



TOWN OF PRINCEVILLE
Board of Commissioners Regular Meeting Minutes
December 20, 2021, 6:00PM
201 S Main Street, Tarboro, NC 27886

Amid the COVID-19, the Board of Commissioners meeting will be open to the first 10 citizens, and 1 news reporter to call in and reserve seating.

Board Present: Mayor Bobbie Jones(virtual), Commissioner JoeRoam Myrick, Commissioner Alvin Jones, Mayor Pro-Tem Commissioner Linda Joyner (not present), Commissioner William Johnson(not present)

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 Alvin Jones**
- III. Pledge of Allegiance-N/A**
- IV. Public Hearing-** Commissioner Jones motioned to open the public hearing for the \$500,000 grant funds, Commissioner Myrick seconded. Vote carried 2-0.
 - A. 500,000 grant funds**
 - 1) Mayor received email from Delia Perkins, and she suggested the funds be used home repairs, cleaning ditches, and police.
 - 2) Keshia Little recommended the Town partner with companies to bring good affordable internet service to the residents. She recommended Wave 7, a company that recently started in Enfield and provided the link [facebook.com/wave7comm](https://www.facebook.com/wave7comm). She also suggested offering computer classes to residents to give them basic and advanced computer skills. Her next recommendation was to create a business incubator center for small businesses that offer office space and classes on starting a business, business taxes, building credit, acquired business credit, grant writing, starting a nonprofit, investing in real estate, and community events. She stated to encourage more residents to become business owners and invest in their own community. Her last suggestion was to host quarterly charity events with local talent and headline with a well-known artist to raise funds to rebuild the city. Portion of the ticket proceeds would go to an identified local school, church, rest home, etc. that needs help with renovations.
 - 3) Kelsi Dew suggested the Town use the funds to support local small businesses and to jump start the community gardens and support food sustainability efforts.

Commissioner Jones motioned to close the public hearing for the \$500,000 grant funds, Commissioner Myrick seconded. Vote carried 2-0.

Commissioner Jones motioned to open the public hearing for the 88-acre annexation, Commissioner Myrick seconded. Vote carried 2-0.

B. 88-acre annexation- No comments

Commissioner Jones motioned to close public hearing for the 88-acre annexation, Commissioner Myrick seconded. vote carried (2-0)

V. Public Comments: (Limited to 2 minutes. Read by Town Manager)

- 1) Billy Trevathan stated he has land adjacent to the area to be annexed and wanted to know what the Town was going to do about the sewage. He stated he would be interested in knowing if the Town is going to run sewage all the way through Shiloh farm.

VI. 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) Thank You card from Melvin Muhammad
- 4) Toy Drive- Hosted by Todd Gurley on December 23rd at Tru Vegas Event Center.
- 5) Business Recovery Grant Program- For any business that suffered an economic loss of at least 20% during the pandemic. The application period closes on January 31st. Visit www.ncdor.gov for more information.

VII. Adjustment to Agenda- Commissioner Myrick motioned to add Tax information under new business number 3, Commissioner Jones seconded. Vote carried 2-0. Mayor asked for a motion to add personnel to executive session. Commissioner Myrick motioned to add personnel in executive session, number 2, Commissioner Jones seconded. Vote carried 2-0. Mayor asked the board to add educational fund under old business number 7. Commissioner Jones motioned to add educational fund under old business number 7, Commissioner Myrick seconded. Vote carried 2-0. Town Manager asked for a motion to add NC Growth Smartup under new business number 4. Commissioner Myrick motioned to add NC Growth Smartup under new business number 4, Commissioner Jones seconded. Vote carried 2-0.

VIII. Approval of the Agenda (Recommendation: Approval)-Commissioner Myrick motioned to approve the agenda with necessary adjustments, Commissioner Jones seconded. Vote carried 2-0

IX. Consent Agenda-Commissioner Myrick stated that minutes were left out of the November 15th executive session. He stated he would like the clerk/Town to add all necessary minutes before the board approve. Commissioner Myrick motioned to approve the consent agenda with the exception of November 15, Commissioner Jones seconded. Vote carried 2-0. Town Manager asked if Commissioner Myrick would set up a time to share the minutes he accessed to be missing. Commissioner Myrick stated he would get with the Town as soon as possible to get those minutes added.

