

TITLE III: ADMINISTRATION

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- 30. GENERAL PROVISIONS
- 31. TOWN OFFICERS AND EMPLOYEES
- 32. TOWN ORGANIZATIONS
- 33. TOWN POLICIES



CHAPTER 30: GENERAL PROVISIONS

Section

Legislative Provisions

- 30.01 Regular meetings
- 30.02 Special meetings
- 30.03 Quorum
- 30.04 Minutes
- 30.05 Mayor to preside
- 30.06 Mayor not to vote
- 30.07 Committees

(B) Notice of the time and purposes of the special meetings shall be posted at the town hall, and due notice shall be given to the Mayor and Board of Commissioners of the time and purposes of the meetings.
(Prior Code, Ch. A, Art. I, § 2)

§ 30.03 QUORUM.

A majority of the members of the Board of Commissioners shall constitute a quorum and no official business of the town shall be transacted by the Board unless a quorum is present.
(Prior Code, Ch. A, Art. I, § 3)

Ordinances

- 30.20 Effective date
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§ 30.04 MINUTES.

It shall be the duty of the Town Clerk to be present at all meetings of the Board of Commissioners, and to keep in a book provided for that purpose a record of all the proceedings of the Board.
(Prior Code, Ch. A, Art. I, § 4)

LEGISLATIVE PROVISIONS

§ 30.01 REGULAR MEETINGS.

The regular meetings of the Mayor and Board of Commissioners of the Town of Princeton shall be held on the Monday after the first Sunday of each month at 7:00 p.m. at the town hall unless otherwise designated by the Board.
(Prior Code, Ch. A, Art. I, § 1)

§ 30.05 MAYOR TO PRESIDE.

The Mayor shall preside at all meetings of the Board and in his or her absence the Mayor Pro Tempore shall preside.
(Prior Code, Ch. A, Art. I, § 5)

§ 30.02 SPECIAL MEETINGS.

(A) Special meetings of the Board may be held upon the call of the Mayor or upon the request of any 2 members of the Board of Commissioners.

§ 30.06 MAYOR NOT TO VOTE.

The Mayor shall not vote on any question before the Board except in the case of a tie vote deadlocking a decision of the Board of Commissioners.
(Prior Code, Ch. A, Art. I, § 6)

§ 30.07 COMMITTEES.

The Mayor and Commissioners may create Committees of the Board for special purposes as they deem best.
(Prior Code, Ch. A, Art. I, § 7)

ORDINANCES**§ 30.20 EFFECTIVE DATE.**

All ordinances shall be effective after the ratification thereof, except ordinances specifying some other effective date or ordinances required by state law to be effective only after having met specific date requirements.
(Prior Code, Ch. A, Art. II, § 1)

§ 30.21 ORDINANCES CONFINED TO ONE SUBJECT.

All ordinances shall be confined to 1 subject except appropriation ordinances which shall be confined to the subject of appropriations only.
(Prior Code, Ch. A, Art. II, § 2)

§ 30.22 OFFICIAL COPY.

(A) A true copy of an ordinance, which has been duly enacted by the Board, signed by the Mayor, and attested to by the Town Clerk shall be known as an official copy of any ordinance for the town.

(B) All ordinances or a true copy thereof shall be inserted in this code in the proper chapter.
(Prior Code, Ch. A, Art. II, § 3)

§ 30.23 ORDINANCES APPROPRIATING MONEY.

No appropriation ordinance or an ordinance to alter or repeal an appropriation ordinance shall be enacted at any meeting other than a regular meeting except by a unanimous vote of the entire Board.
(Prior Code, Ch. A, Art. II, § 4)

CHAPTER 31: TOWN OFFICERS AND EMPLOYEES

Section

- 31.01 Office of Mayor
- 31.02 Office of Town Clerk
- 31.03 Other officers and employees
- 31.04 Employee's bond

(2) He or she shall also keep a well bound book to be styled the Code of Ordinances, in which he or she shall fairly and correctly transcribe all ordinances which are enacted by the Board of Commissioners.

§ 31.01 OFFICE OF MAYOR.

