



TOWN OF PRINCEVILLE

Board of Commissioners Regular Meeting Agenda

October 18, 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, Attorney Dana Jones

- 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.)- Tiffany Bridgers** petitioned the board to renovate the property on 202 Tyson Street and open a daycare in that space. She stated this will no longer be a residence, so she is asking for zoning approval to all this transition. The board requested the petition to be sent to the planning board.
- 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
 - 3) Edgecombe Community College- Small Business Center
 - 4) Saving Land Magazine- Climate & Princeville
- VI. Adjustment to Agenda-None**
- VII. Presentation- None**
- VIII. Approval of the Agenda (Recommendation: Approval)- Commissioner Joyner** motioned to approve the agenda, Commissioner Johnson seconded, vote carried (4-0)
- IX. Consent Agenda- Commissioner Joyner** motioned to approve consent agenda, Commissioner Johnson seconded, vote carried (4-0)
- X. Department Reports (See attachments)**
 - 1) Public Works- Public Works Director highlighted items on his report and stated a camera study was performed for the catch basin cleaning and he is still awaiting communication on what the reports from the camera scan were. He also stated the ETA of Public Works Equipment has continued to be delayed and he has spoken with the vendors to express that Public Works needs the equipment. Public Works director stated a study was performed for exit 486, relating to the roundabout, and what was taken into consideration was traffic, accidents, rate of speed and safety.

He stated the area didn't come close to meeting those requirements for lighting so he inquired about enhancements funds and found that those funds are only used for capital projects and this project would not be considered a capital one. He also provided an update that the Town partnered with Edgecombe County to practice installing railroad closures and the public works crew joined and assisted them. Public Works director reminded the board that leaf pick up will start in November and to make sure leaves are bagged and by to roadside, not blocking the road or driveway. Wards 1, 2, and 3 leaves will be picked up on Tuesdays and Ward 4 leaves will be picked up on Wednesdays. Mayor asked about SEPI engineering and if phase 3 of the paving will take place this year and Public Works Director responded it would be next year. The board discussed lighting for the roundabout and Commissioner Myrick asked could the Town purchase solar lighting or run hard wire from one section to another to have lighting. Town Manager stated she would have to contact Dominion or Edgecombe Martin to see if there are regulations for how streetlights for the public need to be installed. Commissioner Myrick asked could they look into the regulations for solar lighting and maybe Edgecombe could install, and it would not cost the Town any more money in the future. Mayor stated to do a study to find out the costs for both solar lighting and electrical. No further questions.

- 2) Finance Report-Commissioner Myrick asked if it was reasonable to ask for the actual versus profit statements and Town Manager stated they are still waiting on the CPA firm to complete a financial trial balance, otherwise it would not accurately reflect the actual versus profit. She stated as soon as they get the bookkeeping completed by the firm, then they will be able to produce an accurate actual verses profit.

A. Amended Policies- Town Manager presented the amended policies to the board which stepped out procedures on how the Town handles cash receipts, checks, invoices, debit card usage and procurements in prep for the upcoming audit and at the request of the CPA firm. Commissioner Joyner motioned to approve the amended policies and procedures, Commissioner Jones seconded, vote carried (4-0)

- 3) Consultant- No questions
- 4) Edgecombe County Sheriff Office- Mayor offered condolences to the sheriff's department and thankfully they didn't lose anyone but was forced to take someone's life. He stated to be prayerful for the Sheriff's department and the Harris family.
- 5) Edgecombe County Tax- No questions
- 6) Princeville Volunteer-No questions