X. Department Reports (See attachments)

- 1) Public Works- Mayor asked about the funds the Town receives now from the Cannon foundation. He stated he thought the Town was not going to use those funds to handle vegetation. Town Manager responded that at that time the application had already been submitted. Mayor asked would the Town hold the citizens responsible for the upkeep of their properties after the Town clears those properties. He stated it doesn't look good if the Town goes back twice to clean it up for the citizens to let it grow back up again. Town Manager stated there was

some discussion about how that would work in consultation with Attorney Jones, and they based it upon the ongoing complaints the Town was receiving from citizens. She stated the properties were included back to the list because the owners of those properties have not complied. Commissioner Myrick asked if there were any means of training to start implementing the cleaning of the catch basin. Public Works Director (PWD) stated for safety purposes, before the Town engages in that, he would definitely recommend some type of training if they were to go that route. Commissioner Myrick asked if that is something Public Works would be looking into soon due to the heavy debris and PWD stated at this time he hasn't looked into it but shared that when the public works staff go in the community, they try to keep the basins clear. Commissioner Myrick asked about pavement of dirt path on William Street which has a lot of small potholes. He stated the Town should consider looking into paving the street. Commissioner Myrick stated the Town should also consider widening Tyson Street if the board decides to move forward with approving a daycare center on that street. Commissioner Myrick stated it would be more cost effective if the Town get a pole and mount solar lighting around exit 485 and PWD stated he would follow up. Town Manager asked for PWD director to share with the board his consultation with the utility company. PWD stated placing solar lighting around the area would be almost triple the cost than regular lighting. The utility company recommended using regular lights and stated the Town would need at least 6 to 7 poles in that area. Commissioner Myrick stated to get documentation and a breakdown figure of costs. He also stated that Mayor and himself felt it is a safety issue for the citizens. Mayor gave compliments to Public Works and Town Manager for the front-end loader and heavy equipment trailer. PWD shared that the Town was the only owner of the newest 2021 front end loader in the state Mayor asked PWD to get in contact with Mr. Vines, the owner of the trailer at the intersection of Neville and Otis because people are putting trash out there. PWD stated that Mr. Vines was aware and had previously removed trash from the area, but he will send him a friendly reminder. Commissioner Myrick stated on 618 Newton there was a storm drain backing up and Town Manager stated they will follow up with the county to see if there was any resolution. No further questions.

- 2) Finance- Commissioner Myrick addressed questions regarding the check detail and Town Manager responded accordingly. Commissioner Jones motioned to accept the amendment to the 2021-2022 budget to include the \$500,000 grant funds, Commissioner Myrick seconded. Vote carried 2-0. Town Manager reminded the board that the checking account has already been set up for those funds and that signatures were needed from authorized Commissioners on the checking account. No further questions.
- 3) Consultant-Commissioner Myrick asked if the Town was approved for the grant with the deadline for December 15th. Kelsi Dew stated the application was submitted on the 15th and will not know if the Town is approved until the last part of April. She stated the amount is \$150,000 and is broken down into honoring the legacy of Abraham Wooten, and will be focusing on Mt. Zion Primitive Baptist Church, the Wooten house, and cemeteries. She stated all 3 of those places will be

placed on the National History Registry along with the physical and digital preservation of Mt. Zion and the Wooten house. No further questions.

- 4) Senior Center. Mayor thanked the Town for the Christmas recruitment dinner and stated he received compliments and to keep up the good work. No further questions.
- 5) Edgecombe County Sheriff Office- Commissioner Myrick wanted to know the residence and what was taken from the 2 B&E. Town Manager stated she would follow up. No further questions.
- 6) Princeville Volunteer Fire Department- No questions. Town Manager stated, per Chief Brown everything is going well, and they are working with the Town on the alarm system. She stated the Town Hall should have the necessary system installed and Emergency plan completed by next week.

XI. Town Managers Report

- 1) Town Hall- Town Manager stated she is waiting to hear back from Rescue Construction on the punch list that was sent over to them. She hopes they can get into Town Hall to do the necessary resolutions on those items. The Town is still extending correspondence with Lumen so that the Town can get the elevator working and get the necessary phone lines at the Senior Center. Town Manager stated it cannot be approved without having a call out in the elevator and it appears that this may be a good time to do some consulting with Attorney Jones to increase Lumen's urgency. Attorney Jones stated she just needs the email correspondence, and she will make contact. No further questions.
- 2) Farmer's Market/Heritage Park- Town Manager stated the Town is not at a place of financial security considering the supplies have skyrocketed since the quote was given a year or two ago. She stated they are in pursuit of some additional funding resources to bridge the gap of the \$800,000 dollars that it will cost to secure the farmer's market. No further questions.
- 3) Senior Center- Town Manager stated at the last meeting the clerk provided the board with rental fees and asked if the board had time to make a decision. Mayor asked was the Town in a rush because he would like all board members present and Town Manager stated there was no rush. Commissioner Jones motioned to table rental fees for the Senior Center, Commissioner Myrick seconded. Vote carried 2-0. Town Manager stated there's a proposed opening of the Senior Center on 1-31-2022 for the board's consideration. Mayor asked if they took the virus in consideration and Town Manager stated yes and contingent on how many seniors signed up, they may have a skeletal calendar based on last names. She stated so far, the Town has 10 seniors that has requested to attend so 10 should be spacious enough. Commissioner Jones motioned to accept the date of 1-31-2022 as the proposed opening date contingent upon the elevator is in operation, Commissioner Myrick seconded. Vote carried 2-0. No further questions.
- 4) 53 acres- Town is still working with Wooten on the preliminary process and they have completed the surveying and the Town is now waiting on that surveying report. Town Manager stated that surveying report can take 2 to 3 weeks and as soon as that report is received the Town can start on the site design.

