. He also stated that the Public Works staff is limited and does not have the time or staff to execute this. Town Manager stated that Waste Industries would not do back yard collection either and town normally asks elderly citizens if they have any neighbors or friends that would assist them with their garbage. Mayor stated to take that portion of the ordinance out. No objections or further questions.
- 2) Property Lien- Included as an Executive Session item.
- 3) Cemetery- According to Attorney Jones, a teleconference is scheduled for the week of August 30, 2021, with Durham County Cemetery Management Administrator Robin Henry to discuss insight, guidance, and challenge and to also talk about possible pricing for Town services.
- 4) Inserts for Pioneer Court Contracts- Included as an Executive Session item.

XIII. Old Business

- 1) 401K: Town Manager stated that the amounts listed on spreadsheet for the 401k were for the entire permanent staff. Mayor asked the board if they had any questions concerning the 401K and stated that this is a great recruitment tool as well as a great retention tool. Town Manager stated that the vote would be on

whether to go with the 3% or 5% and that this has been in the budget since 2015 but has not been executed. Town Manager gave the Board more information on the 401K and stated the funds could be supplementary that will serve as an incentive to attract qualified, competent employees. She encouraged the board to vote on the matter. Commissioner Myrick stated that the matter should be tabled to see what the expenses will be at the Town Hall. He stated, at least for 9 months. Commissioner Jones motioned to approve the 401k at 3%.

Commissioner Joyner seconded. Vote carried 3-1. Town Manager stated that the 401k will become effective on the next pay period which is August 25.

Commissioner Jones motioned to amend the previous motion and add the 401k will be in effect on the next pay period. Commissioner Joyner seconded. Vote carried 3-1.

- 2) Grand Opening: Town Manager asked the board to consider deferring the Grand Opening of the Town Hall and Senior Center to either September 25 or October 2. Commissioner Myrick inquired on why the date must be moved to October and Town Manager responded they are still waiting on Lumen to get the fiber installed and wants to have sufficient time to plan a successful grand opening. The board agreed to go with the October 2 date. Mayor asked what the Grand Opening Celebration would look like, and Town Manager stated, to have the street blocked off and have a guest speaker and programming. She also stated that Principal Mercer will be getting students together to learn the Princeville Anthem and asked for any recommendations the board may have for a guest speaker. Commissioner Myrick asked why they would need to block off the road for the event and Town Manager stated there will be people going back and forth across the street for the two events. No further questions.
- 3) Spotlight Ad: The deadline for the Spotlight Ad will be on October 10, 2021. Mayor and Town Manager asked the board to get at least five ads for the publication. Town Manager stated that Jane Ryan had come into Town from Nebraska to bestow the scholarship to Kentasia Pittman, and it was a joy to have Ms. Jane in Princeville. This will be included in the next Spotlight.
- 4) Catholic Charities: Town Manager stated that she received an email from Mr. Frank Jackson, that they are complete with the repair of homes in Princeville and Tarboro. Those repairs included, HVAC, roofing, equipment replacing, partial bathroom floors, subfloors, electrical, plumbing, ramps among other repairs. Mr. Jackson stated that it was an honor to work in the Town of Princeville with the citizens. Mayor asked how the Town could show their appreciation for what they've done. The board decided it would be ideal to give them a plaque and Town Manager suggested the plaque be presented to Catholic Charities at the Grand Opening Event.
- 5) NCCU Graduate: Town Manager shared that the NCCU student said she was able to begin her intro courses at Durham Tech teaching psychology. She stated there were some issues due to staff changes with the submissions but thinks they are resolved, and she would send the information on how to access the document from the Town's assistance and would like to stop by in person. Town Manager thanked everyone who helped the NCCU student get past her thesis.