(A) It shall be the duty of the Mayor to cause all ordinances of the town to be enforced, and to attend and preside over all meetings of the Board.

(B) It shall be further the duty of the Mayor to require within 30 days after the close of each year a report for the Board of Commissioners from the various departments of the town government for the previous year and recommend adjustments as he or she sees fit, and the Mayor shall perform other duties as the Board may from time to time require.

(C) The Mayor shall be the Chief Executive Officer of the town.
(Prior Code, Ch. A, Art. III, § 1)

(B) It shall be the duty of the Town Clerk to keep true, accurate and just books of accounts of the dealings and transactions of the town, which book shall show at all times the true condition of the town, its resources and liabilities and the disposition and use of the monies coming under the control of the town.

(C) The Town Clerk shall keep or cause to be kept in a safe place all monies, records and accounts.

(D) The Town Clerk shall perform other duties as the Board may from time to time require.
(Prior Code, Ch. A, Art. III, § 2)

§ 31.02 OFFICE OF TOWN CLERK.

The Town Clerk shall be appointed by the Board at the first meeting in May each year.

(A) (1) The Town Clerk shall attend all meetings of the Board of Commissioners and shall regularly and fairly record all of their proceedings in a book to be kept by him or her for that purpose.

§ 31.03 OTHER OFFICERS AND EMPLOYEES.

(A) Other officers and employees that are deemed necessary shall be appointed by the Board of Commissioners at the first meeting in May each year.

(B) All officers and employees shall serve at the pleasure of the Board and receive compensation as from time to time may be prescribed by the Board.
(Prior Code, Ch. A, Art. III, § 3)

§ 31.04 EMPLOYEE'S BOND.

(A) The Town Clerk and other officers or employees required by the Board shall, before entering upon their duties, post bond in the amounts specified by the Board.

(B) All bond premiums shall be paid from town funds, provided that when 2 officers are combined, as Clerk and Treasurer, only 1 bond shall be required. (Prior Code, Ch. A, Art. III, § 4)

CHAPTER 32: TOWN ORGANIZATIONS

Section

Police Department

- 32.001 Organization
- 32.002 Board to have control
- 32.003 Uniforms
- 32.004 Duties of police
- 32.005 Chief of Police
- 32.006 Auxiliary Police Division

- 32.065 Annual report and budget request
- 32.066 Effective date

- 32.999 Penalty

POLICE DEPARTMENT

Appearance Commission

- 32.015 Organization and membership
- 32.016 Duties

§ 32.001 ORGANIZATION.

The Police Department of the town shall consist of a chief and as many police officers as the Board of Commissioners shall from time to time determine and elect and as many special police officers as the Mayor and Board may deem necessary to appoint for special purposes.

(Prior Code, Ch. B, § 1)

Parks and Recreation Committee

- 32.030 Organization
- 32.031 Power and duties
- 32.032 Appointment of Committee
- 32.033 Ex-officio members
- 32.034 Length of appointment
- 32.035 Meetings
- 32.036 Attendance of members
- 32.037 Compensation
- 32.038 Officers
- 32.039 Officer duties
- 32.040 Committees
- 32.041 By-laws
- 32.042 Effective date

§ 32.002 BOARD TO HAVE CONTROL.

The Board of Commissioners shall have general supervision over the Police Department. The Board may suspend, for cause, any member of the Police Department until the next regular meeting at which time final disposition shall be made.

(Prior Code, Ch. B, § 2)

Planning Board

- 32.060 Designation of planning agency
- 32.061 Membership terms and vacancies
- 32.062 Officers, rules, meetings, and records
- 32.063 Compensation
- 32.064 Duties

§ 32.003 UNIFORMS.

All police officers shall wear uniforms as shall be provided by the town and shall keep the uniforms in a neat and clean condition, and shall surrender all

uniforms and equipment upon leaving the police service of the town if the uniforms and equipment were furnished by the town.

(Prior Code, Ch. B, § 3)

§ 32.004 DUTIES OF POLICE.

The Police Department shall carry out all orders of the Board, enforce all laws and ordinances of the town and the State of North Carolina, and shall at all times preserve the peace, protect the property and the safety of the citizens of Princeton.