XI. Town Managers Report

- 1) Town Hall- Town Manager expressed excitement for the Grand Opening of the Town Hall and Senior Center and the staff has been working diligently in preparing for the event. She asked that the board members continue to promote the Grand Opening for October 30. Town Manager shared an illustration of the seal that will go behind the board of commissioner's location in the chambers. Town Manager proposed the Grand Opening budget which could include bulletin posters advertising the event, Spotlight expenses, the program, food, decorations,

law enforcement, and overtime for staff of 6. Town Manager stated the budget could run anywhere from 3 to 4 thousand dollars which exceeds her threshold of approval. Commissioner Joyner motioned to spend approximately 4 thousand dollars for the Grand Opening of the Senior Center and Town Hall, Commissioner Johnson seconded, vote carried (3-0). Commissioner Myrick requested a breakdown of Grand Opening expenses. Town Manager stated Sheba Andrews would be catering the event and Quantellius Jones would be the decorator. Commissioner Jones stated Quantellius Jones was his cousin so he would excuse himself from the vote. Town Manager stated that it was an FYI. Mayor asked should the Christmas parade be postponed, and the board agreed unanimously.

- 2) Heritage Park- Town Manager stated the playground equipment and fitness center equipment have been ordered and she is still working with OCA for the modifications of the farmer's market that could look like removal of basketball court and walking trail due to budget constraints and increase in supply costs. The reseeding of the football field, Public Works Director should have quotes soon.
- 3) Senior Center- Town Manager stated the Town is still waiting on the fiber installation by Lumen. She also stated the phones will be transferred over to the new Town Hall on the 21st according to email correspondences and the Town will do a calling post to inform the citizens to call the Public Works phone for any assistance. Town Manager stated the fiber is required for the elevator to work. Commissioner Myrick asked if the elevator only works for that system and not electrical and what type of back up do they have besides the stairway. Mayor stated in the event of an emergency and if the elevator's not working, it will be a hardship for the citizens. Mayor also asked if the fiber goes down, could they use electrical to operate the elevator and Town Manager stated she would ask K&H but that the alternative would be the ramp.
- 4) Audit- Town Manager stated they uploaded the RFI for interest for the upcoming audit and have received two interested firms that prompted the Town to do an addendum to the current RFI though the Q&A. She stated the deadline is on 10/25 and hope to receive three or four submissions to make it quite competitive. She stated from the conversations they've had from those who might be interested, both firms stated they would be submitting to the RFI. Commissioner Myrick asked in reference to the completion of the audit, is the Town still within the timeframe that was sent out. Town manager responded yes, and OSBM, the Town and the CPA firm had an updated meeting last month and will continue to have those meetings until the audit is completed and are on track with the December 31 deadline. Commissioner Myrick asked for an update on the 2nd finance officer and Town Manager stated, the Town has not secured a 2nd finance officer and have not received any additional application submissions from the advertising. She stated the hope is the Town can contract with whatever the auditing firm they deem appropriate for this project and then maybe they can stay on to do the oversight to keep the finances sound.

XII. Attorney Report

- 1) Code of Ethics- Attorney Jones submitted a proposed draft of the code of ethics and stated the highlighted areas was where she spent most time trying to craft. She asked that the board study it and she will do a clean up of the document.

Town Manager stated the Town adopted a conflict of interest some months back, and some areas overlap with the Town's policy, so she recommended that those sections of the code of ethics be reconsidered. Attorney Jones asked the board to send her their ideas so that a policy and understanding amongst board members can be established. She stated that this version is just a broader reach.

- 2) County Foreclosures- Attorney Jones shared information from Edgecombe County regarding various tax foreclosures. She stated when the county forecloses on property that is in the Town of Princeville, those properties will come back to the Town due to tax issues. Attorney Jones asked Town Manager to let her know when those properties come back and to be thinking about what the Town wants to do with those properties. Town Manager asked Attorney Jones about the property alongside 507 Beasley and that the property does not come up on the GIS under the Town of Princeville. She stated the property is still showing up under Aurora loan services. Attorney Jones stated she would check the Register of Deeds office. The Town Manager inquired about the email correspondence from the county attorney that reads that the Town only owns a portion of the lot on the property and not the house. Attorney Jones stated that she would check into it.
- 3) 88 acres- The board was updated regarding the 88 acres. Town Manager stated the engineers didn't see a problem with growing wheat but did see that the fence may be a hindrance from moving forward with the environmental and Geotech. Town Manager also stated the contract ends in April 2022. Commissioner Myrick asked were they talking about a gate or a fence for the area and Attorney Jones stated she would get more clarity and update the board.
- 4) Dumping Ordinance & Litter- Attorney Jones stated she needed help with figuring out how to get the ordinance to the format where it can get formalized into our ordinance. Attorney asked who publishes so it can get into the ordinance or West Law. Town Manager stated the Town sends everything to LGC concerning finances but wasn't familiar with publishes and is certain that the Town documents are uploaded to the appropriate place, for review and general statute compliance.
- 5) Cemetery- No updates