XIV. New Business

- 1) Funding Opportunities: Mayor asked for the board's permission to send a letter to the governor asking to use those ARP funds for economic development by way of giving everyone an appropriate education. Commissioner Myrick asked if this was the only way to spend those funds and stated that not many people in the community who have the mindset to further their education. Mayor stated they could be used for broadband infrastructure, water and sewer, housing, paving, tourism, among other uses and asked for the board's suggestions. Mayor also stated that if citizens want to move forward economically, that education is key whether that be getting a GED or picking up a trade. The board discussed whether the citizens would take advantage of furthering their education. Commissioner Joyner asked that they poll the community to see what areas would the citizens most benefit from. Commissioner Myrick motioned to send the letter to the governor as well as poll the community. Commissioner Jones seconded. Vote carried 4-0
- 2) NC DOT Roundabout: Town Manager stated she received the mayor's response and Mr. Porter did his due diligence and the first step to accessing the area for lighting is to do a resolution. She stated she reached out to the County Manager who referred her to the Town of Tarboro, and she has not yet received a response. Town Manager asked if the board would like to table this for next month until they figure out if the Town of Tarboro or the County be willing to take on the lighting expense. Mayor asked why Tarboro would be a part of it and Commissioner Myrick stated that it was in the ETJ. Mayor suggested waiting until Tarboro responds. No further questions.
- 3) Railcare Health: Town Manager stated that Railcare Health would like to partner with the Town and bring a mobile unit in to meet some of the disparities the Town mentioned such as nutrition, vaccination, HIV testing, blood pressure and other testing. She also stated Railcare Health wanted to bring the mobile on August 28 but due to new wave of covid19 cases the date has been pushed back to October 2, 2021 to be in line with the Grand Opening of the Town Hall. No Further questions.
- 4) HMGP Contracts: Town Manager stated the Town has received the agreement for the three reconstructions, Attorney Jones has approved it and is now in the hands of the state. Commissioner Joyner motioned to approve the HMGP contracts. Commissioner Jones seconded. Vote carried 4-0
- 5) Scope of Work and Fee Proposal: The selection committee met and reviewed the fee proposal and the proposed scope of work for the paving through SEPI and the parking lot for the Town Hall. Town Manager stated that where it says invoicing and the 1.5% due if it goes past 30 days, that they would be receiving direct payment from OSBM and the Town could not guarantee them on OSBM's timeline. Town Manager spoke with OSBM, and they said the timeframe sounds good to them and the only thing they would need to see was the procurement process. Town Manager sent the information over and is now awaiting Director Roseland to give us the green light. Commissioner Myrick made a motion to accept the scope of work and fee proposal for SEPI. Commissioner Joyner seconded. Vote carried 4-0

XV. Executive Session: Commissioner Linda Joyner voted to go into executive session, Commissioner Myrick 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.

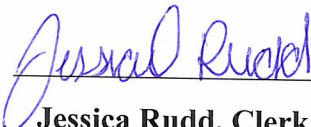
Commissioner Joyner moved to end executive session, Commissioner Jones seconded, vote carried 4-0. Commissioner Jones moved to go back into regular session, Commissioner Myrick seconded, vote carried 4-0. Commissioner Jones motioned to reconvene; Commissioner Myrick seconded. Vote carried 4-0.

- 1) Acquisition- Atty Jones provided documentation regarding the acquisitions of properties.
- 2) Operation- Town Manager discussed COVID19 and the importance of being vaccinated and taking necessary precautions to reduce the spread. It was also shared that the previous measures for the office and vehicles have been increased. Staff are encouraged to get tested routinely. The board discussed planning to meet with an organization to reiterate the importance of getting the Town's permission before planning events in the name of the Town.
- 3) Personnel- The board discussed when to have the Town Managers' Performance Evaluation and to complete the form given to be done in a timely manner. A Special Call meeting is scheduled for August 24, 2021 at 6pm to complete the evaluation.

XVI. Board Comments- Commissioner Joyner stated that the mayor's letter to the governor was well written and asked if they don't approve it, they may recommend something else for the Town. Mayor asked where the Town should place the walking audit sign. Town Manager suggested by the Museum. Town Manager also stated it may be ideal to place it somewhere at the Museum until the construction is underway, preventing any damage. Town Manager will ask the contractor on the best place to have the sign while construction takes place.

XVII. Adjournment- Commissioner Joyner motioned to adjourn the meeting. Commissioner Jones seconded; vote carried 4-0. Meeting adjourned

 09/20/2021
Bobbie Jones, Mayor Date

 9-20-2021
Jessica Rudd, Clerk Date