(Prior Code, Ch. B, § 4)

§ 32.005 CHIEF OF POLICE.

(A) The Chief of Police shall have control over the Police Department under the supervision of the Board of Commissioners.

(B) The Chief shall keep the Board informed of the Police Department's activities and make reports that the Board may from time to time require, and he or she shall perform other duties as may be required of him or her by the Board.

(Prior Code, Ch. B, § 5)

§ 32.006 AUXILIARY POLICE DIVISION.

There is hereby established within the Police Department, as a division thereof, an Auxiliary Police Division. The Auxiliary Police Division shall be a volunteer organization. Its members shall serve without compensation a minimum of 12 hours per 28-day pay cycle. It shall be composed of as many members as may, from time to time, be determined by the Chief of Police and approved by the Board of Commissioners. Further, responsibility for state-mandated training and any associated costs will be the responsibility of the individual officer.

(Ord. passed 6-1-2009)

APPEARANCE COMMISSION

§ 32.015 ORGANIZATION AND MEMBERSHIP.

(A) There is established for the municipality of the town, a community Appearance Commission under the provisions of G.S. §§ 160A-451 *et seq.*

(B) This Commission shall consist of a minimum of 3 members.

(C) The Board of Commissioners may vary the size of the Commission from time to time.

(D) The Board of Commissioners may remove any appointee at any time without cause.

(Ord. passed 9-7-1999; Am. Ord. passed 3-5-2012)

§ 32.016 DUTIES.

(A) The Appearance Commission shall deliver a report to the Board of Commissioners of the town at least annually.

(B) As provided in G.S. § 160A-451, the members of the Appearance Commission pursuant to this subchapter may be reimbursed for their actual expenses incidental to the performance of their duties within the limits of any funds available to the Appearance Commission, with the responsibility upon the members of the Appearance Commission to first, before making expenditures and incurring expenses, inquire of the Town Administrator and obtain approval of the expenses to be incurred and the expenditures to be made.

(C) The members of the Commission shall serve without pay and membership in the Commission as provided in the statutes shall be declared to be an office that may be held concurrently with any other elective or appointive office pursuant to North Carolina State Constitution Art. 4, § 9.

(Ord. passed 9-7-1999; Am. Ord. passed 3-5-2012)

PARKS AND RECREATION COMMITTEE

§ 32.030 ORGANIZATION.

The Board of Commissioners of the Town of Princeton hereby create a unit to be named Parks and Recreation Committee to be composed of up to 7 in-town members and 2 members residing outside of town in the extra-territorial planning jurisdiction.

(Ord. passed 2-4-2002)



§ 32.031 POWER AND DUTIES.

(A) The Parks and Recreation Committee shall serve as an advisory body for the Town of Princeton. The Parks and Recreation Committee shall suggest policies to the Princeton Board of Commissioners within its powers and responsibilities as stated in this subchapter.

(B) The Parks and Recreation Committee shall serve as a liaison between the Princeton Board of Commissioners and citizens of the community.

(C) The Parks and Recreation Committee shall consult with and advise the Princeton Board of Commissioners in matters affecting recreation policies, program, personnel, finances and the acquisition and disposal of lands and properties related to the total community recreation program, and to its long-range, projected program for recreation.

(D) The Parks and Recreation Committee shall assume duties for recreation purposes, as follows:

(1) Make recommendations for the establishment of a system of supervised recreation for the unit;

(2) Make recommendations to set apart for use as parks, playgrounds, recreation centers, water areas or other recreation areas or structures, any unit's authorized body, and may suggest improvements of lands and for the construction and for the equipping and staffing of buildings and structures as may be necessary to the recreation program within those funds allocated;

(3) Advise in the acquisition of lands and structures through gifts, purchase, lease or loan, or by condemnation by the unit, eminent domain, of the North Carolina General Statutes and as approved by the Princeton Board of Commissioners;

(4) Advise in the acceptance by the Town of Princeton of any grant, gift, bequest or donation, any personal or real property offered or made available for recreation purposes and which is judged

to be of present or possible future use for recreation. Any gift, bequest of money or other property, any grant, devise of real or personal property so acquired shall be held, by the Town of Princeton, used and finally disposed of in accordance with the terms under which grant, gift or devise is made and accepted; and

(5) Advise in the construction, equipping, operation, and maintenance of parks, playgrounds, recreation centers and all buildings and structures necessary or useful, and will advise in regard to other recreation.

