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**AGENDA**  
**TOWN COUNCIL OF THE TOWN OF TARBORO, NC**  
**REGULAR MEETING HELD AT 7:00 PM, MONDAY, OCTOBER 14,**  
**2019**  
**IN THE COUNCIL ROOM, TOWN HALL, TARBORO, NC**

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**1. MEETING CALLED TO ORDER BY THE MAYOR**

**PLEASE TURN CELL PHONES OFF**

**2. INVOCATION**

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF AGENDA BY COUNCIL**

**5. PRESENTATION BY COUNCIL**

- (1) Marrow Donation Awareness Month Proclamation
- (2) Government Finance Officers Association: Certificate of Achievement for Excellence in Financial Reporting - Anne Mann, Finance Director

**6. REQUESTS AND PETITIONS OF CITIZENS**

(Five minute time limit per person)

**7. REPORTS OF BOARDS AND COMMISSIONS**

- (1) The Planning Director will present the Planning Board Report.

**8. TOWN MANAGERS RECOMMENDATIONS**

**Consent Items**

- (1) Approve minutes of the September 9, 2019 regular meeting.
- (2) 2019 Tax Levy Adjustment
- (3) 2018 Tax Levy Adjustment
- (4) 2017 Tax Levy Adjustment
- (5) Tax Collector's Report

**Action Items**

- (6) Municipal Stadium - Lease and Concession Agreement
- (7) CDBG-NR Bid Award
- (8) HMGP Bid Award - Demolition
- (9) Budget Amendment - Insurance Claims
- (10) Budget Amendment - Water Line Relocation
- (11) Minimum Housing Code Enforcement - 206 Old Sparta Road - File No. 18-08
- (12) Taxes – Charge Off of Uncollectible Personal Taxes – 2009 Tax Levy
- (13) Appointment - Edgecombe County Tourism

- (14) Appointment – Tarboro Main Street Façade Committee
- (15) Appointment - Redevelopment Commission
- (16) Appointment - Tarboro-Edgecombe Airport Authority
- (17) Appointment - Historic District Commission

## **9. OTHER REPORTS**

### **A. Town Manager**

- (1) Reschedule November Town Council Meeting

### **B. Town Attorney**

### **C. Council Members**

## **10. ADJOURNMENT**



## ***PROCLAMATION***

### **MARROW DONATION AWARENESS MONTH**

**W**HEREAS, there are thousands of people across the United States with blood cancers such as leukemia and lymphoma, as well as sickle cell disease and other diseases, who could benefit from receiving a lifesaving bone marrow or peripheral blood stem cell (PBSC) transplant; and

**W**HEREAS, the National Marrow Donor Program (NMDP) operates the “Be the Match Registry,” and the first step to becoming a donor is to join this registry; and

**W**HEREAS, the North Carolina General Assembly has taken up House Bill 867, known as the Knight-LeCount Advocacy for Marrow Education and Registration Act or “KLAMER” Act; and

**W**HEREAS, the Act designates the month of November as Marrow Donation Awareness Month and directs the Department of Health and Human Services and the Department of Motor Vehicles to raise awareness through public service announcements about bone marrow donation and bone marrow donation registries;

**W**HEREAS, the Town of Tarboro wishes to honor the life and memory of Taro Knight, former Mayor Pro Tempore and Councilman for Ward 7 by joining the North Carolina General Assembly in raising awareness for marrow donation; and

**W**HEREAS, the Town of Tarboro also acknowledges and thanks those who have donated stem cells and bone marrow in order to save other’s lives; and

**W**HEREAS, the Town Council of the Town of Tarboro encourages every citizen to consider becoming a donor to potentially save a life;

**N**OW, THEREFORE, I, Joseph W. Pitt, Mayor of The Town of Tarboro, North Carolina, do honor the life and memory of Taro Knight by proclaiming the month of November “Marrow Donation Awareness Month.” I further encourage all citizens to consider becoming a donor to potentially save a life.

Witnessed this 14th day of October, 2019

\_\_\_\_\_, Mayor  
Joseph W. Pitt

PLANNING BOARD AND ZONING COMMISSION

REPORT TO COUNCIL

OCTOBER 14, 2019

The Planning Board and Zoning Commission submits the following report to the Town Council for consideration and action in connection with matters reviewed at the Board's September 16, 2019 regular meeting.

I. MATTERS FOR CONSIDERATION

A. Conditional Use Permit 19-01 – Industrial Parkway

The Board reviewed an application submitted by Steve Newcombe to subdivide 14.37 acres into a major subdivision with residential lots on the west side of Industrial Parkway between Westchester Drive and Western Boulevard. The frontage is approximately 880 feet. Land is zoned RA-8.

The Planning Board will meet this month to review changes made in a new application submitted by Steve Newcombe.

Respectfully submitted,

Catherine Grimm  
Secretary





## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** 2019 Tax Levy Adjustment

**Date:** 10/14/2019

**Memo Number:** 19-78

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The Schedule of 2019 Tax Levy Adjusted as of October 14, 2019, attached hereto, lists the valuation and tax amount of twelve (12) afterlists and four (4) releases. The releases have been approved by Edgecombe County Tax Assessor's Office.

It is recommended that Council:

1. Order the Tax Collector be charged with after lists 1 through 12 in the amount of \$17,796.91,
2. Approve 2019 Tax Levy release numbers 17 and 18 in the amount of \$817.03,
3. Enter into the minutes 2019 Tax Levy release numbers 19 and 20 in the amount of \$40.89, and
4. Approve the Schedule of 2019 Tax Levy Adjusted as of October 14, 2019, in the amount of \$3,270,631.50.

### **ATTACHMENTS:**

Description	Upload Date	Type
2019 Tax Levy Adjustment	10/9/2019	Cover Memo

TOWN OF TARBORO, NORTH CAROLINA  
SCHEDULE OF 2019 TAX LEVY  
OCTOBER 14, 2019

VALUATIONS

	Real	Personal	Public Service Companies	Dog Tax	GAP	Total
Balance September 9, 2019	583,669,871	206,665,818	0	0	6,187,082	796,522,771
After list: 1 - 12	469,345	2,772,874	0	0	0	3,242,219
Less Releases: 17 - 20	(172,819)	0	0	0	(3,010)	(175,829)
Balance as of October 14, 2019	583,966,397	209,438,692	0	0	6,184,072	799,589,161

TAX CALCULATIONS

	Real, Personal, & Pub. Ser. Co.	Late Listing Penalty	Auto Tax	Dog Tax	GAP	Total
Balance September 9, 2019	3,240,376.97	4,023.63	0.00	828.00	8,463.91	3,253,692.51
After list: 1 - 12	13,291.86	4,505.05	0.00	0.00	0.00	17,796.91
Less Releases: 17 - 20	(708.56)	(111.31)	0.00	0.00	(38.05)	(857.92)
Balance as of October 14, 2019	3,252,960.27	8,417.37	0.00	828.00	8,425.86	3,270,631.50

ITEMIZED RELEASES

Rel. No.	Name/Description	Acct. No.	Real, Personal & Pub. Ser. Co.	Late Listing Penalty	Auto Tax	Dog Tax	GAP	Total
17	John & Rena Farrelly Missed Deed 4738-59-3022-00	54	708.56	0.00	0.00	0.00	0.00	708.56
18	PowerSecure Inc Postmarked on time	3770	0.00	108.47	0.00	0.00	0.00	108.47
*19	DS Services of America Inc Postmarked on time	430	0.00	2.84	0.00	0.00	0.00	2.84
*20	Adam Brown GAP billed in error	8062	0.00	0.00	0.00	0.00	38.05	38.05
Total Releases			708.56	111.31	0.00	0.00	38.05	857.92

\*approved by Finance Officer



## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** 2018 Tax Levy Adjustment

**Date:** 10/14/2019

**Memo Number:** 19-79

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The Schedule of 2018 Tax Levy Adjusted as of October 14, 2019, attached hereto, lists the valuation and tax amount of two (2) releases . The releases have been approved by Edgecombe County Tax Assessor's Office.

It is recommended that Council:

1. Approve 2018 Tax Levy release numbers 30 and 31 in the amount of \$826.47, and authorize the Tax Collector to refund same as both have already been paid,
2. Approve the Schedule of 2018 Tax Levy Adjusted as of October 14, 2019, in the amount of \$3,409,887.67.

