



TOWN OF PRINCEVILLE
Board of Commissioners Minutes
February 20, 2024 7:00PM
201 S. Main Street, Tarboro, NC 27886

Board Present: Mayor Bobbie Jones, Mayor ProTem JoeRoam Myrick, Commissioner Alvin Jones, Commissioner Vananza Brown, Commissioner Lee V Staton (Virtually)

Staff Present: Town Manager Glenda Knight, Town Clerk Alexis Carter, Town Attorney Ryan King

I. Call to Order and Roll Call (Mute phones please. Presider, please state the date for recording purposes)

II. Invocation: Mayor ProTem JoeRoam Myrick

III. Public Comments

- 1) **Verna Foreman:** 1009 Lynch Drive. She was told she would only be given \$3,000 toward her roof repair, and asked if anything else becomes available can funds be used towards her roof and trees need to be cut down.
- 2) **Rufus Foreman:** 1009 Lynch Drive. Requested that speed bumps be put in the area.

IV. Announcements

- 1) Black History Month: Princeville Elementary School February 23, 2024
 - a) Angels at the Blackboard Exhibit 5:30PM-6:30PM
 - b) Playback Theater 7:00PM-8:30PM
- 2) Carolina Family Health Center Wellness Program: Every Wednesday @ 6 PM

V. Adjustment to Agenda

- 1) Mayor ProTem JoeRoam Myrick asked to remove his name off the previous special call meeting minutes as he was not present.
- 2) Under Town Manager Report add update on elevator. Mayor ProTem Myrick motioned to approve adjustment to agenda and Commissioner Brown seconded. Vote carried 4-0.
- 3) Under Old Business add Home Repair Update. Mayor ProTem Myrick motioned to approve adjustment to agenda and Commissioner Brown seconded. Vote carried 4-0.

- 4) Under Executive Session add personnel matter. Mayor ProTem Myrick motioned to approve adjustment to agenda and Commissioner Brown seconded. Vote carried 4-0.

VI. Approval of the Agenda: Mayor ProTem Myrick motioned to approve the agenda and Commissioner Jones Seconded. Vote carried 4-0.

- 1) **Consent Agenda:** Motioned by Commissioner Jones, seconded by Commissioner Myrick. Vote carried 4-0.

a) **January Special Agenda Minutes Session**

b) **January Regular Minutes Session**

VII. Presentation

- 1) **Ms. Mary Tate & Dee Dee Draughn:**

Ms. Mary Tate (Princeville Senior Center Director) honored Dr. Knight for 5 years of service to the Town of Princeville as Town Manager and presented her with a plaque and framed letter of appreciation.

Ms. Dee Dee Draughn (Princeville Youth Academy Advisor) introduced **Jayquavius Williams (Princeville Youth Academy Ambassador)** to conduct the presentation. Mr. Jayquavius Williams honored Dr. Knight with a plaque of appreciation for her mentorship, leadership, and guidance with the Princeville Youth Academy.

- 2) **Long Leaf Award (Senator Kandie Smith's Office):** Senator Kandie Smith honored the achievements of Mr. Milton R. Bullock with the prestigious order of the Long Leaf Pine. Senator Kandie Smith honored him for his lifelong commitment and contributions to not only Princeville but also to the world through entertainment. Ms. Mary Tate accepted the award on Mr. Milton R. Bullock's behalf.

- 3) **Audit (Ms. Shannon Dennison):** The auditor Ms. Shannon Dennison presented the June 30th, 2021, audit. The board engaged in a question-and-answer session with the auditor regarding findings as dictated below.

Finding 21-04: This finding related to expenditures in excess of the approved budget.

Commissioner Jones asked if this could have been fixed simply by being brought before the board and having the budget amended. The auditor stated yes and confirmed that it was an easy fix.

Finding 21-08: This finding related to the FEMA reimbursements that were received for the Town of Princeville Fire Department. **Mayor ProTem Myrick** asked the auditor to

elaborate more on this finding. The auditor explained that there was a payable for FEMA funds of \$101,691 that was received by the Town and needed to be paid over to the Fire Department. This needed to be reported as a payable. She also explained the other element to this finding regarding administrative expenditures related to fiscal year 2020. The auditor stated that part of the reimbursement over administrative expenses related to expenses in 2020 so they had to book a receivable for money coming in.