(Ord. passed 2-4-2002)

§ 32.032 APPOINTMENT OF COMMITTEE.

The Princeton Board of Commissioners shall appoint each member of the Parks and Recreation Committee.

(Ord. passed 2-4-2002)

§ 32.033 EX-OFFICIO MEMBERS.

(A) A member of the Princeton Board of Commissioners might be designated as an ex-officio member of the Committee.

(B) The ex-officio member will not have a vote on items coming before The Parks and Recreation Committee.

(Ord. passed 2-4-2002)

§ 32.034 LENGTH OF APPOINTMENT.

(A) Each member shall be appointed for a 3-year term.

(B) Initial appointments shall be arranged so that approximately 1/3 of the terms will expire each year, except for the representative from the Princeton Board of Commissioners who shall serve on The Parks and Recreation Committee concurrent with his or her term of office on the Board of Commissioners.

(Ord. passed 2-4-2002)

§ 32.035 MEETINGS.

(A) The Parks and Recreation Committee meetings shall be held on a monthly basis unless when determined otherwise by the Committee.

(B) The Chairperson of the Committee or, in his or her absence, the Vice Chairperson, may call a special meeting of the Committee at any time by giving each member 24-hour notice.

(C) Four or more Committee members will schedule special meetings upon request.

(D) A quorum of the Committee shall be in attendance before action of an official nature can be taken. A quorum is at least 1 more than the number absent of the appointed members.

(Ord. passed 2-4-2002)

§ 32.036 ATTENDANCE OF MEMBERS.

(A) An appointed member who misses more than 3 consecutive regular meetings loses his or her status as a member of the Committee until reappointed or replaced by the Princeton Board of Commissioners.

(B) Absences due to sickness, death or other emergencies of a like nature shall be regarded as approved absences and shall not affect the member's status on the Committee except that in the event of a long illness, or other cause for prolonged absence, the member may be replaced.

(Ord. passed 2-4-2002)

§ 32.037 COMPENSATION.

(A) Committee members shall serve without monetary compensation.

(B) Members shall be reimbursed for travel and subsistence to professional recreation meetings, conferences and workshops, with reimbursement being made in compliance with the general policies of the Town of Princeton.

(Ord. passed 2-4-2002)

§ 32.038 OFFICERS.

(A) There shall be a Chairperson and Vice Chairperson of the Committee.

(B) An annual election of the Chairperson and Vice Chairperson shall be held by the Committee members and shall occur at the regular monthly meeting in July.

(C) Officers shall serve for 1 year from election with eligibility for re-election.

(D) New officers shall take office at the subsequent regular meeting in August.

(E) In the event an officer's appointment to the Committee is terminated, the Committee shall elect a replacement to this office from its membership at the meeting following the termination.

(Ord. passed 2-4-2002)

§ 32.039 OFFICER DUTIES.

(A) The Committee Chairperson shall preside at all meetings and sign all documents relative to action taken by the Committee.

(B) The Chairperson shall appoint all subcommittees including a nominating committee composed of 2 Committee members. A nominating committee shall be appointed at least 30 days prior to the July meeting.

(C) When the Chairperson is absent the Vice Chairperson shall perform the duties of the Chairperson.

(D) When both the Chairperson and Vice Chairperson are absent, those members who are present shall select a temporary Chairperson.

(E) The Director of Recreation shall serve as Secretary to the Committee. He or she may delegate all or part of these duties to a Department employee

with the approval of the Committee, but shall hold the office of Secretary and shall be held responsible for the satisfactory accomplishment of the secretarial duties.

(F) The Secretary shall mail to all members copies of official reports and the official minutes of all regular and special meetings, prior to the next scheduled meeting.
(Ord. passed 2-4-2002)

§ 32.040 COMMITTEES.