### **ATTACHMENTS:**

Description	Upload Date	Type
2018 Tax Levy Adjustment	10/9/2019	Cover Memo

TOWN OF TARBORO, NORTH CAROLINA  
SCHEDULE OF 2018 TAX LEVY  
Adjusted as of October 14, 2019

VALUATIONS

	<u>Real</u>	<u>Personal</u>	<u>Public Service Companies</u>	<u>Dog Tax</u>	<u>GAP</u>	<u>Total</u>
Balance August 19, 2019	584,036,647	209,900,502	32,514,999	0	6,808,462	833,260,610
After list:	0	0	0	0	0	0
Less Releases: 30 - 31	<u>(201,577)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(201,577)</u>
Balance as of October 14, 2019	<u><u>583,835,070</u></u>	<u><u>209,900,502</u></u>	<u><u>32,514,999</u></u>	<u><u>0</u></u>	<u><u>6,808,462</u></u>	<u><u>833,059,033</u></u>

TAX CALCULATIONS

	<u>Real, Personal, &amp; Pub. Ser. Co.</u>	<u>Late Listing Penalty</u>	<u>Auto Tax</u>	<u>Dog Tax</u>	<u>GAP</u>	<u>Total</u>
Balance August 19, 2019	3,388,465.30	14,072.99	0.00	882.00	7,293.85	3,410,714.14
After list:	0.00	0.00	0.00	0.00	0.00	0.00
Less Releases: 30 - 31	<u>(826.47)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(826.47)</u>
Balance as of October 14, 2019	<u><u>3,387,638.83</u></u>	<u><u>14,072.99</u></u>	<u><u>0.00</u></u>	<u><u>882.00</u></u>	<u><u>7,293.85</u></u>	<u><u>3,409,887.67</u></u>

ITEMIZED RELEASES

Rel. No.	<u>Name/Description</u>	<u>Acct. No.</u>	<u>Real, Personal &amp; Pub. Ser. Co.</u>	<u>Late Listing Penalty</u>	<u>Auto Tax</u>	<u>Dog Tax</u>	<u>GAP</u>	<u>Total</u>
30	John & Rena Farrelly Missed deed	54	708.56	0.00	0.00	0.00	0.00	708.56
31	Frank & Linda Knight Flooded, value never changed	3177	117.91	0.00	0.00	0.00	0.00	117.91
Total Releases			<u><u>826.47</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>826.47</u></u>

\*approved by Finance Officer



## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** 2017 Tax Levy Adjustment

**Date:** 10/14/2019

**Memo Number:** 19-80

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The Schedule of 2017 Tax Levy Adjusted as of October 14, 2019, attached hereto, lists the valuation and tax amount of one (1) release. The release has been approved by Edgecombe County Tax Assessor's Office.

It is recommended that Council:

1. Approve 2017 Tax Levy release number 37 in the amount of \$117.91, and authorize the Tax Collector to refund same as it has already been paid, and
2. Approve the Schedule of 2017 Tax Levy Adjusted as of October 14, 2019, in the amount of \$3,330,565.76.

### **ATTACHMENTS:**

Description	Upload Date	Type
2017 Tax Levy Adjustment	10/9/2019	Cover Memo

TOWN OF TARBORO, NORTH CAROLINA  
SCHEDULE OF 2017 TAX LEVY  
Adjusted as of October 14, 2019

VALUATIONS

	Real	Personal	Public Service Companies	Dog Tax	Total
Balance July 8, 2019	578,231,296	208,693,075	23,734,595	0	810,658,966
After list	0	0	0	0	0
Less Releases 37	(28,758)	0	0	0	(28,758)
Balance as of October 14, 2019	578,202,538	208,693,075	23,734,595	0	810,630,208

TAX CALCULATIONS

	Real, Personal, & Pub. Ser. Co.	Late Listing Penalty	Auto Tax	Dog Tax	Total
Balance July 8, 2019	3,323,702.46	5,765.21	265.00	951.00	3,330,683.67
After list	0.00	0.00	0.00	0.00	0.00
Less Releases 37	(117.91)	0.00	0.00	0.00	(117.91)
Balance as of October 14, 2019	3,323,584.55	5,765.21	265.00	951.00	3,330,565.76

ITEMIZED RELEASES

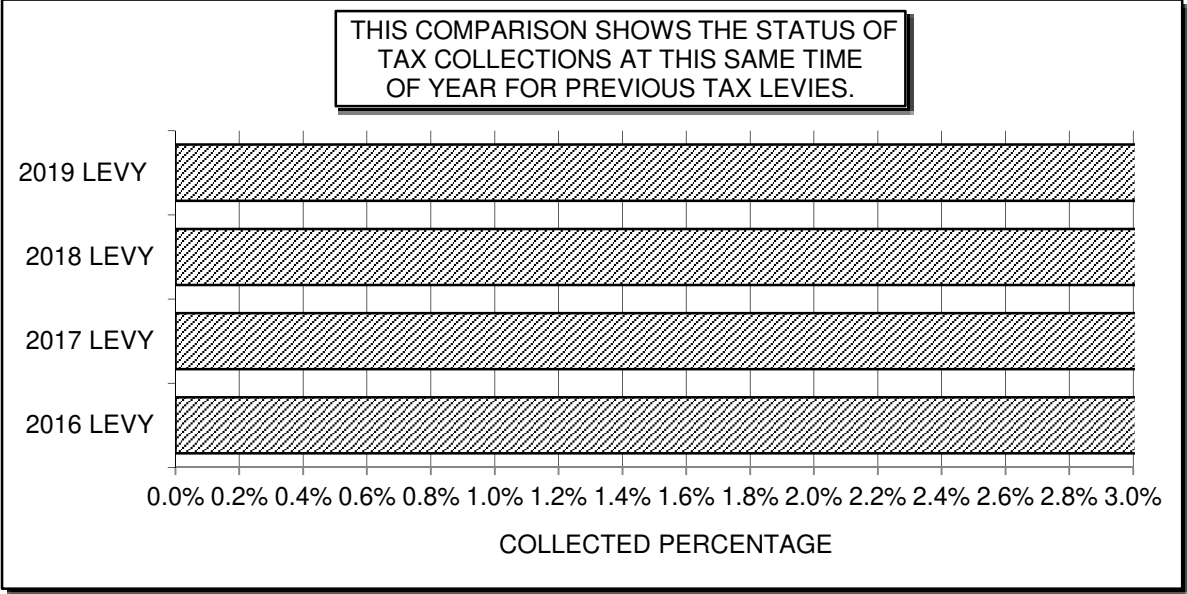
Rel. No.	Name/Description	Acct. No.	Real, Personal & Pub. Ser. Co.	Late Listing Penalty	Auto Tax	Dog Tax	Total
37	Frank & Linda Knight Flooded, value never adjusted	3177	117.91	0.00	0.00	0.00	117.91
Total Releases			117.91	0.00	0.00	0.00	117.91

\*approved by Finance Officer

TOWN OF TARBORO, NORTH CAROLINA  
TAX COLLECTOR'S REPORT  
For the Year Ended September 30, 2019

Levy Year	Current Fiscal Year Charges	COLLECTIONS		Uncollected Balance	Collected Percentage
		This Month	Fiscal Year-To-Date		
2019	3,255,326.38	272,284.29	272,284.29	2,983,042.09	16.00%
2018	119,861.78	13,473.25	57,656.09	75,672.94	97.68%
2017	39,121.34	578.73	4,845.59	34,854.48	98.92%
2016	27,200.68	711.47	1,640.15	26,272.00	99.20%
2015	22,038.29	669.06	1,707.21	21,000.14	99.37%
2014	15,446.54	347.96	661.73	15,132.77	99.55%
2013	11,606.09	59.70	142.24	11,523.55	99.67%
2012	10,342.53	91.71	348.87	10,085.37	99.72%
2011	6,552.14	86.16	199.86	6,438.44	99.82%
2010	4,251.40	0.00	9.65	4,241.75	99.87%
2009	3,105.40	0.00	0.00	3,105.40	99.90%
Prior	8,315.98	0.00	13.02	8,302.96	-
Subtotal	3,523,168.55	288,302.33	339,508.70	3,199,671.89	
		2,524.97	8,694.55	<== Interest on Taxes	
Net Tax Collections ==>		290,827.30	348,203.25		
		0.00	0.00	<== Privilege Licenses	
		0.00	0.00	<== Electronic Gaming	
		0.00	0.00	<== Beer & Wine Licenses	
TOTAL COLLECTED ==>		290,827.30	348,203.25		

prepared by: **Leslie M. Lunsford, Collector of Revenue**





## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** Municipal Stadium - Lease and Concession Agreement

**Date:** 10/14/2019

**Memo Number:** 19-81

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Town staff has been working with GameTime Prospects NC on a lease and concession agreement for Municipal Stadium. The Stadium will be home field for a newly created collegiate summer baseball team that will play in the Carolina Virginia Collegiate League (CVCL). The CVCL is a wood bat summer baseball league consisting of players from all levels of college baseball including NCAA Divisions I, II, and III, junior college, and NAIA. A copy of the proposed lease and concession agreement is attached for Council's review. In order for GameTime to get final approval for adding a team to the league, it is necessary for them to have secured a home location for games. Once approval is obtained, the final agreement will be executed, reflecting the chosen team/organization name.