Finding 21-09: The auditor explained that this finding related to segregation of duties. She explained in a small town it is very hard to have a full process of segregation of duties when there are times when the office is not fully staffed. **Commissioner Jones** asked for an example where segregation of duties did not occur. The auditor stated that the LGC has some extensive information as to what's required for segregation of duties that she could send over as soon as tomorrow to the board members. The auditor reiterated that it is a challenge in a small office to meet the segregation of duties as you would need multiple people in a finance department to fully meet the LGC requirements. **Mayor ProTem Myrick** also stated that he believes during that time we were short handed and understaffed.

Finding 21-10: The auditor explained that this finding related to the FEMA grant. Several of the projects under the FEMA grant require you to submit a final report within 90 days. If it exceeds one year it can be administratively closed out by FEMA. There were a few grants that exceeded the timeline of close out. **Mayor ProTem Myrick** asked if money was lost due to the lateness. The auditor stated that she is not aware of any financial impact on the lateness of the submission or any lost money.

Finding 21-11: This finding related to an outstanding revolving loan that assisted with cashflow for FEMA expenditures from NCORR. As funds were received from FEMA part of the loan requirements was the loan got paid down. The loan was not paid down on a timely basis. In June of 2023 a one-million-dollar check was issued to NCORR towards that two-million-dollar loan. **Mayor ProTem Myrick** asked was the one million dollars being discussed in this finding separate from the Fire Department money and the auditor stated that yes, those two were separate. **Mayor ProTem Myrick** asked the auditor did she see both findings of the check. The auditor stated she did see a copy of the check written to the Fire Department and the one million dollars toward NCORR. **Mayor**

ProTem Myrick asked the Town Manager for an update regarding the amount left to pay.

Finding 21-12: The auditor stated in 2021 the journal ledger had to be reconstructed. It was not maintained on a timely basis and a consultant had to come in and reconstruct the ledger. The auditor stated that upon re-construction additional adjustments between grants were required. **Mayor ProTem Myrick** asked the auditor when a reconstruction takes place how does that look for the town. The auditor stated that it does not look good because you want to have your books at the time. She is not sure what happened to the books during that time period but invoices and financial statements had to be recreated after the fact by an outside consultant.

Finding 21-14: The auditor stated that this finding related to administrative expenses. The Town drew down money on the Senate Bill 363 grant for administrative expenses and was required to maintain documentation of what those expenses were made up of for record. The Town did not have records to provide regarding the original \$171,000. Those records were recreated as to what could qualify for administrative expenses. **Mayor ProTem Myrick** asked if there was any way to go back to see where the money was actually paid out. The auditor explained that this one is difficult because it is administrative expenses. She stated that when you apply for administrative expenses it is an indirect cost and you are ultimately saying that to maintain this grant there are certain expenses that the town has incurred. The administrative expenses are a percentage of a lot of different things. The auditor explained there is not a specific check that you can look at to see administrative expenses. **Mayor ProTem Myrick** asked would this have any reflection on the Powell bill? The auditor stated that it shouldn't have anything to do with the Powell bill. She explained that the administrative expenses should be essentially reimbursing the town for out-of-pocket expenses regarding time and resources put into Senate Bill 363.

Finding 21-15: The auditor explained that this finding is related to bid solicitation on the paving project. She stated that you must be very careful when the scope changes or expands. The initial bid was approximately \$167,000 and a total of approximately \$619,000 was completed and paid without an additional bid solicitation. **Mayor ProTem**

Myrick asked was this anything regarding the contract with Barnhill. The auditor confirmed that this was in relation to the contract with Barnhill.

The auditor stated that there are additional findings from 2020, however, significantly more money was spent in 2021 that increased the requirements around fiscal responsibility. She also explained some less significant items that were not reported as findings but are helpful to the town. Some of those topics which the board had questions regarding were:

- a) **Unclaimed Property:** The auditor explained that when you have checks that have not cleared the bank after a period of time you are required to submit them over to the state as unclaimed property. **Mayor ProTem Myrick** asked where that check is currently. The auditor explained it is sitting as an outstanding check on the Towns books. The auditor explained the next steps would be to reach out to those individuals who have checks outstanding. You can then determine if those checks need to be voided and reissued and if those individuals cannot be located then you void the check and reissue it to the state.
- b) **Powell Bill Expenditures Report:** At the end of the year you are required to submit an expenditure report to the state for Powell Bill. That report did not match the financial statements regarding the expenditures spent. **Mayor ProTem Myrick** asked was this because money was overspent. The auditor stated that with the reconstruction of the books she cannot say exactly why the two did not match but ultimately that they should. **Commissioner Jones** asked were the two reports submitted by the same source. The auditor responded that the books were reconstructed by Wesley Peach Tree and the Powell Bill Report would have been done by the town. **Dr. Knight** explained that Ms. Phyllis prepared the reports for the Powell Bill. **Commissioner Jones** stated that he would like to know why the reports did not match if Wesley Peach Tree was solely responsible for the reports. **Dr. Knight** explained that the town submitted the Powell Bill reports and the town contracted with Wesley Peach Tree to reconstruct the general ledger. Once they did the reconstruction of the general ledger the report and general ledger did not match. **Dr. Knight** further explained that this imbalance can happen when you are going back years to try to get your audits done. **Mayor ProTem Myrick** asked the auditor if this

