



TOWN OF PRINCEVILLE
Special Call Meeting
May 21, 2022 9:00AM
214 S Main Street, Tarboro, NC 27886

Amid the COVID-19, the Board of Commissioners meeting will be open to 20 citizens. All others can join via teleconference.

Board Present: Mayor Bobbie Jones, Mayor Pro-Tem Commissioner Linda Joyner, Commissioner Alvin Jones, Commissioner Joe Roam Myrick, Commissioner Milton Bullock (not present)

Staff: Town Manager Glenda Knight, Town Clerk Jessica Rudd, Finance Officer Alice Johnson, Senior Center Director Mary Tate, Historic Preservation Coordinator Kelsi Dew.

RETREAT

- 1) Peg Carlson, Director, Center for Public Leadership and Governance came to discuss Board and Town Manager's Evaluation. The board spoke about some of the challenges they had with previous evaluations and wanted to come up with an evaluation that is not subjective or biased. Dr. Carson stated that it can be difficult to come up with an evaluation as a board. She stated it's hard for a Manager to achieve goals if the board doesn't specifically set them. She added that the board and Town Manager must work collaboratively and that nothing is 100% board or 100% Town Manager responsibility. Dr. Carson explained why we have evaluations and some of those reasons were to let the Town Manager know if she's on the right track and for learning opportunities and strengthening relationships. She stated the goal is to have healthy relationships between the board and Town Manager and not just to get an increase. Dr. Carson shared sample board evaluations from different municipalities and answered clarifying questions from the board.
- 2) Eric Evans, Edgecombe County Manager gave a brief update on what has been happening at the County. He gave covid 19 updates and shared the staffing challenges they have been facing since Covid. He stated they were doing as much as possible to gain employees such as having some employees on a hybrid schedule. He added that working from home can relieve pressure and distraction but is not a fix all for everything. He also stated they use an app where calls from the office can be sent to your cell phone. Mr. Evans also gave an update on the QVC fire which left over 2,000 employees displaced. He stated that they have decided not to rebuild the plant and employees can dial 211 for United Way assistance. Some of the accomplishments were the expansion of LS Cable, their community voice initiative, transition EMS in-house and the completion of the

comprehensive plan for Parks and Recreation. Mr. Evans spoke about the District 6 Sewer project that would replace and repair 40% of the system. He stated it replace 8 sewer lift stations and replace waterlines in parts system. He discussed the levee and flood gates as well as the 53 acre project. No further questions.

- 3) Alice Johnson, Financial Officer shared the proposed budget for fiscal year 2022-2023. She stated line item 42501- Local Options Sales Tax exceeded the proposed budget for last year. Line item 42502-Telecommunications Sales Tax and line item 42506- Video Programing Tax was previously lumped together but are now separated and the amounts were broken down as show on the proposed budget. The following line items were added to the budget; 45200- Museum Revenue, 44200- Zoning Fee Revenue, 45100- Heritage Park Revenue, and 45401- Princeville Special Revenue. She added that things have been clustered in previous years and now being broken down so the Town can be audit ready. Ms. Johnson added that the Town is received lease Revenue from the 88 acres and the renting of the Senior Center building. She asked the board if the income from renting the Senior Center would go the General funds or be allocated to the Senior Center. Commissioner Myrick asked questions regarding the Powell bill and requested a copy of the Powell Bill expenditure document. Ms. Johnson stated that payroll taxes and travel and training for the Senior Center Director was added under Human Services. She stated ARP funds can be used to offset salaries and the town was running out of Covid19 and State appropriated funds. She proposed to utilize monies from ARP to cover payroll expenses for Public Works Salary and Custodian. Mayor asked did the board agree to use a portion of the ARP funds for education and Dr. Knight stated it would be important to get that amount needed. Ms. Johnson answered questions from the board and the next steps would be to have a Public Hearing by May 31st to discuss the proposed budget and get citizen's input. No further questions.
- 4) Antwan Brown, Princeville Volunteer Fire Department Chief shared a presentation with the board. He shared the Fire Department's Board of Directors and the department administrative team. Chief Brown then went over the triangle of essentials which were split in 2 categories. The department triangle consisted of funding, operations, and continuously assessing needs and the fire triangle included fuel heat and oxygen. He also went over the types of incidents the fire department responds to which included fire related emergencies, traffic accidents, water emergencies and high priority medical calls. Chief Brown shared the grants they apply for each year and shared the fire department's plans for progression. Chief Brown gave an update on the PW4 and 1898 and answered any questions from the board.
- 5) Jessica Wilkinson, Economic Development Manager for NCGrowth shared a short video of the data and findings of the 53 acres Marketing Analysis Update.
- 6) Kelsi Dew, Historic Outreach Coordinator shared grant and programming updates. The Town of Princeville and NC State University have been working collaboratively on the Mathewson House. She shared photos of the inside of the home and the progression of the 3D Model. Ms. Dew also gave updates on the Historical Document which is 454 pages including the Appendix with oral histories. The historical document includes 174 photographs, newspaper

clippings, census records, vital records, military records, etc. She stated the next steps is Steve Kroll Smith with UNC-G will be assisting with the editing phase. North Carolina Central University History Department will also be assisting with editing. Ms. Dew talked about New and Past Grants and opened the floor for any questions.

- 7) Mary Tate, Senior Center Director shared with the board the Program of Activities for the Seniors when they reopen the center. Some of those activities included Sips & Conversation, Exercise, Group activities, arts and crafts, etc. Ms. Tate shared that she has been reaching out to different businesses and churches seeking donations for the Senior Center. She added she received a donation from Edgecombe Martin, Sara Lee, and Union Missionary Baptist Church so far and hoping to receive many more in the future.
- 8) Dr. Glenda Knight, Town Manager shared recovery and project updates. She stated that June 30th will be the last day for Optima Serv at Heritage Park and that the mobile speed device on Main Street may need to be replaced. Dr. Knight shared a listing of completed projects and projects that are now underway. Mayor stated a lot of great things are happening in the Town of Princeville.

XV. Executive Session: Commissioner Linda Joyner 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 Joyner seconded, vote carried 2-0. Commissioner Joyner moved to go back into regular session, Commissioner Jones seconded, vote carried 2-0.

- 1) Personnel-. Commissioner Joyner motioned to approve Princeville Pay scale, Commissioner Jones seconded. Vote carried 2-0. Commissioner Joyner motioned to approve ARP funds for bonuses for employees, Commissioner Jones seconded. Vote carried 2-0. Commissioner Joyner motioned to approve pay raise at 5% for Town Manager and Board if revenue increases, Commissioner Jones seconded. Vote carried 2-0. Commissioner Joyner motioned to allow anyone who pays taxes in the Town to rent the Senior Center Building at the citizen rates and Commissioners rent free of charge, Commissioner Jones seconded. Vote carried 2-0. Commissioner Joyner motioned that the town purchase session on WCPS and Step 98.1 once per month, Commissioner Jones seconded. Vote carried 2-0.

XVI. Board Comments- No Comments

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

Bobbie Jones 06/23/2022
Bobbie Jones, Mayor Date

Jessica Rudd 6-23-2022
Jessica Rudd, Clerk Date