Town staff feels that this partnership will be mutually beneficial to the Town and GameTime, and agree in principal to the terms as outlined in the attached draft agreement. The addition of a team at Municipal Stadium will bring visitors to town and provide entertainment for Tarboro citizens.

Therefore, it is recommended that Council authorize staff to finalize a lease and concession agreement for Municipal Stadium with GameTime Prospects NC for a team to be named later.

### **ATTACHMENTS:**

Description	Upload Date	Type
Municipal Stadium - Lease and Concession Agreement	10/9/2019	Cover Memo



**NORTH CAROLINA**

**LEASE AND CONCESSION AGREEMENT**

**COUNTY OF EDGECOMBE**

THIS LEASE AND CONCESSION AGREEMENT, made and entered this \_\_\_\_ day of October, 2019, and effective the 22<sup>nd</sup> day of May, 2020 by and between the Town of Tarboro, North Carolina, a North Carolina municipal corporation, hereinafter designated as “Town”, and GameTime Prospects NC, a North Carolina limited liability company with principal offices located in La Grange, North Carolina, hereinafter designated as the “Team”.

**WITNESSETH:**

WHEREAS, the Team desires to operate a summer collegiate amateur baseball team in the Town of Tarboro and for that purpose to lease Municipal Stadium in the Town of Tarboro hereinafter designated as Stadium; and

WHEREAS, the Team desires to provide the citizens of Tarboro and other persons with the opportunity to attend and view amateur baseball; and

NOW, THEREFORE, in consideration of the premises and mutual covenants of the parties, hereto, the Town does hereby lease to the Team the nonexclusive use of the Stadium for the purposes and pursuant to the provisions contained in this Lease, all under the following terms and conditions.

**Article 1 – Definitions and Interpretation**

1.1 Definitions. For all purposes of this Lease, the following terms shall have the meanings specified in this Section.

- (a) “Amateur Baseball Games” means any baseball game or exhibition played by organized teams in college, high school or other adult leagues, organizations or groups, and the organized practices for such games where players are not generally paid for their services.
- (b) “Concessions” includes the following items provided by the Team or it’s sub-concessionaires at the Stadium: beverages, confections, peanuts, popcorn, ice cream, hot dogs, hamburgers, and other food and beverage items, and souvenirs, including t-shirts, hats logo apparel, baseball cards,

programs novelties and any and all promotional items relating to baseball that are customarily provided to patrons at baseball games. "Concessions" shall also include alcoholic beverages provided that the sale thereof has been pre-approved by the Town of Tarboro as a recurring special event per Section 11-64 of the Tarboro Code of Ordinances and all appropriate permits have been obtained.

## Article 2 – Length of Lease

**2.1 Length of Lease.** The term of this Lease shall be one (1) season beginning May 22, 2020 and continuing through August 1, 2020.

**2.2 Renewal.** At the end of the initial term, this Lease may be renewed by mutual agreement of the Town and the Team a term of three (3) seasons under such terms and conditions mutually satisfactory to the Town and the Team.

## Article 3 – Rent

**3.1 Base Rent.** Throughout the term of this Lease, the Team shall pay base rent for the designated season as referenced in section 2.1 above, in the total amount of three thousand six hundred dollars (\$3,600.00).

**3.2 Additional Costs.** In addition to the base rent, the Team shall also pay to the Town costs related to the provision of materials for field preparation such as Quick Dry, Turface, Mound Clay, Paint, etc. Costs per unit will be billed at the following rates:

- Quick Dry                                      \$15.00 per bag
- Turface                                         \$15.00 per bag
- Mound Clay                                    \$15.00 per bag
- Paint     \$50.00 per case

**3.3 Payment Due Dates.** All rent and costs shall be paid to and received by the Town as follows:

- June 1                \$500.00
- July 1                \$1,550 base rent plus incurred costs as referenced in Section 3.2
- August 1            \$1,550 base rent plus incurred costs as referenced in Section 3.2

Any payments due under this Lease which are not received by the Town by the due date shall include a late payment fee of five percent (5%) of the total amount due. In addition, if rent is not timely paid, the Town may require a security deposit in the amount of one (1) years' rent.

**3.4 Nonpayment of Rent.** It is expressly agreed that if the Team shall neglect to make any payment of rent when due, that the Town may, with twenty (20) days written notice to the Team, immediately declare this Lease terminated and take possession of said premises without prejudice to any other legal remedy the Town may have on account of such nonpayment or other breach of the Lease Agreement.

#### Article 4 – Utilities

**4.1 Team Responsibility.** The Team shall provide its own telephone service at the facility as may be required.

**4.2 Town Responsibility.** The Town shall be responsible for the cost of water, sewer, gas and all electrical current charges at the Stadium (rent includes payment from the Team for the same).

#### Article 5 – Use of Stadium

**5.1 Use by the Town.** During the lease period, priority scheduling will be afforded to the Team for the purpose of home games, practices, and other Team events. With approval of the Team, the Town's Parks and Recreation Department shall be allowed to schedule dates for the playing of recreation, amateur adult/youth, high school, Town-league games, and such other uses as the Town desires. A master calendar of the Stadiums games, practices, and other events will be kept and booked through the Town of Tarboro Athletic Supervisor. For one (1) full weekend of the TOP GUN Summer World Series Tournament, the Town will retain exclusive use of the Stadium for this event. However, the Town will work closely with the Team and TOP GUN directors to ensure that the Team retains the opportunity to host night games during one (1) weekend of the 2020 TOP GUN Summer World Series Tournament. Team games for such will be scheduled no earlier than 6:00pm, on Saturday or Sunday. Scheduling for both the Town games and functions and the Team's games and practices shall be by the mutual consent of

both the Town and the Team. The Team shall submit to the Town a copy of its season schedule and practice days prior to May 1<sup>st</sup> of each year.

**5.3 Use of Storage Areas.** The Team shall have access to and use of storage areas as prescribed by the Town for the purposes of storing team equipment and supplies for operational and maintenance purposes. The Team shall maintain these areas in a clean, neat, safe and proper manner at all times.

## Article 6 – Concessions and Souvenirs

**6.1 Concessions by the Team.** The Team shall have the exclusive use of the existing Stadium concession facilities at every Team-related event in the Stadium.

**6.2 Concession Equipment.** The Team shall have the responsibility for maintenance and upkeep of all Concession equipment used by the Team. Following each use, the Team shall promptly clean the equipment so that it is ready for re-use at the next Stadium event. The Team shall not be responsible for costs associated with replacing or repairing equipment that breaks down or ceases to work during normal operations of the equipment. However, the Team will be held responsible for damage done to equipment through negligence or improper use of the same.

**6.3 Sub-Concessionaires.** The Team shall engage only qualified and reputable sub-concessionaires to assist the Team in providing Concessions.

### **6.4 Other Concession Requirements.**

a) The Team shall order, maintain, and furnish Concessions so as to provide adequate, efficient, and sufficient levels of service to patrons.

b) The Team shall apply for and take any necessary steps to procure and maintain all licenses and permits required for the Team's operation and sale of Concessions. Any request by the Team to serve alcoholic beverages shall be submitted to the Town of Tarboro as provided in Section 11-64 of the Tarboro Code of Ordinances. If alcohol sales are approved by the Town, the Team shall be responsible for any such sales and consumption at the Stadium and the Team does hereby assume all responsibility for maintaining proper order and decorum when alcohol is consumed.

c) The Team shall operate and maintain all Concession areas, equipment, fixtures, and facilities in a neat, clean, sanitary and safe condition.

d) The Team shall provide fresh, sanitary, and wholesome food and beverages and shall provide all beverages in paper/plastic cups or cans/plastic bottles. No glass bottles shall be provided or allowed for beverage Concessions.

e) The Team will not allow the patrons to bring into the Stadium any food, beverage, cans, bottles, or containers for any scheduled event held by the Team.

**6.5 Additional Concession Stand Locations.** The Team may, if needed, locate additional portable Concession stands at the Stadium upon obtaining the prior approval of the Tarboro Parks and Recreation Director.

#### Article 7 – Advertising

**7.1 Advertising the Team.** Subject to the Town’s right to approve/disapprove as set forth below, during the Lease the Team shall have the right to sell and display advertising on the inside of the outfield fence of the Stadium and including such areas on the interior of the Stadium as may be approved by the Town’s Parks and Recreation Director. The Team shall not place or allow to be placed any advertising on the outside of the Stadium property and specifically, no advertising shall be placed on the outside of the Stadium fencing. The Town reserves the right to place its own branding and logo on the interior and exterior of the stadium where it determines appropriate. The Town shall have the absolute right in its sole discretion to approve/disapprove any advertising within the Stadium, including sponsored promotions. The Team shall include the Town as a primary sponsor on all marketing promotions, utilizing the official Town Logo where appropriate.

