



## **TOWN OF PRINCEVILLE**

Board of Commissioners Regular Meeting Minutes

February 21, 2022, 7:00PM

201 S Main Street, Princeville, 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 Linda Joyner, Commissioner JoeRoam Myrick, Commissioner Alvin Jones, Commissioner William Johnson (not present)**

**Staff: Town Manager Glenda Knight, Town Clerk Jessica Rudd, Public Works Director Rydedrick Porter, Attorney Dana Jones**

**Guest: Anthony Roper (SEPI)**

- 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 Comments: (Limited to 2 minutes. Read by Clerk)**
  - 1) Timothy E Suggs Jr wrote in thanking the board for hearing his concerns. He stated he was facing hardships and seeking assistance with housing in the Town of Princeville.
- 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) Freedom Hill Brochures
- VI. Adjustment to Agenda-** Commissioner Joyner motioned to add discussion of summer outdoor activity to new business #6, Commissioner Jones seconded. Vote carried 3-0. Commissioner Joyner motioned to add HMGP to Manager's report #6, Commissioner Jones seconded. Vote carried 3-0. Commissioner Joyner motioned to add Ward 1 vacancy to new business #7, Commissioner Jones seconded. Vote carried 3-0. Commissioner Joyner motioned to add economic development to executive session #2 and move personnel to #3. Commissioner Jones seconded. Vote carried 3-0. Commissioner Joyner motioned to add large tree at the fire department to new business #8, Commissioner Jones seconded. Vote carried 3-0. Commissioner Joyner motioned to add 507 Newton Avenue under new business #9, Commissioner Myrick seconded. Vote carried 3-0.
- VII. Approval of the Agenda (Recommendation: Approval)-**Commissioner Joyner motioned to approve the agenda, Commissioner Jones seconded. Vote carried 3-0

**Consent Agenda**-Commissioner Joyner, motioned to approve the consent agenda, Commissioner Jones seconded. Vote carried 3-0.

### **VIII. Presentation**

- 1) SEPI- Anthony Roper, Vice President and Asset Management and Maintenance Director at SEPI, gave a presentation. Mr. Roper gave an overview of the paving phase 3 project and a review of the survey results. Mr. Roper went over the contract options. Scenario 3a consisted of street repairs to Strickland, Thrid, and Dancy Street. It would also include paving of J. E. Bridgers Lane, sidewalk & valley gutter repairs, tree removal, and initial contract. Commissioner Joyner motioned to approve scenario 3a at a cost of \$415,000, Commissioner Jones seconded. Vote carried 3-0

### **IX. Department Reports (See attachments)**

- 1) Public Works- The board asked clarifying questions and Public Works Director (PWD) gave an update on the solar and electrical lighting at the roundabout. He stated that with the solar lighting the Town would pay one flat out rate and there would be no monthly fee but to add those lights it would cost \$100 extra per month and around \$20,000 to have them installed. PWD gave an update on the streetlight on Russell drive and added that the matter has been resolved. Town Manager stated phase 2 of the vegetation is underway. Town Manager stated the total scope of work cost for vegetation came to \$137,500. She added the Town does have \$50,000 from the Cannon grant, which leaves the Town with a deficit of \$87,500. This would be a phased project and phase 1 includes non-structures, non-parcels, which is easily covered through that \$50,000. If the board desires to move forward with phase 2, she recommended the Town use \$76,000 through the legislative appropriation that was received for cost of admin time. That would leave \$11,000 in which the Town could draw down from the \$500,000. Commissioner Myrick asked how would the Town maintain those vegetation properties and Town Manager stated it would be the property owner's responsibility to maintain the properties and would be the Town's responsibility to enforce the ordinance if it's not maintained. Mayor thanked PWD, Town Manager, and Sheriff's Office for responding quickly to the call made about trash on Ridgewood Road on a Saturday. He also thanked Mr. Vines for cleaning his property on Otis and Neville. Commissioner Myrick motioned to move with phase 2 of the vegetation clean up, Commissioner Joyner seconded. Vote carried 3-0.
- 2) Finance- Commissioner Myrick asked about 2 bills posted from CenturyLink. Town Manager stated she would follow up on that and answered questions from the board regarding the check detail. Town Manager informed the board of the mileage rates from the IRS and asked if the board could approve the amount of 58 cents per mile. Commissioner Joyner motioned to approve the mileage rate requests from the IRS, Commissioner Jones seconded. Vote carried 3-0. Town Manager asked the board to choose dates for budget sessions for the month of March, April and May. The board agreed to meet on March 9 at 5:30pm, April 5 at 5:30pm, and May 21 from 9-5.
- 3) Consultant- Mayor asked a question about the Sacred Spaces grant program and if it was a match program. Town Manager stated that it was a matching grant, but Kelsi did look at the eligibility of the grant and thought it would be ideal to see if