- 5) Floodgates-Town Manager stated Sungate is waiting on the Army Corp of Engineers for permitting on the roads they are requesting, to start the repair on the floodgates.
- 6) DEHC- Town Manager stated the Town is involved with the Down East Home Consortium (DEHC) and now it is cemented at this time. She stated the next step is to have a conversation with the County Manager about the funds allocated to the Town of Princeville to the tune of about \$33,000. The hope is that Princeville will have citizens apply for housing repairs so that Town can deplete the \$33,000. She stated if there are any additional funds the county can provide in a supplementary matter, then that can happen for the Town of Princeville. Town Manager stated she will have a report back for the board during the next meeting.

XII. Attorney Report

- 1) Code of Ethics-Attorney Jones stated she submitted in October the proposed code of ethics for the boards review. She asked that the board review it at their leisure and look to 2022 for its possible entry into the Town's rules and regulations.
- 2) 88 acres- Attorney Jones stated the next step for the 88 acres would be the annexation and that process would be to either do a resolution or ordinance process. That would require the Town to do some mapping of the 88 acres and engage some engineers. Attorney Jones stated she needed to coordinate with Town Manager in order to do that and to make it a top agenda item for January. She stated things like the sewer line and sewage are some of things the Town should talk to the engineering specialists about because the concerns of our neighbors to that property are things the Town want to make sure they are aware of. The board had conversation about renewing the lease for farmland and proposed fencing. Commissioner Jones stated it is important for the Town to get in writing that the engineers had no problem with leasing farmland for another year. Town Manager stated that would not be a problem because the only concerns the engineers had was the gate or fencing and when it's time to do the environmental assessment they want to make sure they have the flexibility of that space to do so. Town Manager stated she could get it in writing that farming can continue on the 88 acres as well as specifications on what type of fencing would they recommend.
- 3) Cemetery- Attorney Jones thanked Kelsi Dew for her efforts with regards to the grants.
- 4) Redistricting- Attorney Jones stated the legislature in our state is going through many changes with regard to the whole election process. She wanted to make sure the citizens are aware that the board had to make a quick decision as to if redistricting at this time was a good idea. She stated this isn't a feasible time to consider redistricting.
- 5) Dumping Ordinance & Litter- Attorney Jones stated she made sure all that was in place and to make sure it is written up and placed in our ordinance.
- 6) Permit Use/Daycare Zoning Request- Town Manager stated the Town needs Attorney Jones guidance regarding the special use permit. Attorney Jones asked if any board member had any questions and Commissioner Myrick stated his only concern was widening of the street. Town Manager stated that widening the street may delay the special permit tremendously. She stated if that is the desire of the board that the Town already has SEPI in the community working on phase 2 for

paving and that could be an additional cost for them to assess Tyson Street. Attorney Jones stated that the permit use still has to come before the board for permission and if the board wants to agree that the non-conforming use then that is fine. She stated there is still a process the Town must follow based upon the statutory requirements. Attorney Jones spoke about the mobile homes being placed in Princeville when they're not zoned for that structure. Town Manager stated that it is a conditional use, and the citizen would have to come before the board and do a text amendment. She stated that last text amendment that was done was in Southern Terrace and that was over 20 properties. The last discussion the board had under that text amendment was that in the future when citizens come before the board with a text amendment for manufactured homes, that they would come with contingencies and stipulations. Attorney Jones stated uses like those are called variances and the Town should make sure that those uses are something they want in that area. She stated that there must be a process to make sure everything is done properly and whoever is placing a mobile home in Princeville knows what the specifications are. Town Manager stated the owner of the mobile home on 1st street did not come before the Town and stated this is something that now requires Attorney Jones guidance and recommendation. No further questions