(A) The Executive Committee shall consist of the Chairperson, Vice Chairperson, Secretary (Director) and the representative from the Princeton Board of Commissioners.

(B) The Committee Chairperson is authorized to appoint committees as, in the opinion of the Committee, are needed.

(C) Standing committee suggestions are:

- (1) Program and activities;
- (2) Areas and structures;
- (3) Budget;
- (4) Personnel; and
- (5) Policies and procedures.

(D) Temporary and project committees shall be appointed as needed.
(Ord. passed 2-4-2002)

§ 32.041 BY-LAWS.

Operational policies and procedures may be incorporated into a set of by-laws as developed and approved by the Committee in line with this chapter and the policies of the Town of Princeton.
(Ord. passed 2-4-2002)

§ 32.042 EFFECTIVE DATE.

This subchapter is effective upon February 4, 2002.
(Ord. passed 2-4-2002)

PLANNING BOARD

§ 32.060 DESIGNATION OF PLANNING AGENCY.

(A) Pursuant to G.S. §§ 160A-361 and 160A-362, the Planning Board of the Town of Princeton, as constituted at the time this subchapter was adopted, is hereby re-established as the official planning agency for the town and shall be referred to as the Planning Board.

(B) The Planning Board shall perform the functions and duties herein prescribed.
(Ord. passed 4-7-2003)

§ 32.061 MEMBERSHIP TERMS AND VACANCIES.

(A) The Planning Board shall consist of 7 regular members and 2 alternate members.

(1) Five regular members and 1 alternate member shall reside within the corporate limits of Princeton and shall be appointed by the Town Board of Commissioners.

(2) Two regular members and 1 alternate member shall reside in the extraterritorial jurisdiction as established by the Town of Princeton and shall be appointed by the Johnston County Board of Commissioners.

(B) Regular members shall have full voting rights on all matters upon which the Planning Board is authorized to take action.

(C) An alternate member shall have full voting rights when serving in the absence of a regular member.

(D) Faithful attendance at Planning Board meetings is a prerequisite for membership on the Board. Unexcused absence from 3 consecutive meetings shall be deemed adequate reason for termination of membership on the Planning Board by the legislative body.

(E) Members of the Planning Board at the time this subchapter was adopted are hereby appointed as the regular members of the Planning Board.

(F) Each member's appointment shall continue until the expiration of that member's current term.

(G) Alternate members and all succeeding members shall be appointed pursuant to the provisions of this subchapter.

(H) All succeeding terms shall be for a period of 3 years or until a successor has been appointed.

(I) Vacancies occurring for reasons other than expiration of terms shall be filled for the period of the unexpired term of the member whose vacancy is being filled.
(Ord. passed 4-7-2003)

§ 32.062 OFFICERS, RULES, MEETINGS, AND RECORD.

(A) The Planning Board shall elect a chairperson and may create and fill other offices that it deems necessary.

(B) The Planning Board shall adopt rules for the election and terms of officers and for the conduct of its meetings.

(C) The Board shall hold at least 1 monthly meeting unless there is no business to be discussed or acted upon, and all of its meetings shall be in accordance with G.S. Ch. 143, Art. 33C.

(D) A quorum shall consist of 4 voting members for the purpose of taking any official action required or authorized by state law or the Board of Commissioners.

(E) (1) Any member who is a party at interest to matters under consideration by the Board shall declare the interest prior to a vote of the Board on the question, and shall abstain from voting on the question.

(2) This provision shall not prohibit the members from participating in discussions of the Board on matters prior to a vote.

(F) The Board shall keep accurate record of its meetings, including attendance by its members and its findings, recommendations and other actions, which shall be made part of the public record.
(Ord. passed 4-7-2003)

§ 32.063 COMPENSATION.

(A) All members of the Planning Board shall serve without compensation.

(B) Members or employees of the Planning Board may attend planning conferences or meetings of planning institutes or hearings upon pending planning legislation.

(C) The Planning Board may pay the reasonable expenses incidental to attendance, with the concurrence of the Board of Commissioners and within the approved budget for the Planning Board.
(Ord. passed 4-7-2003)

§ 32.064 DUTIES.