issue also comes from not keeping good documentation outside of the issue of the audit being behind. The auditor confirmed that is true and that the biggest issue is not maintaining the books. **Dr. Knight** further explained that when she began in 2019 no audits had ever been done which led to contracting with Wesley Peach Tree to bring everything up to date. She explained the goal is to be able to have an audit and findings so that documentation can be submitted in a timely manner. **Dr. Knight** stated that reconstruction was done because it was necessary and yielded to Ms. Phyllis for further explanation regarding the reconstruction. **Ms. Phyllis** stated that Wesley Peach Tree was engaged March of 2021 to go back because the last audit the Town had received was in 2012. LGC took over the books which were maintained under one system and then a company came in 2015 and information was maintained in QuickBooks for some time. This is the first time the Town has received an unmodified opinion since 2012. Ms. Phyllis explained this means we are moving forward toward success in putting the Town on a solid foundation. Ms. Phyllis stated that there was a variance on the Powell Bill report that was submitted prior to them being engaged. Upon speaking with the state, they will be allowed to modify that report. Therefore, an additional two hundred thousand dollars will be put back into the restricted fund balance. **Commissioner Brown** stated that she is not pleased with the findings and wanted to know if a forensic audit could be done. The auditor stated that could be done; however, in her opinion catching up on the audit and having them on a timely basis is important. Having the audits caught up will be helpful to know what is happening currently versus two years back. **Commissioner Jones** asked that auditor if there was any evidence in their findings of any misappropriation of funds or funds being stolen. The auditor stated they did not find any evidence of funds being stolen or misappropriation of funds. **Commissioner Jones** asked were these all issues of internal controls which could be a simple fix. The auditor said that was correct and the big thing is to make sure the funds are properly spent so that the Town can continue receiving grants. **Commissioner Brown** asked was it necessary to have a reconstruction. The auditor was not able to answer that because she did not see anything prior to the books being reconstructed. **Commissioner Brown motioned to have a forensic audit done. Mayor ProTem Myrick seconded. Dr. Knight and**

Mayor Jones expressed concerns regarding funding a forensic audit. Mayor Jones also expressed the importance of finishing 2022 & 2023 audits so that we can be current.

Vote Carried 3-1. Commissioner Jones opposed making clear his only contingency was the issue of funding.

VIII. Department Reports

- 1) **Finance Reports (Check detail, Debit card, Budget vs Actual):** Ms. Phyllis thoroughly engaged in a question-and-answer session with the board explaining each line item of the budget vs. actual. **Mayor ProTem Myrick motioned to approve the budget amendments; Commissioner Jones seconded. Vote carried 4-0.**
- 2) **Public Works:** Mayor ProTem Myrick stated that the main street area on the corner needs to be cleaned and provided contact information for the Town Manager to touch base with owners. He also stated that there is heavy debris on Fifth Street that needs to be cleaned.
- 3) **Senior Center:** Mayor ProTem Myrick asked for an update on the elevator. Dr. Knight stated that we are waiting on the contractors to respond and schedule an inspection. Mayor ProTem Myrick would like the construction crew to come to the next meeting. Dr. Knight stated that she would reach out and extend the invitation to attend the next meeting.
- 4) **Edgecombe County Sheriff Office (ECSO):** Dr. Knight shared that Captain Ellis will be retiring and Lieutenant Tender will be taking over his duties and responsibilities.
- 5) **Princeville Volunteer Fire Department (PVFD):** The captain of the fire department was present at the meeting. Mayor Jones asked him if he had any information on the need for a ladder truck. The captain did not have any information and stated he would ask the Chief to brief the board at the next meeting. Mayor ProTem Myrick asked if the fire department was able to get the flashing light working and the captain stated they did.
- 6) **Carolina Family Health Centers, Inc./Freedom Hill Community Health Center:** No questions.
- 7) **Ameri Corp:** Mayor Jones stated that the citizens have voted to name the garden “The Princeville Community Garden” and would entertain a motion to do so. **Mayor ProTem Myrick motioned to name the garden “The Princeville Community Garden”, seconded by Commissioner Jones. Vote carried 4-0.**

- 8) **PYA:** No questions.

