



TOWN OF PRINCEVILLE
Special Call Meeting (Regular Session)
April 5, 2022, 5:30PM
201 S Main Street, Princeville, NC 27886

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

Board Present: Mayor Bobbie Jones, Mayor Pro-Tem Commissioner Linda Joyner, Commissioner Alvin Jones, Commissioner JoeRoam Myrick, Ward 1(Vacant)

Staff: Town Manager Glenda Knight, Town Clerk Jessica Rudd

- I. Call to Order and Roll Call (Mute phones please. Presider, please state the date for recording purposes)- Mayor Pro Tem Linda Joyner**
- II. Invocation-Commissioner Alvin Jones**
- III. Pledge of Allegiance-N/A**
- IV. Public Comments: (Limited to 2 minutes. Read by Town Clerk)- None**
- 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
- VI. Adjustment to Agenda- None**
- VII. Approval of the Agenda (Recommendation: Approval)- Commissioner Jones motioned to approve the agenda, Commissioner Myrick seconded, vote carried 3-0**
- VIII. Special Call Items**
 - 2nd Budget Workshop-**
 - a. Alice Johnson, Finance Officer shared their findings regarding the vacation accrual time for staff. She stated currently vacation is accrued at 4 hours per pay period and it did not take into consideration that there are 26 pay periods in a year. She stated they needed permission from the board to correct the policy to reflect the 26 pay periods instead of the 24. Dr. Knight added the way that the policy is currently worded is for 24 pay periods, when in fact there are 26. Commissioner Myrick stated they needed paperwork before them to substantiate changes made. Dr. Knight added they would be reflected in the minutes, and she can provide a copy of the current policy. The board tabled the discussion until the end of the meeting. Ms. Johnson provided the board with an updated revenue spreadsheet and expense spreadsheet. She answered questions regarding the ad valorem tax and stated that 2 checks were noted in the check stub description for North Carolina Vehicle Tax (NCVTS) in error. She contacted Katherine Walters with the County and was provided reports showing that those checks were actually ad valorem taxes instead of NCVTS. She added that brings the total from previously reported \$120,923 to \$190,746.55 for ad valorem tax. Previously**

reported MV tax for \$90,823.62 is now \$21,00.63. Ms. Johnson stated it was asked what the video programming tax was, and she stated those were taxes the Town receives for cable and direct tv home satellite services. Another question was asked regarding solid waste disposal, and she stated that was the placement of solid waste so that it no longer impacts society or the environment. Examples of solid waste are garbage, rubbish, dead animals, large waste, waste tires, appliances and vehicles, latex paints, and scrap metal. Commissioner Myrick asked if there was a certain percentage of the Powell Bill that could be used for salaries and Town Manager stated they could further investigate and bring updates to the next meeting.

Ms. Johnson stated a 2022-2023 proposed budget will be presented to the board at the retreat in May and moved on to the expense portion of the budget. She stated she would begin by answering questions Mayor sent in. He asked about the administrative salaries and stated administrative salaries have increased by \$142,000 in the past 2 years and he realizes the Town has more staff and must pay a competitive wage, but the Town must not overspend. Ms. Johnson stated they agreed and remain conscientious of cost-efficient opportunities as well as monitoring the budget closely to prevent overage on all line items. She added that Public Works Director was added to the salary and the salaries line item accommodates any overtime and increases based on performance evaluation. Mayor asked why professional services-legal was \$76,000 and Ms. Johnson stated that increase was intended to cover any audits and any closing of properties for the Town's acquisitions. Commissioner Myrick asked why audits would be included and Town Manager stated when they were making the adjustment for the senate bill for the 53 acres and wanted to make sure they had enough funds for 2021, 2022 and up until this current year. She stated they adjusted that line item to ensure the Town had the coverage because they adjusted the Senate Bill to 1.2 million dollars for infrastructure for the 53 acres and the board approved at that time for Grant Fiscal Manager position. She stated to ensure they didn't stretch Senate Bill funds they wanted to make sure that they included this in the operating budget under professional legal services to cover those last 2 audits. The next question was regarding the Fire Protraction line item and what was the extra \$5,000 for. Ms. Johnson stated they budgeted for \$35,000 and see that they need to make an adjustment to reflect \$30,000 since that amount will not increase. Ms. Johnson answered the next question regarding what does the insurance for the elected officials cover and stated it covers wrongful acts of public entity that includes actual or alleged error, omissions, misstatements, negligence, or breach of duty. Ms. Johnson stated that line item 52203, Contracted Garbage/Recycling is projected to be overbudgeted because more citizens are moving back into the community and the Town being charged for any extra garbage bins picked up at residences. She added this is why Mr. Porter and the public works team have been working diligently with Waste Industries and citizens emphasizing only one bin per household. Line item 52305 R & M Buildings and Grounds- Vegetation received \$50,000 through the Cannon Foundation and have used that up as of March and paid MSI Family Housing Center for the vegetation project. She

added \$50,000 was used from the Cannon grant and \$3,500 was used from NCORR. Ms. Johnson noted the increase on Insurance Vehicle for Public Works and that was due to additional public works equipment. She added she listed all the costs for properties, vehicles, equipment, and general liability so they could see how much they cost. She stated in the upcoming budget she will have those categories expensed out to the different categories they belong to.

Mayor asked why the line item for the Senior Center Director was only \$11,124.15 and Ms. Johnson stated funds were approved for reallocation in other needed areas at the Town's February meeting. Town Manager added that amount was based upon how many more months remained in this fiscal year. Under the COVID proceeds, she stated she corrected the GL codes and verbiage for the last 2 items that were under line item 55213. Commissioner Myrick asked about the County project and stated no work has been done to the manholes. Town Manger stated that is at the County's discretion not the Towns and added the county is still in the process of executing those funds. Ms. Johnson stated under the Senate Bill 363, they are proposing that those line items be in line with the projects listed on the Senate Bill contract. She stated that the contract has 7 projects and what they want to do is list those 7 projects on the budget. Those projects were as follows; Land acquisitions, professional services to implement DR projects, public works equipment and senior center vehicle, museum inventory restoration and acquisition, debris removal, maintenance/ repair of abandoned properties inherited by Town, Town disaster recovery related projects, and professional services for economic development, land use planning and financial assistance. Under the Contingency Appropriation line item, Ms. Johnson added that it was 5% of prior year total revenue minus Powell Bill and any grants. Ms. Johnson informed the board that the Town has 8 bank accounts and listed what they all were. Commissioner Jones asked if the board did away with raises for staff based on employee evaluations. Town Manager stated the board was talking about the Town Manager when they discussed raises and performance evaluation. Town Manager provided the board with paperwork stating the requested change in the policy regarding vacation time. Commissioner Myrick asked why the Museum insurance was higher than the other buildings and stated the Town should look into getting some cheaper insurance. Town Manager stated they would look into the matter. Commissioner Jones motioned approve 26 weeks for the accrual time instead of the 24 weeks, Commissioner Joyner seconded. Vote carried 2-1. Commissioner Myrick opposed. There were no further questions.

IX. Board Comments- Commissioner Joyner thanked Ms. Johnson and Dr. Knight for the information provided at the budget session and she appreciated the hard work. Mayor and Commissioner Jones echoed what Commissioner Joyner stated.

X. Adjournment- Commissioner Jones motioned to adjourn meeting, Commissioner Myrick seconded. Vote carried 3-0.

Bobbie Jones 5-18-22
Bobbie Jones, Mayor Date

Jessica Rudd 5-18-22
Jessica Rudd, Clerk Date