the Town would qualify. She stated it is a matching grant up to \$10,000-\$50,000 and anything over \$100,000-\$500,000 is a 2.1 matching to that grant amount but stated that the Town is looking for non-matching opportunities. No further questions.

- 4) Senior Center- Commissioner Myrick asked about the recruitment of senior citizens. Town Manager stated, as of today the Senior Center Director received 5 applications and now has a total of 20 applications. Today there was a diabetes session and several seniors showed up and 2 citizens were picked up in the senior van. Mayor stated he liked that the Senior Center Director has been reaching out to different entities. Commissioner Jones asked has the waiver of liability been pulled until the board can discuss it. Town Manager stated, no and that it has been ongoing because it was requested by the Board. No further questions.
- 5) Edgecombe County Sheriff Office- No questions
- 6) Princeville Volunteer Fire Department- Commissioner Jones asked where the Fire Department was with the PW4/PW1898. Chief Brown stated he does not have an update and that the Town is still working diligently to try to research and see where those funds went. Town Manager stated the Town is working closely with Ms. Stacey who is the point of contact through NCEM. The Town has completed an extension request for those services so they can continue to do their due diligence and research. She stated Ms. Alice is waiting to hear back from the insurance company to see if relocation was covered under our insurance. Town Manager stated they are hoping to hear from the insurance company fairly soon. No further questions.

#### **X. Town Managers Report**

- 1) Town Hall- Town Manager stated Rescue Construction have completed all of their tasks and the Town has released their last payment. She was also delighted to announce that their meeting can be heard crystal clear. She informed the board that K&H came back and did some upgrading to the audio system and trained the clerk to stream the meetings live from YouTube. She added the Town is still working closely with FEMA for the southside parking lot. Commissioner Joyner stated there was a lot of traffic in the Town Hall Parking lot and wanted to know if that's a challenge the Town needs to look at. Town Manager stated there hadn't been any criminal activity and she had noticed a lot of traffic and appreciates that the sheriff department parks out their daily. She stated PWD does wellness checks and makes sure all Town vehicles are locked at the end of each day to eliminate any thought of criminal activity. Mayor stated he thought that was a positive thing, especially with all the lighting and camera systems. He stated eventually the Town will allow citizens to use the wifi and sit out there and work. No further questions.
- 2) Farmer's Market/Heritage Park- Town Manager stated she and Kelsi were trying to bridge that gap in funding with the Farmer's Market by way of \$800,000. She shared the document that was sent to NC Commerce in hope they may have some funding that can occupy the gap in that project. She stated they are still pursuing funds and Kelsi has been working diligently on the NC Tobacco Fund grant that's due on March 4 and would be anywhere from \$50,000 to \$300,000 to cover the construction. Mayor offered a few suggestions in regard to the Farmer's Market

document to be revised. Town Manager stated the playground and fitness equipment for Heritage Park is scheduled to arrive in May of 2022 and the Town is following up on the ETA. No further questions.

- 3) Senior Center-Town Manager stated she received a call today that the phone lines have been set up for the elevator and the fire device. She added that they did not do the landline, but the Town is delighted that Burney and Burney can move forward with scheduling an inspection for the elevator. No further questions.
- 4) 53 acres- Town Manager shared she had no updates for the 53 acres but has a team meeting next month and will be able to provide some updates in the month of March
- 5) DEHC- Town Manager stated she had not received any updates regarding the status of the applications. She stated Katina Braswell shared last that some citizens from Princeville had completed applications and they will loop the Town in once they determine who would be the recipients of those funds. No further questions
- 6) HMGP- Town Manager shared that Joyce Holly has resigned and her replacement is Devan Francisco, through the NC Department of Public Safety. She stated she has been communicating with her and received communication on the 17<sup>th</sup> that the award had been granted for the properties to be elevated and their contract specialist is working on preparing a bid for the first batch of elevations, which is 17 homes. Town Manager stated she would send the list of homes to the board through email. Mayor stated he was happy to see some progress in that area. Town Manager stated she is receiving names from citizens who wish to be dropped from the HMGP program and transfer to NC Rebuild. She stated she has been sending the communication to NC Rebuild because the Town does not have a contract to go into phase 2. No further questions.