#### Article 8 – Maintenance and Repairs

##### **8.1 Team Responsibility.**

a) The Team shall be responsible for clean-up of dug-outs and concession facilities.

b) The Team shall at the Team’s sole expense keep and maintain in good condition all alterations, improvements, furnishings, and equipment existing at the

time of this Lease or during the term and any renewal of this Lease made or provided by the Team.

c) The Team is responsible for operating the public address system and scoreboard for Team events; and is responsible for proper supervision and security of the Stadium including the adjacent parking areas, for Team events.

d) The Team is responsible for preparing and lining the field prior to games or practices. The Team is responsible for preparing the pitcher's mound and homeplate area prior to each game or practice.

e) The Team is responsible for installing needed Turface, Quick Dry, Mound Clay, and Paint for each of their games or practices.

## **8.2 Town Responsibility.**

a) The Town shall be responsible for providing the Team with trash containers and for picking up and disposing of trash contained within the Town-provided trash containers.

b) The Town shall be responsible for clean-up of the grandstands, bathrooms, entrance areas, and street frontage areas.

c) The Town shall maintain the grass playing areas in a good condition. The Town shall keep these areas edged, and mowed.

d) The Town shall provide the Team with access to infield maintenance tools and supplies for the purposes of preparing the infield for games and practices. Such equipment should include hand screen, tamp, field rakes, squeegees/rollers, brooms, hoses, paint machines, batter's box template, dig out tool, pitching rubber, bases, and a homeplate.

e) The Town shall allow the use of lights as needed by the Team for games and practices. The Town shall also allow the use of the scoreboard.

f) Except as is otherwise the responsibility of the Team pursuant to the Lease, and except where the Town determines such repair and improvement thereon to be necessary as a result of extraordinary wear and tear attributable to the Team,

the Town shall maintain all structures and systems of the Stadium in at least as good condition as of the date of this Lease.

## Article 9 – Insurance and Indemnity

**9.1 Insurance by the Team.** At all times during the term of this Lease, the Team shall, at the Team's expense procure and thereafter maintain the insurance specified in this section with insurance companies acceptable to the Town and licensed to do business in the State of North Carolina. Copies of the aforementioned policies shall be promptly submitted to the Town prior to the commencement of the term of this Lease; and such copies shall be given to the Town throughout the term of the Lease to insure continuous required coverage.

a. Workers Compensation Insurance shall be maintained by the Team providing statutory benefits if required by federal or state labor laws.

b. Liability Insurance shall be maintained by the Team providing commercial general liability insurance, including but not limited to the following coverage's: premise operations, personal injury, host liquor liability and contractual liability. Such insurance shall contain a combined single limit of not less than One Million Dollars (\$1,000,000) per occurrence. Each such policy of insurance shall name the Town as an additional insured and should contain a provision that the same may not be canceled or reduced in amount of coverage except upon not less than thirty (30) days prior written notice by the insurance company to Town.

**9.2 Indemnity by the Team.** The Team shall indemnify and save the Town harmless from and against all claims, losses, damages, and expenses, including attorney fees and suit costs, for personal injuries and property damages, arising out of the use of the Stadium by the Team if caused by willful acts, negligence, or improper operations of the Team by its officers, servants, agents, employees, players, or patrons.

## Article 10 – Termination of Lease

**10.1 Termination.** This Lease may be canceled by either party hereto upon the failure of the other party to carry out its obligation under this Lease, without prejudice to its right to recover damages, if legally recoverable on account of such breach.

## Article 11 – Default

**11.1 Noncompliance.** It is expressly agreed that if the Team shall neglect to do and perform any matter or thing herein agreed to be done and performed by it (other than the payment of rent, which is provided for elsewhere) and shall remain in default thereof for a period of 30 days after written notice from the Town calling attention to such default, Town may declare this Lease in default and take possession of said premises without prejudice to any other legal remedy they may have on account of such default. Said notice to be sent by certified mail to Team. It is expressly understood that the 30 day period called for herein shall begin to run from the date of mailing of said notice in an official depository of the United States Postal Corporation (postage prepaid) and shall not be determined from the date of receipt by Team of said notice.

**11.2 Default.** If this Lease has been declared to be in default, the Town may elect to terminate this Lease, whereupon it shall be lawful for Town to re-enter said premises and the same to have again, repossess and enjoy as the Town's first and former estate, and thereupon this Lease and everything herein contained on Town's behalf to be done and performed shall cease, terminate and be void, but the Team, its successors and assigns shall be and remain liable to Town for any loss and damages suffered or to be suffered by Town because of the breach by the Team, its successors and assigns, or any covenant, promise or condition on said Team's part to be paid or performed prior to the date of such re-entry; or Town may elect to treat this Lease as continuing and re-enter and re-let the demised premises, or any part thereof, as agent of the Team for the best rent attainable during all or part of the remaining term of this Lease, in which event the rentals received shall be deemed to be for the account of the Team and Team shall be and remain liable for any deficiency in rental below the sum called for the terms of this Lease and entitled to any excess of such rentals over the amount called for by the terms of this Lease; or Town may permit Team to remain in possession of this Lease and bring an action or successive actions for damages suffered by Town because of any breach or breaches of any covenant or condition this Lease including the obligation to pay rent, without prejudice to the right of Town to elect thereafter to pursue any other remedy given under this Lease or by law for any future breach or breaches of covenants or conditions of this Lease by the Team in the event Town enters and takes possession of the premises as of aforesaid, Team waives any damages that may be caused by Town thus re-entering and taking possession, and any claim or damage that may result from the destruction of or injury to the premises or building and any claim for



damage or loss of any property belonging to the Team which may be in or upon the premises.

## Article 12 – Miscellaneous

**12.1 Nondiscrimination.** The Team shall not discriminate on the basis of race, creed, color, sex, age, religion, handicapped status or national origin with respect to use and occupancy of the Stadium.

**12.2 Notices.** Except where oral notices have been explicitly provided for in this Lease, any notice required by the Town or the Team by the terms of this Lease, shall be in writing and be deemed given and received on the date of the mailing of such notice in writing to the Town of the Team provided such notice is transmitted by certified or registered mail and addressed to the party due such notice. Until notice of a change of address is given to the other party in accordance with the provisions of this section, notices shall be delivered, addressed or directed as follows:

If to Town:	Town of Tarboro 500 N. Main Street Tarboro, NC 27886 Attn: Troy Lewis, Town Manager
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If to Team:	GameTime Prospects NC 4692 Hunter Creek Drive La Grange, NC 28551 Attn: Wayne Turnage, Managing Member
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**12.3 Entire Agreement.** This Lease contains and represents the entire Agreement between the Town and the Team.

**12.4 Avoidance of Waiver.** No failure on the part of the Town to enforce any covenant or provision herein contained, nor any waiver of any right thereunder by the Town, unless in writing, shall discharge or invalidate such covenant or provision or affect the right of the Town to enforce the same in the event of any subsequent breach or default.

**12.5 No Assignment.** The Team may not assign or sublet this Lease without the express written permission of the Town and any purported assignment or

sublease hereof will be void and of no effect without such written consent. In the event that this Lease is so assigned by Lessee, Lessee shall within a reasonable time thereafter deliver to the Lessor a duplicate original of the instrument of assignment and assumption in and by which the assignee of this Lease accepts such assignment and assumes all of the obligations of the Lessee under this Lease. This Lease and covenants, terms and conditions thereof shall be binding upon any such assignee.

**12.6 Governing Law/Jurisdiction.** This Agreement shall be governed by its terms and the laws of the State of North Carolina. The parties agree that this Agreement shall be deemed executed and completed in North Carolina, that this Agreement shall be performed in North Carolina, and that the courts of North Carolina shall have exclusive jurisdiction over any disputes as to the terms of this Agreement. By the signatures below, the parties consent to the exclusive, personal jurisdiction by the courts of North Carolina and further, waive any objection thereto. Venue shall be Tarboro County, North Carolina.

**IN WITNESS WHEREOF,** the Town of Tarboro, acting by and through its Manager, has caused this instrument to be executed by its duly authorized managing member all on the day and year first above written.

**TOWN OF TARBORO**

**By: \_\_\_\_\_**  
**Troy R. Lewis, Town Manager**

**GameTime Prospects NC**

**By: \_\_\_\_\_**  
**Wayne Turnage, Managing Member**

This agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

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Anne Mann, Finance Officer



## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** CDBG-NR Bid Award

**Date:** 10/14/2019

**Memo Number:** 19-82

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The Town of Tarboro solicited proposals from firms seeking professional services related to the CDBG-Neighborhood Revitalization program.

