



# TOWN OF PRINCEVILLE

## Board of Commissioners

### Regular Meeting

August 24, 2015

7:00 PM

Princeville Town Hall

## Agenda

- I. Board of Commissioners Call to Order – Mayor Bobbie Jones**
- II. Invocation**
- III. Pledge of Allegiance**
- IV. Announcements**
  - a. Princeville Volunteer Fire Department Board of Directors Meeting – Thursday, September 17, 2015, Princeville Town Hall, 7:00 PM
  - b. Princeville Planning Board Meeting – Thursday, September 10, 2015, Princeville Town Hall, 6:00 PM
  - c. Next Board of Commissioners Meeting – Monday, Sept. 28, 2015, Princeville Town Hall, 7:00 PM
  - d. New T-Shirts are available for purchase at the museum
  - e. Basketball Court Dedication—Wednesday August 26, 2015, 6:00 PM
  - f. First Recycling Collection—September 14, 2015
- V. Public Comments** **(This agenda item is included to allow input to the Town Board of Commissioners from any citizen who wishes to address the Board without requesting to be on the agenda. Those who wish to address the Town Board are required to provide their name, address, and topic to be addressed. The Board will only listen and not respond, but may decide to place a topic on a future agenda. A**

**speaker will be allowed no more than two minutes to speak, with a total Public Comment period of 15 minutes.)**

**VI. Adjustments to Agenda**

**VII. Consent Agenda (The Consent Agenda is the first order of business. Items listed are believed to be non-controversial and are administrative in nature. There will be no separate discussion of the items unless a Commissioner or citizen requests and is granted permission to speak. The item(s) then will be removed from the Consent Agenda and considered individually. Otherwise, all items will be enacted by one motion.)**

a. Minutes of Regular Meeting – July 27, 2015 **(Attachment A)**

**VIII. Old Business** – Planning Board Recommendation to permit manufactured doublewide homes in R-1 District. **(Attachment B)**

**IX. Public Hearing – NONE**

**X. Presentation – NONE**

**XI. New Business**

A. Planning Board Recommendation **(Attachment C)**

B. Rename Mutual Park Proposal **(Attachment D)**

C. The Mural at Heritage Park **(Attachment E)**

D. Museum Roof Repairs **(Attachment F)**

E. Senior Center Computer **(Attachment G)**

F. Town Manager's Report **(Attachment H)**

G. Town Attorney Report

H. Law Enforcement Report

I. Princeville Volunteer Fire Department Report

J. Senior Center Report

K. General Concerns and Comments of the Board

L. Adjournment

**Attachment A**

**Subject:** Minutes of Previous Board Meetings

**Action Requested:** Review minutes of previous meetings, amend if necessary, and approve. These minutes were delivered to the Board in advance of the meeting.

**Attachments:** Minutes of the July 27, 2015 Regular Meeting

**Submitted By:** Calvin Adkins, Town Clerk

## **Attachment B**

**Subject:** Zoning Map and Table of Permitted Uses Amendments

**Action Requested:** Review and act as necessary

**Attachments:** None

**Submitted By:** Calvin Adkins, Town Clerk

**Introduction and Background:** During its May 12, 2015 meeting, the Planning Board unanimously agreed to recommend adding doublewide manufactured homes as a permitted use in R-1 Districts with the stipulation that the structures have a solid brick type underpinning. This recommendation was forwarded to the Board of Commissioners and discussed during the May 25, 2015 meeting. During that session, the Board tabled the issue. The Planning Board met on August 14, 2015 and voted to ask the Board of Commissioners to again consider the recommendation.

**Recommendation:** Set a public hearing for the next regular Board meeting to consider adding doublewide manufactured homes as a Conditional permitted use in R-1 zoning districts. Any request for a conditional manufactured home permit will require a public hearing, notification of the public hearing to the adjoining property owners and an approval from the Planning Board or Board of Commissioners. The non-refundable fee to apply for a conditional manufactured home permit will be \$200.00.

