



## **TOWN OF PRINCEVILLE**

Board of Commissioners Regular Meeting Agenda

June 21, 2021, 7:00PM

3003 North Main Street, Tarboro, 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 Commissioner Linda Joyner, Commissioner Alvin Jones, Commissioner Joe Roam Myrick, Commissioner William Johnson**

**Staff: Town Manager Glenda Knight, Town Clerk Jessica Rudd, Public Works Director Rydedrick Porter, Finance Director Alice Johnson, 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 Linda Joyner
- III. Pledge of Allegiance-**N/A
- IV. Public Hearing-** Commissioner Joyner voted to open the public hearing, Commissioner Johnson seconded. Motion carried (4-0) There were no public hearing comments. Commissioner Joyner voted to close public hearing. Commissioner Johnson seconded. Motion carried (4-0)
- V. Public Comments: (Limited to 2 minutes. Read by Town Manager)-** Alice Faye Brown-Jones, 202 Wiley Street, asks the Town to consider spraying for mosquitos. Public Works Director, Rydedrick Porter, recommended watching out for any standing water near the homes as it attracts mosquitos. Commissioner Alvin Jones plans to follow up on this matter. Commissioner Linda Joyner suggested buying Sevyn from the local Lowes to repel mosquitos.
- 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) Promotion of Brigadier General Jason Kelly
  - 4) Director Sprayberry retirement **(Read by Town Manager)**
  - 5) NCCU Graduate Student Survey- Town Manager asked all Commissioners to complete the survey, take into their ward, and ask citizens to complete.
  - 6) Introduction of Ms. Jessica Rudd, Clerk/Administrative Asst II
- VII. Adjustment to Agenda-** None
- VIII. Presentation**
  - 1) Proposed 2021-2022 Budget, Message & Ordinance. The budget for the fiscal year beginning July 1, 2021 was presented for adoption. Mayor and Board of Commissioners asked clarifying questions on delinquent property taxes and any

adjustments that were made to the budget, since the work budget session on 6/1/2021. Provided along with the budget was a Mayor and Town official's sheet of notes that included information on vehicle license, alcohol beverage tax, budgeted amounts for Solid Waste Disposal and ABC Profit Distribution. The notes were provided per inquires from the 6/1/2021 work session. The Town Manager provided answers to all questions presented and thanked the Financial Director for ensuring all information was provided and with references as well as resources. Budget was voted for adoption by Commissioner Joyner, seconded by Commissioner Jones. Motion carried 4-0.

**IX. Approval of the Agenda (Recommendation: Approval)-** Commissioner Jones moved to approve the agenda, Commissioner Johnson seconded, vote carried 4-0.

**X. Consent Agenda-** Consent agenda approved by Commissioner Joyner, seconded by Commissioner Johnson. Motion carried 4-0.

**XI. Department Reports (See attachments)**

- 1) Public Works- Public Works Director shared a report and brought to attention that dumping has been deterred from William Street by way of policing, but that dumping has started on First Street and Mr. Porter will be contacting the property owner and letting them know that they are responsible for maintaining the property. He expressed the importance of having the ordinance updated to reinforce. Commissioner Myrick inquired about the multiple bags of leaves on Otis Avenue and a timeline as to when these items can be picked up. Mr. Porter reminded Commissioner Myrick of the ordinance modification relating to leaves time frame for pick-up. Town Manager added that calling posts were put out informing citizens about last round of pickup for leaves and an extra courtesy pick up was also performed before the timeframe to pick up leaves expired. Town Manager encouraged the Town to stick with the ordinance. Commissioner Myrick gave feedback from citizen concerning overgrowth in the back of cemetery. The overgrowth was cut down and the area maintained, expressed by Mr. Porter. Commissioner Myrick stated that he hadn't see it but was only sharing a concern. He also inquired about the status of the catch basin. Mr. Porter responded that he is awaiting communication from Office of State Budget Management (OSBM) on how they would like to move forward. Commissioner Myrick inquired about contact with CSX about donations and contact information. He also asked about the outcome of the water leak at Prince Court. Public Works Director informed him that the water is completely off in that area, and it will take time for the water to completely dry per Michael Matthews.
- 2) Finance Report/Tax collection-Commissioner Myrick asked about Stewart Engineers and what they were working on. Town Manager informed him they are working on the Comprehensive Plan and land usage regulation for the Town. Commissioner Myrick inquired about several payments made to the Computer Guy. Town Manager stated they were having major issues with QuickBooks and Computer Guy assisted with their problems. Commissioner Myrick inquired about the retreat and the budget for the retreat. He mentioned bringing that information before the board before deciding to pay an individual that amount of money. Town Manager assured him that much thought and preparation was put into their decision and that they did not exceed the budget for Princeville events. She also shared that they did not go with the first quote but compared others as well and