The Town of Tarboro's Request for Proposals was advertised in compliance and multiple proposals were received for surveying, legal, and asbestos services. Staff reviewed and analyzed the proposals according to the RFP, and a matrix included indicates points allocated for qualifications.

It is recommended that Council accept the proposals from Mack Gay Associates P. A., Law Office of Alison L. Boyette, and W. F. Bulow Inspections, respectively and authorize the Town Manager to execute a contract for services.

### **ATTACHMENTS:**

Description	Upload Date	Type
CDBG-NR Proposal Rating Summary Sheets	10/9/2019	Backup Material

Town of Tarboro CDBG-Neighborhood Revitalization Program  
Summary Rating Sheet for Surveying Services Proposals

September 25, 2019

<u>Rating Factor</u>	<u>Max Points</u>	<u>Firms</u>				
		<b>Mack Gay Associates, P.A.</b>	<b>Sorrell Land Surveying, Inc.</b>			
Experience in Edgecombe County	30	28	25			
Average response time	30	25	23			
Hourly rates	40	30	33			
<b>Total Points</b>	<b>100</b>	83	81			

Notes: Recommend contract award to Mack Gay Associates, P.A. for surveying services for the CDBG-NR project.

Rated By:

Chris Hilbert, HCP Date: 9/25/2019

Town of Tarboro CDBG-Neighborhood Revitalization Program  
Summary Rating Sheet for Legal Services Proposals

September 25, 2019

<u>Rating Factor</u>	<u>Max Points</u>	<u>Firms</u>				
		Law Office of Alison L. Boyette	The Parker Law Office			
Experience in Edgecombe County	25	25	23			
Community development experience	25	23	20			
Average response time	25	22	25			
Cost-effectiveness	25	23	23			
<b>Total Points</b>	<b>100</b>	93	91			

Notes: Recommend contract award to the Law Office of Alison L. Boyette for legal services for the CDBG-NR project.

Rated By:

Chris Hilbert, HCP Date: 9/25/2019

Town of Tarboro CDBG-Neighborhood Revitalization Program  
Summary Rating Sheet for Asbestos Inspection Services Proposals

September 25, 2019

<u>Rating Factor</u>	<u>Max Points</u>	<u>Firms</u>				
		<b>W.F. Bulow Inspections</b>	<b>Steven T. Rogers</b>			
Professional qualifications/ experience	30	28	25			
Per unit asbestos inspection fee	30	30	25			
Sampling fee (each)	20	18	18			
Average response time	20	20	20			
<b>Total Points</b>	<b>100</b>	96	88			

Notes: Recommend contract award to W.F. Bulow Inspections for asbestos inspection services for the CDBG-NR project.

Rated By:

Chris Hilbert, HCP Date: 9/25/2019



## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** HMGP Bid Award - Demolition

**Date:** 10/14/2019

**Memo Number:** 19-83

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The Town of Tarboro solicited proposals from general contractors for professional services for the demolition of homes funded under the town's Hurricane Matthew Hazard Mitigation Grant Program (HMGP-Matthew).

Bid packages for the demolition of seven residential units were sent and multiple offers were received and a proposal rating summary is attached.

It is recommended that Council accept the proposal from Corbett Clearing and authorize staff to execute the contract for services.

### **ATTACHMENTS:**

Description	Upload Date	Type
Proposed Bid Tabulation	10/9/2019	Exhibit



Project: <u>Town of Taboro HMGP-Matthew</u>		Bid Opening Date <u>10/9/2019</u>					
Case File #	Occupant/Address	Contractors/Bids					
A-1	1305 Martin Luther King Jr. Drive, Taboro, NC	Carbe H Cleary	Progressive Const	Buechele & Sons	Gilbert Everett	ECS Carolinas	S&ME
		10,200	21,900	31,140	15,400		
A-2	417 Wagner Street, Taboro, NC	6,525	20,400	19,500	12,400		
A-3	528 East Saint James Street, Taboro, NC	9,600	20,650	28,860	14,400		
A-4	901 East Church Street, Taboro, NC	11,850	20,400	21,660	11,200		
A-5	905 East Saint John Street, Taboro, NC	8,175	19,000	24,300	13,600		
A-6	820 East Church Street, Taboro, NC	7,100	19,000	23,220	13,600		
A-7	1316 Martin Luther King Jr. Drive, Taboro, NC	13,450	15,100	24,900	17,400		
	LUMP SUM TOTAL	66,900	136,450	169,580	98,000		
Bid Proposal Form							
Bid Summary Form							
Insurance Certification							
Contractor's Bid Qualification Form							

Bids Opened By: [Signature] (Signature)      Witnessed By: [Signature] (Signature)

Yellow Highlight = Low Bid

Note: This is a draft bid summary for review/recordkeeping purposes only. The bid of the apparent low bidder has not been tabulated and the program administrator has not reviewed the inspector's estimates and other pre-award documentation.





## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** Budget Amendment - Insurance Claims

**Date:** 10/14/2019

**Memo Number:** 19-84

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The Police Department filed numerous insurance claims related to the the hail storm that occurred on May 31st this year. In order to allocate the funds received from the related insurance claims to cover the vehicle repairs, a budget amendment is required.

It is recommended that Council adopt the attached budget resolution.

**ATTACHMENTS:**

Description	Upload Date	Type
Budget Amendment - Insurance Claims	10/9/2019	Budget Amendment

## BUDGET RESOLUTION

### TOWN COUNCIL OF THE TOWN OF TARBORO

October 14, 2019

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TARBORO, NORTH CAROLINA, that the 2019-2020 Fiscal Year Budget be amended by amending Revenue and Expenditure line items as follows:

<u>Account Number</u>	<u>Account Name</u>	<u>Current Budget</u>		<u>Amount of Change</u>		<u>Revised Budget</u>
<b>REVENUES - GENERAL FUND</b>						
10-3200-0100	REFUNDS & REIMBURSEMENTS	35,313	+	3,790	=	39,103
10-3990-0100	FUND BALANCE APPROPRIATED	308,782	+	43,097	=	351,879
<b>EXPENDITURES - GENERAL FUND</b>						
10-4310-3100	POLICE - AUTO SUPPLIES	35,434	+	46,887	=	82,321

BE IT FURTHER RESOLVED that the Budget Officer is hereby authorized and directed to implement said budget as amended.



## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** Budget Amendment - Water Line Relocation

**Date:** 10/14/2019

**Memo Number:** 19-85

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The North Carolina Department of Transportation conducted an intersection improvement project to improve safety at the intersection of McKendree Church Road and NC 122 (Pinetops-Tarboro Highway). In order to accomplish this project, it was necessary to relocate a water line owned by the Town of Tarboro. Per North Carolina General Statute 136-27.1, municipalities with a population of 10,000 to 20,000 citizens are required to pay 25% of the cost of the relocation of utilities for such projects. The Town's share of this relocation is \$16,303. In that the Town did not budget money to pay for this relocation, it is necessary to amend the budget to provide for this expenditure.

Therefore, it is recommended that Council adopt the attached budget resolution appropriating \$16,303 from the Water and Sewer Fund to cover the Town of Tarboro's proportionate share of relocating utilities at the intersection of NC 122 and McKendree Church Road.

### **ATTACHMENTS:**

Description	Upload Date	Type
Budget Resolution - Water Line Relocation	10/9/2019	Cover Memo

**BUDGET RESOLUTION**

**TOWN COUNCIL OF THE TOWN OF TARBORO**

**October 14, 2019**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TARBORO, NORTH CAROLINA, that the 2019-2020 Fiscal Year Budget be amended by amending Revenue and Expenditure line items as follows:

<u>Account Number</u>	<u>Account Name</u>	<u>Current Budget</u>		<u>Amount of Change</u>		<u>Revised Budget</u>
<b>REVENUES - WATER &amp; SEWER FUND</b>						
31-3990-0100	FUND BALANCE APPROPRIATED	767,802	+	16,303	=	784,105
<b>EXPENDITURES - WATER &amp; SEWER FUND</b>						
31-7120-4500	CONTRACTED SERVICES	-	+	16,303	=	16,303

BE IT FURTHER RESOLVED that the Budget Officer is hereby authorized and directed to implement said budget as amended.



## ***Town of Tarboro, North Carolina***

### ***Mayor and Council Communication***

**Subject:** Minimum Housing Code Enforcement - 206 Old Sparta Road - File No. 18-08

**Date:** 10/14/2019

**Memo Number:** 19-86

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At the April 8, 2019 meeting Council adopted an ordinance directing the owners of the above referenced property to comply with the Building Inspector's order to repair or demolish the structure within 30 days from June 6, 2019. The ordinance authorized the Inspector to remove or demolish the dwelling if the owners did not comply.