## **Attachment C**

**Subject:** Zoning Map Amendment

**Action Requested:** Review and act as necessary

**Attachments:** None

**Submitted By:** Calvin Adkins, Town Clerk

**Introduction and Background:** Billy Trevathan addressed the Planning Board on Aug. 13, 2015 and requested that the town allow him to place a manufactured doublewide home on his property located on Shiloh Farm Road. The property is in the town's ETJ. The area is currently in an R-1 Zone which does not permit manufactured homes. The Planning Board recommended rezoning the property to R-2, which will allow a manufactured home.

**Recommendation:** None

## **Attachment D**

**Subject:** Mutual Park

**Action Requested:** Consider Renaming the Park

**Attachments:** Possible Signage

**Submitted By:** Calvin Adkins, Town Clerk

**Introduction and Background:** The Town received a New Leaders of Edgecombe County Grant for \$6,240 to renovate Mutual Park. The town has purchased new basketball goals and benches and is in the process of having the basketball court resealed and restriped. With the new renovations, the staff is recommending that the park be renamed in honor of a prominent Princeville citizen. One potential honoree is Carter Ray Suggs—Mr. Suggs lived in Southern Terrace while in high school and was a national and international track star.

**Recommendation:** Approve the renaming of Mutual Park in honor of a prominent Princeville citizen.

## **Attachment E**

**Subject:** Relocate the Mural from Heritage Park to the Museum

**Action Requested:** Review and act as necessary

**Attachments:** Name

**Submitted By:** Calvin Adkins, Town Clerk

**Introduction and Background:** The mural, which depicts newly freed slaves crossing the Tar River to establish the settlement of Freedom Hill, can only be viewed by visitors to Heritage Park. To allow more people to enjoy the artwork, town staff is proposing that the mural be moved to the Museum where it can be seen by motorists and visitors and act as a marketing tool for the museum. The estimated cost to move the mural, which will require some new posts, is between \$300 and \$500.

**Recommendation:** Authorize town staff to relocate the mural from the park to the museum grounds.

## **Attachment F**

**Subject:** Museum Repairs

**Action Requested:** Review and act as necessary

**Attachments:** Repair Proposal, Budget Amendment #1

**Submitted By:** Byron Ellis, Town Manager

**Introduction and Background:** The TM previously alerted the Board to the rapidly deteriorating condition of the metal roof at the Princeville Museum. The TM met with O'Neal Contracting who called in a metal roofing expert to assess the roof. Service Roofing and Sheet Metal has submitted a proposal which includes prepping and resurfacing the metal as well as treating, flashing and capping the two chimneys. It is O'Neal's opinion that Service Roofing is the best local contractor to perform the necessary repairs.

The proposal is for \$29,788. There is presently some \$12,000 in the museum fund which can be used for museum repairs.

**Recommendation:** Approve Budget amendment #1 and authorize the transfer of \$12,000 from the museum fund to the general fund.



## **Attachment G**

**Subject:** Computer for Senior Center

**Action Requested:** Review and act as necessary

**Attachments:** Request from Senior Center Director Linda Worsley

**Submitted By:** Byron Ellis, Town Manager

**Introduction and Background:** The Senior Center is currently using a computer that is approximately ten years old and is obsolete.

The cost for a new desktop computer and Office 2013 is approximately \$600. There is \$500 in the budget for office supplies and equipment for the senior center. There was \$724 in the budget for insurance—the insurance was paid and came in under budget by \$146. This leaves \$646 which could be spent on a computer and software. This would exhaust the office supplies and equipment line item and may require a small budget amendment by the end of the FY.

**Recommendation:** Authorize the purchase of a new desktop computer and Office 2013 for the Senior Center.

**Attachment H**

**Subject:** Town Manager's Report

**Action Requested:** Please Review

**Attachments:** Town Manager's Notes  
Other Information and Correspondence  
Financial Reports (If Available)

**Submitted By:** Byron Ellis, Town Manager

**Recommendation:** Review and act as necessary