XIII. Old Business

- 1) Senior Center renting prices was tabled to the next meeting.
- 2) Town Manager stated the board approved the Desk Policies & Procedures and notified the board of an adjustment that was made for review and approval notification. Commissioner Jones motioned that the word cash to purchases on page 2 to meet the recommendations, Commissioner Myrick seconded. Vote carried 2-0
- 3) Town Manager thanked Kelsi Dew, the Town is the recipient of the \$50,000 Cannon foundation grant for the vegetation phase 3. Town Manager stated Princeville was the first municipality to receive funding from the Cannon foundation. Commissioner Jones motioned that the Town approve the Cannon foundation agreement, Commissioner Myrick seconded. Vote carried 2-0.
- 4) Town Manager stated she is doing her due diligence with PW4 and PW1898 with the Fire Department and are now waiting for the insurance company to confirm that the coverage included relocation. She stated just to make sure before the Town moved forward with presenting their findings with FEMA and Chief Brown.
- 5) At the last meeting, the board discussed leasing of the Town Hall office space for Rebuild NC. The board reached a consensus of \$2,500 a month and Rebuild NC came back with a counteroffer of having an in-kind space, having 1 person come in the Town Hall at least 2 days a week. Commissioner Jones motioned to send a counter offer not to exceed \$2,500 and not to go below \$2,000, Commissioner Myrick seconded. Vote carried 2-0
- 6) Rebuild NC was discussed under Town Hall leasing agreement #5.
- 7) Mayor stated he would like the board to approve moving forward with the advertisement of the educational fund. Town Manager asked if the educational fund was an eligible item for the ARP funds and Mayor stated it was and he would send the response from the ARP rep. to the board. Commissioner Myrick

motioned to approve advertisement of the educational fund, Commissioner Jones seconded. Town Manager asked what would the obligated amount be for this project. The mayor responded that they had not got that far. Vote carried 2-0.

XIV. New Business

- 1) Town Manager stated the senate bill 473 was placed in the agenda for the board's information.
- 2) Town Manager stated the 3rd Monday in January is MLK holiday and according to the ordinance the meeting can take place the next business day or any other day the board chooses. The board agreed to have the next board meeting on January 18, 2022, at 6:00pm. Commissioner Myrick asked about the change in meeting time and Mayor stated the time change was adopted and voted on by the board. Commissioner Myrick stated most members of the board are in a time restraint in meeting the time change as well citizens who work. Commissioner Jones added that the time change was never convenient for him, and he had to leave work early in order to be present at the meeting. Mayor stated he didn't have a problem going back but that's why it was discussed initially and noted he didn't hear any negative responses at that time. He stated when all the board members return, they will discuss the matter again. No further questions.
- 3) Commissioner Myrick passed out documentation, wanted to share and stated that it was nothing personal and all business. He stated he was exercising good stewardship for the Town and citizens. Commissioner Myrick read that since the Town's Managers salary is a public record, he wanted to go on record to tell citizens that the board voted to give Dr. Knight a raise and he didn't agree. Attorney Jones interjected and asked if he would table his statements to executive session and Commissioner Myrick complied. No further questions.
- 4) Town Manager stated per Mayor's referral from Dr. Little, she has been in collaboration with him and his team and found a good fit for the 53 and 88 acres under one of their programs called NC Growth Smartup. She stated this team will work collaboratively with the 160D team as they are doing the bill out analysis for the 53 acres. Town Manager went over what the scope of work consisted of and stated if there were no objections, then the Town could move forward with the NC Growth Smartup in collaboration with the 160D team. Mayor stated it sounded like an excellent idea and asked if there were any objections and there were none.

XV. Executive Session: Commissioner Myrick voted to go into executive session, Commissioner Jones seconded, vote carried 2-0.

- 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 Myrick seconded, vote carried 2-0. Commissioner Jones moved to go back into regular session, Commissioner Myrick seconded, vote carried 2-0.

- 1) Acquisition-Attorney Jones addressed questions about Pioneer Court and gave updates on acquisitions of properties.
- 2) Personnel- Attorney Jones discussed a personnel matter and offered guidance to the board. Commissioner Jones motioned to allow Attorney Jones to respond to Dr. Knight that the board will respond to her after the New year, Commissioner Myrick seconded. Vote carried 2-0

XVI. Board Comments- None

XVII. Adjournment- Commissioner Myrick moved to adjourn the meeting. Commissioner Jones seconded; vote carried 2-0.

Bobbie Jones 1-19-2022
Bobbie Jones, Mayor Date

Jessica Rudd 1-19-2022
Jessica Rudd, Clerk Date