decided upon the best fit. Mayor added that he didn't believe it was necessary to bring before the board because the budget was not exceeded but to be careful in the future to avoid any conflict of interest.

- 3) Senior Center- No questions
- 4) Princeville Volunteer Fire Department-Mayor stated that the Fire Department is doing wonderful as usual, and that the Town appreciated cameras in the back.
- 5) Edgecombe County Sheriff Office- Mayor stated he loved to see the 580 house, school, and business checks. Commissioner Myrick was concerned about the speeding going on in Southern Terrace. Citizen has stated that the speed bumps aren't working. Mayor agreed that speeding is a problem but everywhere and to talk with the Sheriff Office about issuing more speeding tickets.
- 6) Edgecombe County- Town Manager stated she received communication from the County Manager, that he received a few calls from citizens of Princeville that had been approved for the HMGP elevation and now wants to opt out and go to NC ReBuild. Unfortunately, if the citizens opt out, that money does not go with the opt out and that there's no guarantee that they will be approved for NC ReBuild. Town Manager encouraged the board to encourage citizens to weigh the pros and cons before making any decision, so it won't impact them unfavorably.
- 7) Consultants- Town Manager brought to attention of Mayor and Board of Commissioners that P2 Grant of UNCG would like to come before the board in July to give updates and information as to what the next steps would look like with the funding. Town Manager extended gratitude to Kelsi and Lee Cee Jones for attending all meetings and representing the Town so well.

## **XII. Town Managers Report**

- 1) Town Hall- Town Manager presented quote per request at last meeting for an additional monitor on northern side of Town Hall. Cost of the camera would total to \$821.72. The blinds for the Town Hall are onsite and accounted for. Coordinating installation time is the next step. Town Manager also mentioned the retirement for Director Sprayberry and the Mayor wanting to provide a key to the Town. The team is working on farewell presents for him. Mayor expressed concerns of water standing in certain areas of the parking lot and inquired about elevating these areas. Town Manager stated that was part of the RFQs for the parking lot restoration. Town Manager also asked everyone to look at the Princeville Dedication plaque to see if any revisions need to be made. None cited. Mayor also inquired about whether the two drainpipes are still being placed on both sides of the Town Hall. Town Manager stated that it seemed to be taken care of but would further inquire and follow up. Town Manager informed Board about leaving the anticipated Law Enforcement office space open in case the Town reengages law enforcement sooner than anticipated. She stated that this would relocate the Mayor and BOC to office space on the end. No objections.
- 2) Senior Center- Town Manager stated that everything is moving along and on schedule to complete on 7-16.
- 3) Museum- Town Manager shared a request for an extension with PW 85 was completed. The mobile museum moved for the first time with no issues. Town manager suggested that we revisit the mobile leasing agreement.
- 4) Floodgates- No questions



### **XIII. Attorney Report**

- 1) Dumping Ordinance- Atty Jones stated she will have the dumping ordinance by July. Atty Jones also suggested placing cameras on trees to find out who's dumping tires. Commissioner Myrick suggested a camera system that requires no Wi-Fi that can be placed in wooded areas. Atty Jones added that we would have to place a posting that says this area is under surveillance. Town Manager added that the camera system may need to be hardwired because it may not be effective if wireless is not functioning. Will continue research.
- 2) Property Lien- Atty Jones stated that she is still waiting on proper document from County resolving the matter.
- 3) Cemetery- Mayor wanted to thank Town Manager for the press release about the cemetery. Town Manager credited Kelsi for crafting the press release.