XIII. Old Business

- 1) Retreat Outcomes- Town Manager stated per last meeting, Commissioner Joyner mentioned tracking the parking lot items from the retreat. A document was provided to the board listing the outcomes and the ones that have been completed are highlighted. A spreadsheet was given listing possible uses for the Senior Center, and land uses 53 acres and the 88 acres from the retreat group activities.
- 2) ARP Funds- Town Manager stated the Town polled the citizens and the spreadsheet provided the board with the citizen's suggestions for the use of those ARP funds. Mayor provided median annual income in US for people with less than a high school diploma, high school diploma, associate degree, bachelors, and master's degree. He also provided average hourly rates of common trades. Mayor also shared Princeville's educational qualifications and stated the mission is to start a business that addresses the shortage of African Americans in licensed fields. Mayor met with the County, Southwest Edgecombe, and OIC to discuss

students with IEP's, and 504's and poverty and how it relates to mental health. Town Manager stated she thought it was a very productive meeting, Mayor had the right people at the right time to have the discussion. She stated looking forward to this momentum and keeping it moving forward for the benefit of the citizens of Princeville. No further questions.

XIV. New Business

- 1) Format for Minutes (UNC School of Government)-Town Manager stated the clerk did her due diligence per last meeting in the discussion of minutes to share what the requirements are to document minutes, so the Town is able to capture the most important things in closed and regular session.
- 2) United Way- Town Manager stated it's time for United Way donations again and if you desire deduction from your salary, please complete the form.
- 3) Power Bill Allocation Disbursement (FYI)- Town Manager stated that the Power Bill funds may be increased with a contingency on population. The Town is waiting patiently on the amount.
- 4) Mayor Conference- No questions

XV. Executive Session: Commissioner Joyner voted to go into executive session, Commissioner Jones 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 Jones moved to end executive session, Commissioner Johnson seconded, vote carried 4-0. Commissioner Jones moved to go back into regular session, Commissioner Joyner seconded, vote carried 4-0.

- 1) Acquisition- Atty Jones provided documentation regarding the acquisitions of properties. Town Manager discussed people who were interested in partnering with the Town of Princeville. Commissioner Jones motioned to allow Attorney Jones to move forward with the eminent domain on 2 properties, Commissioner Joyner seconded. Vote carried 4-0
- 2) Personnel- The board discussed the Town Managers' Performance Evaluation. Commissioner Myrick motioned to give Town Manager a increase of 2% and revisit after the audit and actual versus profit statements are complete, Commissioner Jones seconded. Vote carried 3-1. Commissioner Jones motioned to make pay increase retroactive from August, Commissioner Myrick seconded. Vote carried 3-0

XVI. Board Comments- Mayor requested that the board comments be done before going into executive session. Mayor stated he received a letter from Ms. Jane Ryan stating programs she is interested in bringing to the Town. Mayor also asked if there's a law that we have to meet at 7 and could we hold the meetings to a max of 2 hours.

XVII. Adjournment- Commissioner Jones motioned to adjourn the meeting.
Commissioner Myrick seconded; vote carried 3-0. Meeting adjourned

Bobbie Jones 11/15/2021
Bobbie Jones, Mayor Date

Jessica Rudd 11-15-2021
Jessica Rudd, Clerk Date