The unit has been demolished by the Building Inspector at a cost of \$5,957.14. In order for this cost to be assessed as a lien against the property it will be necessary for Council to hold a public hearing and adopt the resolution confirming the assessment roll and levying assessments.

It is recommended that Council call for and hold a public hearing on the assessment for demolition cost of \$5,957.14 for the structure located at 206 Old Sparta Road at the November Council meeting.



## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** Taxes – Charge Off of Uncollectible Personal Taxes – 2009 Tax Levy

**Date:** 10/14/2019

**Memo Number:** 19-87

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Paragraph (a) of Section 105-378 of the General Statutes is quoted below:

“105-378. Limitation on use of remedies.—(a) Use of Remedies Barred. - No county or municipality may maintain an action or procedure to enforce any remedy provided by law for the collection of taxes or the enforcement of any tax liens (whether the taxes or tax liens are evidenced by the original tax receipts, tax sale certificates, or otherwise) unless the action or procedure is instituted within 10 years from the date the taxes became due.”

As of October 1, 2019, there is a balance of \$7,815.66 in 2009 taxes receivable, which is accounted for as follows:

Real property taxes receivable	\$1,918.33
Personal property taxes receivable, per schedule attached	1,181.67
Motor vehicles taxes	<u>4,715.66</u>
Total	\$ 7,815.66

In accordance with the above-stated statute, it is recommended that Council:

1. Authorize the 2009 personal property tax for each taxpayer listed on the attached schedule in the amount of \$1,181.67, which is determined to be uncollectable, be charged off the books of the Tax Collector and the Tax Collector be relieved from the collection of same, and also be given credit for same in her settlement.
2. Authorize the outstanding 2009 motor vehicle tax receivable in the amount of \$4,715.66, which was billed and remains uncollected by Edgecombe County, be charged off the books of the Tax Collector and the Tax Collector be given credit for same in her settlement.
3. Authorize the accounts charged off be turned over to the Finance Director for verification and disposal in accordance with The Municipal Records Retention and Disposition Schedule.

The 2009 total levy amounted to \$3,167,215.47 of which 99.6% has been collected. After charging off the personal taxes and motor vehicles taxes, there will be a balance of \$1,918.33 in real property taxes, which we are not authorized to charge off.

A schedule of the 2009 personal property taxes requested to be charged off is attached.

**ATTACHMENTS:**

Description	Upload Date	Type
Personal Property Tax	10/9/2019	Cover Memo
Real Property Tax	10/9/2019	Cover Memo



**2009 PERSONAL PROPERTY TAXES UNPAID AS OF OCTOBER 14, 2019**

<u>Prop/Parcel</u>	<u>Owner Name</u>	<u>Tax Prin Balance</u>
170191	ALMARAZ, OMAR	3.60
152293	AVENT, STEVEN	1.80
142707	BATTLE, JERRY EARL	1.80
176312	BENITEZ, NICOLAS	24.08
59795	BIDDLE, KEVIN C	10.92
31724	BULLOCK, THRESIA DELOIS	6.08
154806	BURGESS, CHRISTOPHER ERIC	1.80
102928	CARNEY, ALTON RAY	1.80
104736	CASTILLO, AQUILEO	3.96
126860	CRESPO, GURILLERNO	13.82
168267	DORANTES, JOSE LUIS	29.84
96403	ESPINOZA, JOSE ANTONIO SALAZAR	7.52
126485	FIRST CAROLINA STATE BAN	221.67
176749	FIRST PORTLAND CORPORATI	183.64
92128	FLOWERS BY DENNIS	2.81
122162	GARCIA, MARIA	3.60
149916	GARCIA, SOCORRO	5.58
89242	GONZALEZ, FLORENCIO	20.92
170789	GRINDHOUSE TATOO AND BOD	75.49
30664	HANSON, BETTY JEAN	20.39
170790	HEAVEN CAN'T WAIT PUBLIS	30.85
80655	HENDERSON C H & SONS	4.64
12834	HENDERSON, C H, JR	5.51
161268	HUGHES, GEORGE ALBERT	17.23
86519	JONES, BEULAH M	12.42
91081	JORDAN, LEROY	5.90
126926	LEWIS, WILLIAM	1.67
170211	LOZANO, OCTAVIO	5.58
151013	MAIN STREET CAFE	149.40
178627	MENDOZA, MIGUEL	9.65
170791	MERCI	28.15
176311	MICHEL, RAMONA	3.60
123556	MILES, VIRGINIA	9.18
106890	MOWERS, JASON L	1.58
168049	MYRICK'S BACKYARD BBQ	20.45
134678	ORTIZ, JUAN MANUEL SILVA	3.60
138827	OWENS, BRENDA C	2.68
160051	PARRISHER, RAYMOND SYLVESTER	23.51
126952	POOLE, ERNESTINE C	11.41
169206	RAMOS-RUIZ, ELIZABETH	9.32
165623	RAUDA ROJAS, MARISOL	9.79
98387	RAUDA, VICTOR MANUEL	11.02
176318	ROJO, CAROLINA	6.52
95348	SANCHEZ, JOSE BENTURA	3.60
100691	SHARPE, JAMES JACKSON	3.60
136900	SMITH, LARRY VAN	7.13
98941	SPRINT UNITED MANAGEMENT	1.94
148960	THORNE, JULIUS EARL	11.92
144585	TILLERY, WANDA C	35.86
142646	TORRES, RODRIGO	7.96
97052	TORRES, SERGIO SILVA	3.60
130574	VAZQUEZ, YOLANDA	4.00
89379	WEBB, JEREMY SCOTT	2.81
136790	WEBB'S TIRE & AUTO	72.67
176310	WESTON, ROSEMARY	3.60
127340	ZAIAS, MARTIN	3.60

**Total**

**1,181.67**

2009 REAL PROPERTY TAXES UNPAID AS OF OCTOBER 14, 2019

<u>Prop/Parcel</u>	<u>Taxpayer Name</u>	<u>Property Location</u>	<u>Property Tax Prin Balance</u>
4738-02-3663-00	ANDREWS, BLAKE B	909 W ST JAMES ST	126.33
4728-97-2093-00	BATTLE, NATARSHA Z	906 HOWARD AVE	66.93
4738-55-5786-00	BATTLE, SELITA A	512 E ST JAMES ST	85.99
4738-78-2991-00	CHERRY, ADDIE C HEIRS	1314 MARTIN LUTHER KING JR DR	20.52
4738-55-3685-00	DOZIER, DENNIS EARL	504 E ST JAMES ST	21.60
4738-68-8392-00	DOZIER, DENNIS EARL	1202 EDMONDSON AV	36.00
4729-73-1160-00	DYSON, VIVIAN DANCY	123 HOSPITAL DR	6.35
4738-56-4161-00	EXUM, PAULINE S HEIRS	600 E CHURCH ST	16.20
4738-56-7486-00	EXUM, SAVALIUS A	705 E ST JOHN ST	33.84
4738-56-5979-00	GILES, WILLIE HEIRS	713 BRADLEY AV	19.80
4739-11-5438-00	HENDERSON, C H ESTATE	OAK ST OFF	5.40
4738-29-1995-00	HENDERSON, C H, JR	LONGVIEW AVE	4.32
4738-55-8930-00	HILLIARD, PARRIE LEE HEIRS	522 E ST JAMES ST	28.08
4728-58-5133-00	HOLDERNESS & BRIDGERS JOINT VENT	HWY 64	10.80
4738-37-8203-00	HOLLOMAN, BRIAN MAYO	910 ST DAVID ST	27.97
4738-56-1738-00	HUGHES, DORIS F	709 COFFIELD ST	36.00
4738-57-5947-00	HYMAN, ROBERT LYNWOOD HEIRS	900 MARTIN LUTHER KING DR	207.68
4738-48-3074-00	KEYES, CAREY	600 E PHILLIPS ST	129.05
4738-68-3596-00	KNIGHT, JEAN COLLINS HEIRS	1105 ELM ST	87.00
4738-66-3356-00	LEWIS, SUE ANN	807 E CHURCH ST	28.08
4738-58-7049-00	MAURELLO, LARRY	910 MARTIN LUTHER KING DR	88.87
4738-67-3067-00	MCNEIL, CYNTHIA B	907 E WILSON ST	39.99
4738-68-5530-00	MELO, OMAR	1110 MARTIN LUTHER KING JR DR	139.02
4739-44-9205-00	NEWSOME, ETHEL M	1108 WARREN ST	50.40
4738-05-8390-00	PRODUCTION RESOURCES INC	HILMA CIR	1.80
4739-44-4487-00	SMITH, WILLIAM K	1106 NEWSOME ST	296.19
4738-23-3312-00	WOMBLE, JERRY WAYNE	113 SOREY AVE	213.76
4738-68-6666-00	WOOD, ALFRED W HEIRS	LAWRENCE ST	3.96
4738-27-4327-00	WOODARD, K WAYNE	1300 MAIN ST	50.40
4738-67-3247-00	WOODLEY, MINNIE G	912 E WILSON ST	36.00

<b>Total</b>			<b>1,918.33</b>
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## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** Appointment - Edgecombe County Tourism

**Date:** 10/14/2019

**Memo Number:** 19-88

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The term for the following individuals expired October 2019:

June Leland - 1 Year Term  
Rosena Ricks - 1 Year Term  
Raj Patel - 2 Year Term

All (3) three members are willing to serve another term. Ms. Leland's and Ms. Ricks' applications are attached.