### **XIV. Old Business**

- 1) Lumen: Town Manager stated there were no changes. 4-6 weeks.
- 2) Spotlight Magazine: Per Town Manager, everything is going as planned but did want to extend the deadline for ads until August. Town Manager asks all board members to send some referrals for the deadline. She also mentioned that Commissioner Joyner received the most ads and that a token of appreciation will be given to her.
- 3) Walking Audit: The sign will be picked up this week. Mayor asks for suggestions as to where the sign should be located. Board of Commissioners named several possible locations. Mayor informed the board that the sign cannot be placed on DOT property and would need to be placed on Town property. A decision will be made following closed session. There was no decision made.
- 4) Retreat Outcome: Commissioner Joyner thought the retreat was successful. She mentioned that the retreat was much needed and gave the opportunity to collaborate and elaborate on town issues and opportunities. Commissioner Joyner suggested the Town do this more often.

### **XV. New Business**

- 1) Community Engagement for the Comprehensive Plan 160D: Town Manager stated that on July 10<sup>th</sup> there would be a Community Outreach event at Heritage Park from 12-2 pm. A draft of the Comprehensive plan was passed amongst board members to review and offer feedback. Town Manager explained that this plan must go before the planning committee for recommendations to the board. Mayor encouraged all board members and staff to participate in the public workshop. Commissioner Jones motioned to approve July 10<sup>th</sup> Workshop. Commissioner Johnson seconded. Motion carried (4-0)
- 2) RFQ Recommendations: Town Manager reviewed the finalist for the Town Hall Parking Lot. Wooten Company was recommended as they are highly qualified and have a long history with Edgecombe County and Princeville. Commissioner Joyner motioned to secure Wooten Company. Commissioner Jones seconded Motion carried (4-0). Town Manager's recommendation for Street Paving was SEPI Engineering. Commissioner Myrick motioned to secure SEPI, Commissioner Jones seconded. Motion carried (4-0). For the Heritage Park Engineering Survey, Wooten Company was recommended. Commissioner Myrick motioned to secure Wooten Company. Commissioner Jones seconded. Motion carried (4-0). Oakley

Collier Architects was recommended for the Farmer's Market Architectural Services. Commissioner Johnson motioned to secure Oakley Collier Architects. Commissioner Jones seconded. Motion carried (4-0).

- 3) Laptop Agreements: Town Manager stated that the laptop devices were in. There are enough laptops for the board and staff. Mayor suggests everyone fill out the agreement if the Board wanted to use a laptop. Commissioner Joyner motioned to approve laptop agreement. Commissioner Myrick seconded. Motion carried (4-0).

**XVI. Executive Session:** Commissioner Linda Joyner voted to go into executive session, Commissioner Myrick seconded, vote carried 4-0.

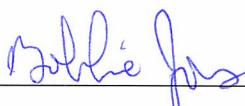
- N.C.G.S. 143-318.11(a)(1)(6) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of United States, or not considered a public record within the meaning of the Chapter 132 of the General Statutes.
- N.C.G.S. 143-318.11(a)(4) To discuss relating 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.

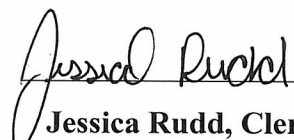
Commissioner Myrick moved to end executive session, Commissioner Jones seconded, vote carried 4-0. Commissioner Myrick moved to go back into regular session, Commissioner Jones seconded, vote carried 4-0.

- 1) Acquisition- Atty Jones will continue working on the parcels that the Town would like to possess.
- 2) Operation-Town Manager updated the Board on the outcome via telephone conference with OSBM of the Corrective Action plan (CAP) that would require that they make direct payments to all contractors/vendors. She reminded them to review email of the update. Also thanked the Mayor and Mayor Pro Tem for jumping on the call. Atty Jones agreed to develop the plan. No further discussion.
- 3) Personnel-The Board agreed to continue moving forward with previous vote and require final signature on any documents by the Mayor as the leading ranking officer. Atty Jones stated that she will continue moving forward and keep the board abreast.

**XVII. Board Comments-** Commissioner Myrick thanked the Town Manager, Public Works Director, and Financial Director for a job well done with their due diligence. Commissioner Jones agreed.

**XVIII. Adjournment-** Commissioner Myrick moved to adjourn the meeting. Commissioner Jones seconded; vote carried 4-0. Meeting adjourned at 9:59pm.

 07/19/2021  
Bobbie Jones, Mayor Date

 7-19-2021  
Jessica Rudd, Clerk Date