#### **XI. Attorney Report**

- 1) Board Code of Ethics- Attorney stated to add this back on the agenda for March so the board can review it again and consider adopting it.
- 2) 88 acres- Attorney mentioned last month that the lease is interested in renewing the lease and has made a verbal and written commitment. She stated she will be working with him to get the necessary finances and executed the new lease agreement soon.
- 3) Dumping Ordinance & Litter- Attorney Jones stated she has passed the enforcement process to Town Manager and clerk so they can put that in the ordinance.
- 4) Cemetery- No updates
- 5) Lumen- Attorney Jones stated she is glad that process has taken shape and it took a phone call and an email. She stated she is glad that the Town would not incur any additional costs associated with that.
- 6) Zoning Matters (1<sup>st</sup> Street)- Town Manager stated that at the last board meeting it was brought to the board's attention by the planning board, that there were mobile homes on 1<sup>st</sup> Street that have not through the permitting process. She stated PWD reached out to the County, and they did not have any documentation on those structures. Attorney Jones asked PWD to forward her those addresses and PWD stated he would. No further questions.



- 7) Transportation Waiver- Attorney Jones stated she is open to answer any questions the board has on the transportation waiver. The board discussed the waiver. She stated Town's typically have a waiver to protect the Town from liability and is a layer of protection for the Town but cannot be used as a defense in the case of gross negligence or intentional recklessness. Commissioner Jones stated when he mentioned the Town should have a waiver, he was speaking more so of those who get on the van and don't wear a seatbelt and the Town being waived of that liability in case something happens. He stated when you look at the language of the waiver we have, he would have never agreed to that. He stated if the Town has someone who is negligent, then the Town ought to be accountable. Mayor stated the board will look at this some more and bring suggestions to the next meeting. Commissioner Myrick asked could they get some research on the insurance and what is covered. Town Manager stated she would send the entire policy to the board and asked the board if they want to pull the waiver until the matter is resolved. Mayor recommended to continue to provide those services with this waiver until the board comes back next month to make a decision. Mayor stated to email each other by March 14 at 5:00pm, to see if they need to meet again to discuss the waiver. Commissioner Jones asked the Town Manager to see how much it would cost for the Town to have no fault insurance. No further questions.

## **XII. Old Business**

- 1) Town Manager asked that the board review the document regarding renting the space at the Senior Center because if the Town is planning to reopen once the elevator has been inspected, it would be ideal to have a policy in place to reserve the space. Mayor asked what the Town charged to rent Heritage Park and Town Manager stated it was minimal and would send that amount to the board. The board discussed the rental document where different quotes were gathered from other similar locations and asked that it be stepped out further before discussing at the next meeting. Town Manager asked if the board would like the Senior Center to reopen once the elevator is finished and the board agreed. No further questions.
- 2) Mayor stated there is a meeting with OIC, ECC and other entities, at the temporary Town Hall to give them a look around to see if they are able to utilize that facility until the Town is able to build a facility in Princeville on the 88 acres. Mayor read all the qualifications to be apart of the educational program and asked if there were any questions. The clerk shared information collected for the Poverty to Prosperity initiative. No further questions.
- 3) Mayor read the Rezoning Resolution and Commissioner Myrick motioned to approve the resolution, Commissioner Joyner seconded. Vote carried 3-0.
- 4) Town Manager stated it was an excellent outcome for the 137<sup>th</sup> Founders Day Activities. She thanked Mayor and Board of Commissioners for their participation, and stated the citizens enjoyed the trivia questions and demonstrated such enthusiasm. She added the floating celebration and Carolina Family Health Center being on site to share their resources was a success and the mayor did an outstanding job speaking on the virtual celebration. No further questions.