It is recommended that Council appoint (3) individuals to fill the expired terms.

**ATTACHMENTS:**

Description	Upload Date	Type
Leland Board Application	10/2/2019	Cover Memo
Ricks Board Application	10/8/2019	Backup Material





**Town of Tarboro**  
**Application for Boards and Commissions**

Please print or type the following information:

Name: Jane Hobby Leland Daytime Telephone: 919 413 0040  
Address: 800 N Main Str Ward: \_\_\_\_\_ Zip Code: 27806  
Email: janelelandtarboro@gmail.com  
Length of Residence in Tarboro: 8 years

Please indicate in which board, commission, or committee you would like to serve:

Edgecombe County Tourism Development Authority  
Why would you like to serve? To develop and grow our presence as a tourism destination is vital to the economic health of our community. Also, EC is a great place to be and I want everyone to know

Please describe how your education, work experience, and community activities are relevant to your selection:

I am an attorney and RN. I am a mother, volunteer, I actively volunteer in our public schools and in community  
Community Activities: Church Bunch volunteer and founder at Martin Millennium, ECTDA, Bible Study Teacher, Community Volunteer  
Employment History: Parker Law Office, 2017 to present, Full time Mom, Bible Study Teacher and Bible Study Fellowship and Celway Episcopal  
Education: Univ of NC at Chapel Hill, BSN; Campbell Univ and Univ of FLA, JD

Are you currently a member of any state, federal, or local board, commission, or committee? If so, please list below: yes

ECTDA

All information contained on this application is subject to public disclosure and will be reviewed by public officials. Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.

Signature of Applicant: Jane L Date: 9/16/19

All information contained on this application is subject to public disclosure and will be reviewed by public officials. Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.

Submit Application by Mail to: Town of Tarboro  
Attn: Town Manager  
P.O. Box 25  
or Fax to: 252.641.4214





# Town of Tarboro

## Application for Boards and Commissions

Please print or type the following information:

Name: Rosena A. Ricks Daytime Telephone: 252-823-2277

Address: 215 Brandon Ave. Tarboro, NC Ward: \_\_\_\_\_ Zip Code: 27886

Email: rosenaricks@gmail.com

Length of Residence in Tarboro: \_\_\_\_\_

Born & Raised here.

Please indicate which board, commission, or committee on which you would like to serve:

TDA

Why would you like to serve?

I am very interested in expanding outside interest in this wonderful town. Showing what it has to offer and increasing the footprint of this town nationwide.

Please describe how your education, work experience, and community activities are relevant to your selections: Work experience:

Congressman G.K. Butterfield's office who represents the 1st District of which Tarboro/Edgecombe City is a part of. Worked as a constituent. Always interested in improving this area.

Community Activities: TDA

Employment History:

Retired: U.S. Congress

Education:

MA - Community Health Promotion & Education: Trinity College, Washington, DC

Are you currently a member of any state, federal, or local board, commission, or committee? If so, please list below: NONE

Other than TDA

All information contained on this application is subject to public disclosure and will be reviewed by public officials. Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.

Signature of Applicant:

Rosena A. Ricks

Date:

October 2, 2019

All information contained on this application is subject to public disclosure and will be reviewed by public officials. Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.

Submit Application by Mail to: Town of Tarboro  
Attn: Town Manager  
P.O. Box 220  
Tarboro, NC 27886

or Fax to: 252-641-4254





## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** Appointment – Tarboro Main Street Façade Committee

**Date:** 10/14/2019

**Memo Number:** 19-89

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The term for the following individuals expired in October 2019:

Sylvia Nash - 2 Year Term  
William Broadwater - 2 Year Term  
Maggie Gregg - 2 Year Term

All three members are willing to serve another term. Ms. Nash and Mr. Broadwater's applications are attached.

It is recommended that Council appoint (3) three individuals to fill the expired terms at the October Council meeting.

**ATTACHMENTS:**

Description	Upload Date	Type
Nash Board Application	10/9/2019	Backup Material
Board Application	10/3/2019	Backup Material



## Town of Tarboro

### Application for Boards and Commissions

Please print or type the following information:

Name: Sylvia C Nash Daytime Telephone: 252 823 3633  
Address: 1004 Main St Ward: \_\_\_\_\_ Zip Code: 27886  
Email: SCNBDD@suddenlink.net  
Length of Residence in Tarboro: 56 years

Please indicate which board, commission, or committee on which you would like to serve:

Facade Committee

Why would you like to serve? I have always loved Tarboro + am so proud of this beautiful town. I would like to help preserve the elegance and history -

Please describe how your education, work experience, and community activities are relevant to your selections: I have been involved in Historic Preservation on a local and state level for many years - I was chairman of the N.C.

Community Activities: Preservation society; on the original Main St program

Employment History: Nash + Co Realty, Owner + broker, currently retired

Education: Grad. from UNC; BS in medical technology

Are you currently a member of any state, federal, or local board, commission, or committee? If so, please list below: Currently on the facade committee

All information contained on this application is subject to public disclosure and will be reviewed by public officials. Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.

Signature of Applicant: Sylvia C. Nash Date: Oct 2, 2019

All information contained on this application is subject to public disclosure and will be reviewed by public officials. Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.

Submit Application by Mail to: Town of Tarboro  
Attn: Town Manager  
P.O. Box 220  
Tarboro, NC 27886

or Fax to: 252-641-4254





## Town of Tarboro

### Application for Boards and Commissions

Please print or type the following information:

Name: Wm. Bret Broadwater Daytime Telephone: (919) 210-0069

Address: 905 St. Andrew Street Ward: \_\_\_\_\_ Zip Code: 27886

Email: wmbret.broadwater5@gmail.com

Length of Residence in Tarboro: 3 years+

Please indicate which board, commission, or committee on which you would like to serve:

Main Street Facade Grant committee

Why would you like to serve? To continue to assist in the Town's efforts to revitalize our historic downtown  
to encourage not only tourism but also population growth for our town

Please describe how your education, work experience, and community activities are relevant to your selections: Educated in Art  
History (CSUN) and Architecture & Urban Planning (CalPoly-Pomona) along with practicing  
architecture and being a general contractor for the past 40+ years with an emphasis in Preservation

Community Activities: In addition too serving on both the Town and TDC committees, I teach a historic  
drafting course in the Historic Preservation Technology department at ECC

Employment History: 16 years in aerospace program management (Rockwell & Boeing), 25 years  
operating an architectural design firm, 4 years as principal of a merchant residential  
construction firm

Education: Have attended: Cypress Community College, Santa An College, California State University-  
Northridge & California State Polytechnic University-Pomona

Are you currently a member of any state, federal, or local board, commission, or committee? If so, please list below: Tarboro Main  
Street Facade Grant committee, Design committee of Tarboro Development Corp

All information contained on this application is subject to public disclosure and will be reviewed by public officials. Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.

Signature of Applicant: Signature Date: September 18, 2019

All information contained on this application is subject to public disclosure and will be reviewed by public officials. Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.

Submit Application by Mail to: Town of Tarboro or Fax to: 252-641-4254  
Attn: Town Manager  
P.O. Box 220  
Tarboro, NC 27886





## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** Appointment - Redevelopment Commission

**Date:** 10/14/2019

**Memo Number:** 19-90

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The five year term for the following individuals expired in October:

Annie Pippen Hinton  
Lillie Worsley

Both Ms. Hinton and Ms. Worsley are willing to serve another 5 year term and their applications are attached.

An application from Mr. Jarvis Pettaway is also attached. Mr. Pettaway would also like to serve on the Redevelopment Commission.

It is recommended that Council appoint (2) two individuals to fill the expired terms at the October Council meeting.