(A) It shall be the duty of the Planning Board to prepare plans and studies related to the physical development of Princeton.

(B) The Planning Board, as authorized by the North Carolina General Statutes, shall have the power and duties to:

(1) Make studies of the area within its territorial jurisdiction and surrounding areas;

(2) Determine objectives to be sought in the physical development of land in the study area;

(3) Prepare and adopt plans for achieving objectives;

(4) Develop and recommend policies, ordinances, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner;

(5) Advise the legislative body concerning the use and amendment of means for carrying out plans;

(6) Prepare and recommend a proposed zoning ordinance in accordance with G.S. § 160A-387;

(7) Exercise any function in the administration and enforcement of various means for carrying out plans that the Board of Commissioners may direct; and

(8) Perform any other related duties that the Board of Commissioners may direct.
(Ord. passed 4-7-2003)

§ 32.065 ANNUAL REPORT AND BUDGET REQUEST.

(A) The Planning Board shall submit a written annual report to the Board of Commissioners.

(B) The report shall include a summary of the previous year activities, an analysis of the expenditures to date for the current fiscal year, and its requested budget of funds needed for operation during the ensuing fiscal year.
(Ord. passed 4-7-2003)

§ 32.066 EFFECTIVE DATE.

This subchapter shall be in full force and effect as a chapter of the Town of Princeton from and after its adoption date by the Board of Commissioners.
(Ord. passed 4-7-2003)

§ 32.999 PENALTY.

Any person violating any provision of this chapter for which no specific penalty is prescribed shall be subject to § 10.99.



CHAPTER 33: TOWN POLICIES

Section

33.01 Procedures for disposing of personal property valued at less than \$5,000

§ 33.01 PROCEDURES FOR DISPOSING OF PERSONAL PROPERTY VALUED AT LESS THAN \$5,000.

(A) *Property that can be disposed of under this section.*

(1) The Town Administrator is hereby authorized to declare surplus and dispose of any personal property owned by the Town of Princeton when, in his or her judgment, each of the following 3 criteria are met:

(a) The item or group of items to be disposed of has a fair market value of less than \$5,000;

(b) The property is no longer necessary for the purpose of conducting town business; and

(c) Sound property management principles and financial considerations indicate that the interests of the Town of Princeton would be best served by disposing of the property.

(2) Personal property that, in the judgment of the Town Administrator, meets these 3 criteria is referred to in this section as "surplus property."

(B) *Methods of disposition.* The Town Administrator may dispose of surplus property by any means which he or she judges reasonably calculated to

secure for the town the fair market value in money or other consideration and to accomplish the disposal efficiently and economically, including but not limited to the methods of sale provided in G.S. §§ 160A-266 and 160A-270. The sale may be public or private, and with or without notice and minimum waiting period.

(C) *Sale by electronic auction.* As one of several means of disposing of surplus property, the Town Administrator is specifically authorized to dispose of surplus property by electronic means. The Town Administrator is authorized to establish procedures for disposing of surplus property by electronic means, and is further authorized to use existing public or private electronic auction services to dispose of surplus property. Notwithstanding the requirements of G.S. § 160A-270, the town shall not be required to provide advance notice of electronic auctions of the surplus property.

(D) *Terms of disposition.* The surplus property shall be sold to the party who tenders the highest offer, or exchanged for any property or services useful to the Town of Princeton if greater value may be obtained in that manner, and the Town Administrator is hereby authorized to execute and deliver any applicable title documents necessary or appropriate to consummate the sale. If no offers are received within a reasonable time, the Town Administrator may retain the property for the town, obtain any reasonably available salvage value, or cause it to be disposed of as waste material. No surplus property may be donated except by resolution of the Town Council.

(E) *Records and reports.* The Town Administrator Director of Financial Services shall

keep a record of all property sold under the authority of this section and that record shall describe the property sold or exchanged, to whom it was sold, or with whom it was exchanged, and the amount of money or other consideration received for each sale or exchange.

(F) *Delegation.* The Town Administrator is authorized to delegate any or all of the authority granted or responsibilities assigned under this section to the Director of Financial Services.
(Ord. passed 3-3-2008)