## **XIII. New Business**

- 1) Town Manager shared the amended contract for Wesley Peachtree Group, who does the bookkeeping for the Town and the engagement letter for services for 2022. Attorney Jones stated she reviewed the contract, and everything looked straightforward. Commissioner Joyner motioned to go forward with the amended contract, proposed engagement letter for 2022, and the adjustment to the scope of work of the senate bill categories, Commissioner Jones seconded. Vote carried 3-0.
- 2) Town Manager shared that N.E.W. formerly know as NEED would like to use the Town Hall facilities to accept applications for their services. Commissioner Joyner motioned to all N.E.W to use the Town Hall, Commissioner Jones seconded. Vote carried 3-0
- 3) Rural Health Services would like to use the Town Hall facilities to accept application and advertise. They provide employment services to reach the disabled in the community. Commissioner Joyner motioned to allow Rural Health Services to use the Town Hall facilities, Commissioner Myrick seconded. Vote carried 3-0.
- 4) Conetoe Alumni Association is seeking the Town of Princeville's support by purchasing an ad in their Souvenir Journal. Commissioner Joyner recused herself due to her being a member of the Conetoe Alumni Association. Commissioner Myrick motioned to purchase inside front cover ad for \$200, Commissioner Jones seconded. Vote caried 2-0
- 5) Commissioner Joyner stated there will be a Juneteenth Parade in Rocky Mount this year and she was apart of the Juneteenth Committee. She was asked to see if Princeville would be interested in riding in the parade on June 17<sup>th</sup> at 5:00pm. Commissioner Joyner recused herself from the vote. Commissioner Jones motioned that Princeville participate in the Juneteenth Parade, Commissioner Myrick seconded. Vote carried 2-0
- 6) Commissioner Joyner stated due to Heritage Park not being available to the community, she suggested the Town have an outdoor activity, at least monthly to engage the citizens. She added the Town could reach out to the Boys & Girls club and Freedom Organization to help pull those activities together. Mayor and the board agreed it was a good idea to get the kids involved.
- 7) Mayor received a text from Commissioner Johnson stating he would no longer be participating as a commissioner. He stated the Town needs to advertise and have people apply so the board can interview them and make a decision. The deadline to respond is March 11, 2022, by 4:00pm. Commissioner Jones motioned to accept the resignation of Commissioner Johnson, Commissioner Joyner seconded. Vote carried 3-0.
- 8) Mayor stated the Tree in the museum parking lot is having some issues. He stated limbs are falling and hitting cars when the wind is blowing. He asked could the Town make the decision to take the tree down. Town Manager stated with, the board's approval, they will put a RFQ out to collect some quotes and if its in her range of approval to spend, they will proceed with the contract for services. There were no objections.

**XIV. Executive Session:** Commissioner Joyner voted to go into executive session, Commissioner Jones 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 Jones moved to end executive session, Commissioner Joyner seconded, vote carried 3-0. Commissioner Joyner moved to go back into regular session, Commissioner Jones seconded, vote carried 3-0.

- 1) Acquisition- Attorney Jones gave an update on the Lynch Drive connectivity properties and other acquisitions. Commissioner Jones motioned to approved litigation fees for eminent domain within the OSBM budget line item. Commissioner Joyner seconded, Vote carried 3-0.
- 2) Economic Development- Town Manager shared information involving a 3<sup>rd</sup> party organization. The board made a decision to move forward with the recommendations from the Attorney.
- 3) Personnel- Attorney Jones discussed a personnel matter and informed the board of the next steps. The board agreed to the 150 dollars, per Attorney Jones recommendation.

**XV. Board Comments-** Commissioner Myrick stated Heritage Park building needs to be pressure washed and asked is there a timeframe to install the new exercise equipment. Town Manager stated the ETA was in May for the fitness equipment and she would get with Public Works for the pressure washing.

**XVI. Adjournment-** Commissioner Joyner motioned to adjourn the meeting. Commissioner Jones seconded; vote carried 3-0.

Bobbie Jones 3-22-2022  
Bobbie Jones, Mayor Date

Jessica Rudd 3-22-2022  
Jessica Rudd, Clerk Date



