



# TOWN OF PRINCEVILLE

**Board of Commissioners Regular Meeting  
October 27, 2014  
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, November 20, 2014, Princeville Volunteer Fire Department, 7:00 PM
  - b. Princeville Planning Board Meeting – Thursday, November 13, 2014, Princeville Town Hall, 6:00 PM
  - c. Next Board of Commissioners Meeting – Monday, November 24, 2014, Princeville Town Hall, 7:00 PM
  - d. Princeville Cemetery Clean-up – Saturday,
- 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 2 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 – September 27, 2014 **(Attachment A)**

**VIII. Old Business**

a. None

**IX. Public Hearing**

a. Public Hearing Regarding Rezoning **(Attachment B)**

**X. New Business**

- a. Surplus Property **(Attachment C)**
- b. Records Retention and Disposition Schedule **(Attachment D)**
- c. Fee Schedule **(Attachment E)**
- d. Princeville Christmas Parade **(Attachment F)**
- e. Princeville Christmas Parade Update—**Linda Worsley**
- f. Princeville Heritage Village Concept—**Mayor Jones**

**XI. Town Manager's Report (Attachment G)**

**XII. Town Attorney Report**

**XIII. Law Enforcement Report**

**XIV. Princeville Volunteer Fire Department Report**

**XV. Senior Center Report**

**XVI. General Concerns and Comments of the Board**

**XVII. 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 September 27, 2014 Regular Meeting

**Submitted By:** Tabatha Powell, Town Clerk

## **Attachment B**

**Subject:** Public Hearing Regarding Rezoning

**Attachments:** Public Hearing Notice

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

### **Introduction and Background:**

The Princeville Planning and Zoning Board has recommended that two sections of land within the Princeville town limits be rezoned. 1) A triangle-shaped section along Greenwood Ave. with the approximate coordinates of 35.89074, -77.51047 to 35.88928, -77.51072 to 35.88855, -77.50561 that is now zoned 'R-2'. This section would be rezoned to 'R-1'. 2) A parcel owned by Three Evans Inc. which is known as Forest Haven Mobile Home Park (PIN 4737-79-6080) that is now zoned 'R-1'. This section would be rezoned to 'R-2'.

### **Recommendation:**

If the Board wishes to move forward with this recommendation, a letter will be mailed to all affected property owners as required. The item will be placed on the agenda for action during the November Board meeting.

### **Attachment C**

**Subject:** Disposition of Surplus Property

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

**Attachments:** Surplus Property Resolution

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

#### **Introduction and Background:**

Two vehicles: a 2004 Ford Crown Victoria and a 2005 Ford Victoria are no longer being used by the Town. The surplus property resolution has been reviewed and approved by the town attorney.

#### **Recommendation:**

Adopt the Resolution Authorizing the Sale of Certain Personal Property as presented.

## **Attachment D**

**Subject:** Records Retention and Disposition Schedule

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

**Attachments:** Municipal Records Retention and Disposition Schedule Approval Form  
Municipal Records Retention and Disposition Schedule (E-mail)

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

### **Introduction and Background:**

This document is a tool for the employees of municipal governments across the state to use when managing the records in their offices. It lists records commonly found in municipal offices, and gives an assessment of their value by indicating when (and if) those records should be destroyed. This schedule is also an agreement between your municipality and the State Archives of North Carolina. This schedule serves as the inventory and schedule that the State Archives of North Carolina is directed by G.S. §121-5 (c) and G.S. §132-8 to provide. It supersedes all previous editions, including all amendments.

The proposed Municipal Records Retention and Disposition Schedule was e-mailed to you on 10-13-14. The document is 213 pages, there is one hard copy available for review.

### **Recommendation:**

Adopt the Records Retention and Disposition Schedule as presented.

## **Attachment E**

**Subject:** Town of Princeville Fee Schedule

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

**Attachments:** Proposed Town of Princeville Fee Schedule

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

### **Introduction and Background:**

Presently, the Town does not have a complete, adopted fee schedule. The attached proposed schedule itemizes most all income-producing services offered by the Town. The schedule also includes fees for ordinance amendments and special exception permit applications—these requests involve staff time to investigate and process and often require newspaper advertisements.

### **Recommendation:**

Adopt the proposed Fee Schedule as presented.



## **Attachment F**

**Subject:** Town of Princeville Christmas Parade

**Action Requested:** Approve the date and time of the planned Princeville Christmas Parade

**Attachments:** None

**Submitted By:** Mayor Bobbie Jones

**Introduction and Background:**

Plans are in the works for the annual Princeville Christmas Parade for December 13, 2014 at 2PM.

**Recommendation:**

Authorize the Princeville Christmas Parade Committee to proceed with the parade as-planned.

**Attachment G**

**Subject:** Town Manager's Report

**Action Requested:** Please Review

**Attachments:** Town Manager's Notes  
Police Department On-Call Schedule  
Other Information and Correspondence  
Financial Reports (If Available)

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

**Recommendation:** Review and act as necessary