IX. Town Manager's Report

- 1) **Washington Post Article:** Dr. Knight shared with the board a physical copy of the Washington Post article written about the Town of Princeville.
- 2) **Senate Bill 363:** Dr. Knight explained that these are the remaining funds that we are trying to work with OSBM to have encumbered before the expiration date. She has reached out to Senator Smith and Representative Willingham asking for assistance in securing those funds. The expiration date for this is June 2024.
- 3) **Update on Senior Center Elevator:** Already discussed under senior center department report.

X. Attorney Report

- 1) **Acquisitions:** Tiffany Harper called, and he provided her with contact information for the other attorney to touch base on that property. He also provided the listed names for the Bridges property and asked the board to provide any contact information they have.
- 2) **Mutual Blvd Mobile Home Matter (June 3, 2023- February 3, 2024, \$12,200):**
Attorney King believes he has a better solution which involves suing them directly. He would like to draft the lawsuit and send it for the next meeting. He also wants to bring the ordinance for the town to adopt, granting him permission to file the lawsuit.
- 3) **Tiny Home:** Attorney King stated that we would have to look within our ordinance to see if we can identify the kind of structure. Attorney King stated that it is the zoning officer, Dr. Knight's, discretion to determine what kind of structure it is. If the individual disagrees with the decision, they have a thirty-day window to file an appeal and they get a hearing before the board of adjustments. The board of adjustments decision is final. If they want to appeal that decision that would have to file a lawsuit. Attorney King re-emphasized the importance of a planning board and board of adjustments that could quickly meet when such issues arise. Commissioner Brown wanted to know the names of the current planning board. Mayor ProTem Myrick requested the minutes from Edgecombe County and the Town meetings where the planning board was appointed.

XI. Old Business

- 1) **Floodgate Contract:** Mayor ProTem Myrick motioned to approve the floodgate contract, seconded by Commissioner Jones. Vote carried 4-0.

- 2) **YMCA Committee Minutes:** No questions.
- 3) **Black Mountain Software Update:** Dr. Knight provided the board with an update regarding the next steps moving forward for incorporation in 2026 after approval at the last board meeting.
- 4) **March Budget Session Date:** The board decided and agreed to schedule the March budget workshops for Tuesday March 5th at 6PM & April 16th at 6PM.
- 5) **Annual Retreat Date:** The annual retreat will take place May 11th 10AM-4PM.
- 6) **Hazard Mitigation Grant Program:** Dr. Knight provided the board with a copy of the the properties that did not get completed with the acquisition. They did put out an RFQ that did not receive any bids, so they have to take it back out to bid.
- 7) **NCORR Authorized Signatories Form:** Mayor ProTem Myrick signature was still needed on the form regarding authority at the bank for any reimbursements. Mayor ProTem Myrick declined to be added and yielded to Commissioner Jones if he would assume the responsibility. **Mayor ProTem Myrick motioned to add Commissioner Jones to the check signatures, seconded by Commissioner Staton. Vote carried 4-0.**
- 8) **Home Repair Update:** The clerk uploaded the home repair bid to the website. The next step will be publicizing the bid in the Newspaper. Mayor Jones expressed his recommendation for OIC.

XII. New Business

- 1) **Legislative Appropriation (\$300,000):** Dr. Knight, via the finance director provided the board with samples of what other communities have been able to do with their funds. The last item on the list is to present the scope of work.

XIII. Board Comments: Mayor ProTem Myrick thanked Senator Smith and the citizens for attending the meeting. Mayor Jones stated that the governor's office is providing resources to the Town of Princeville. Mayor Jones stated that it was a productive meeting and thanked the citizens for their patience.

XIV. Executive Session: Mayor ProTem Myrick motioned 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.

Mayor ProTem Myrick motioned to end executive session, Commissioner Brown seconded. Vote carried 4-0. Commissioner Jones motioned to resume regular session, Mayor ProTem Myrick seconded. Vote carried 4-0.

- 1) Personnel Information- Commissioner Myrick could not recall information to discuss. No action taken.

XV. Adjournment: Commissioner Jones motioned to adjourn meeting, Commissioner Brown seconded. Vote carried 4-0.

Bobbie Jones 03/19/24

Bobbie Jones, Mayor

Date

Alexis Carter 3/19/24

Alexis Carter, Town Clerk

Date