### **ATTACHMENTS:**

Description	Upload Date	Type
Hinton Application	10/3/2019	Backup Material
Worsley Board Application	10/3/2019	Backup Material
Pettaway Board Application	10/3/2019	Backup Material



# Town of Tarboro

## Application for Boards and Commissions

Please print or type the following information:

Name:	Annie M. Pippens Hinton	Daytime Telephone:	252-908-4268		
Address:	2305 Summerfield Drive	Ward:	2	Zip code:	27886
Email:	anniepippens@gmail.com				
Length of Residence of Tarboro:		Lifetime			
Please indicate which board, commission, or committee on which you would like to serve: Redevelopment Commission					
Why would you like to serve?		We all know that everyone is different. In the way we look, speak, think, dress, and etc. We are as different as we are alike. We all want to be loved, liked and respected. We all want to have good place to live.			
As a single parent, I feel I can understand the desire for safe affordable housing and I can empathize with those who have this issue. I really would like to assist in any way possible.					
Please describe how your education, work experience, and community activities are relevant to your selections:					
I studied Sociology in college so I have understanding of human relationships. I worked with the state of North Carolina and spoke daily with clients on the Food Stamp program. Listing to them made me realize their struggles and fears of sometimes not have enough to eat. I also worked for many years handling cable budgets for the telephone company.					
Community Activities:	Former board member of Michael's Angels Girls Club. Member of North Carolina Association of Black High School Alumni Association and Phillips Alumni, volunteer at Bethel Elementary School, served as several occasions as a proctor during testing at Pattillo Elementary in Tarboro.				
Employment History:	December 2010 – October 31, 2017 Processing Assistant IV - North Carolina Department of Health and Human Service / EBT Call Center (Representative and contact for Food Stamp Program recipients)				
February 1979 to December 31, 2008 Held positions as, Human Resources Clerk, Graphics Arts Technician, Force Management Analyst, Business Analyst - Embarq Corporation (now CenturyLink), Tarboro, NC					
Education:	Studied Sociology at Fayetteville College, Business Administration at Barton College and Medical Office Technology at Pitt Community College. Completed Patient Access Representative Certificate, Basic Office Technology Skills and Medical Office Receptionist Certificate.				
Are you currently a member of any state, federal, or local board, commission, or committee? If so, please list below: Redevelopment Commission – Tarboro NC					
All information contained on this application is subject to public disclosure and will be reviewed by public officials. Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.					
Signature of Applicant:	Annie M. Hinton	Date:	10-2-2019		
All information contained on this application is subject to public disclosure and will be reviewed by public officials. <b>Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.</b>					
Submit Application by Mail to:	Town of Tarboro Attn: Town Manager P. O. Box 220 Tarboro, NC 27886	Or	Fax to:	252-641-4254	





# Town of Tarboro

## Application for Boards and Commissions

Please print or type the following information:

Name: Willie R. Worsley Daytime Telephone: 252-544-0493  
Address: 1007 Parola St. Ward: 7 Zip Code: 27886  
Email: lrworsley@yahoo.com  
Length of Residence in Tarboro: 39 years

Please indicate which board, commission, or committee on which you would like to serve:

I would like to serve as a commissioner for the Town of Tarboro Redevelopment Commission.

Why would you like to serve? I would like to serve on the board to assist with the affairs of the town and serve the people/community the best of my capacity.

Please describe how your education, work experience, and community activities are relevant to your selections: Having worked 30 years in local government and 5 years with the state, this has given me the opportunity to familiarize myself with governmental affairs on the local and state level.

Community Activities: Volunteer at Ripple Effects Empowerment Center, Edgecombe County Public Schools Board member.

Employment History: Nash County Health Dept., Finance Officer - 4/2012 - 4/2014  
Dept. of Health and Human Services, Administrative Consultant - 8/2007 - 4/2012  
Edgecombe County Accounting Specialist - 2/2006 - 8/2007  
Administrative Assistant - 7/2000 - 2/2006

Education: North Edgecombe High School, 1972 graduate  
Atlantic Christian College, Business Administration, 1972-1973  
Durham Business College, Business Administration, 1973-1974

Are you currently a member of any state, federal, or local board, commission, or committee? If so, please list below: Edgecombe County Public Schools Board member  
Tarboro Redevelopment Commission

All information contained on this application is subject to public disclosure and will be reviewed by public officials. Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.

Signature of Applicant: Willie R. Worsley Date: 9/6/19

All information contained on this application is subject to public disclosure and will be reviewed by public officials. Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.

Submit Application by Mail to: Town of Tarboro or Fax to: 252-641-4254  
Attn: Town Manager  
P.O. Box 220  
Tarboro, NC 27886





## Town of Tarboro

### Application for Boards and Commissions

Please print or type the following information:

Name: Jarvis E. Pettaway Daytime Telephone: 252 904 2417  
Address: 602 Shiloh Road Ward: 2 Zip Code: 27886  
Email: 2008twinspapa@gmail.com  
Length of Residence in Tarboro: 65 years

Please indicate which board, commission, or committee on which you would like to serve:

Redevelopment Commission

Why would you like to serve? I would like to serve because I have over 35 years of experience working with the public and the needs of this community and the knowledge I will bring to the table is great.

Please describe how your education, work experience, and community activities are relevant to your selections: My tenure of 35 years working in recreation for the Town of Tarboro allowed me to be involved in many community activities for the citizens of Tarboro + surrounding area. This will be very beneficial for this position.

Community Activities: Edgecombe County <sup>School</sup> Mentor/Volunteer; Member of Golden K + and participate in Red Cross Blood Drives

Employment History: Parks + Recreation Maintenance Supervisor; Asst + Director of both M.A. Ray Center + Braswell Center; Community Pool Mgr; Director Parks + Recreation

Education: Tarboro High School; Chowan College; Numerous training programs in Parks + Recreation (Swimming, pool mgmt, coaching; Director Conferences)

Are you currently a member of any state, federal, or local board, commission, or committee? If so, please list below: No

All information contained on this application is subject to public disclosure and will be reviewed by public officials. Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.

Signature of Applicant: Jarvis E. Pettaway Date: 9-3-2019

All information contained on this application is subject to public disclosure and will be reviewed by public officials. **Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.**

Submit Application by Mail to: Town of Tarboro  
Attn: Town Manager  
P.O. Box 220  
Tarboro, NC 27886

or Fax to: 252-641-4254





## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** Appointment - Tarboro-Edgecombe Airport Authority

**Date:** 10/14/2019

**Memo Number:** 19-91

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The (5) five year term for Scott Fisher expired in October.

Mr. Fisher is willing to serve another term and his application is attached.

It is recommended that Council appoint an individual to fill the expired term at the October Council meeting.

### **ATTACHMENTS:**

Description	Upload Date	Type
Fisher Board Application	10/3/2019	Backup Material





## Town of Tarboro

### Application for Boards and Commissions

Please print or type the following information:

Name: Scott Fisher Daytime Telephone: 252-266-8523

Address: 606 Lucille Drive Ward: 8 Zip Code: 27886

Email: fisher.g.scott@gmail.com

Length of Residence in Tarboro: 40 years

Please indicate which board, commission, or committee on which you would like to serve:

Tarboro - Edgecombe Airport Authority

Why would you like to serve? I am a pilot and have interest in keeping the airport open

Please describe how your education, work experience, and community activities are relevant to your selections: \_\_\_\_\_

I have an MBA from ECU and have worked for Barnhill Contracting Company for 47 years

Community Activities: Planning Board and Tarboro - Edgecombe Airport Authority

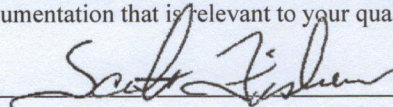
Employment History: Barnhill Contracting Company since 1972

Education: BBA from University of Wisconsin - Eau Claire; MBA from East Carolina University

Are you currently a member of any state, federal, or local board, commission, or committee? If so, please list below: \_\_\_\_\_

I am a member of the Tarboro Planning Board and the Airport Authority

All information contained on this application is subject to public disclosure and will be reviewed by public officials. Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.

Signature of Applicant:  Date: 09/04/2019

All information contained on this application is subject to public disclosure and will be reviewed by public officials. **Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.**

Submit Application by Mail to: Town of Tarboro or Fax to: 252-641-4254  
Attn: Town Manager  
P.O. Box 220  
Tarboro, NC 27886





## ***Town of Tarboro, North Carolina Mayor and Council Communication***

**Subject:** Appointment - Historic District Commission

**Date:** 10/14/2019

**Memo Number:** 19-92

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Richard Lambeth is no longer willing to serve on the Historic District Commission creating a vacancy.

John Walker is interested in serving on the Historic District Commission and his application is attached.

It is recommended that Council appoint an individual to fill the vacancy at the October Council meeting.

### **ATTACHMENTS:**

Description	Upload Date	Type
Walker Board Application	10/3/2019	Backup Material



*Historic District*  
**Town of Tarboro**  
**Application for Boards and Commissions**

Please print or type the following information:

Name: JOHN H. WALKER Daytime Telephone: (252) 565-2154

Address: 1303 N. Main Ward: 5 Zip Code: 27886

Email: john.walkertrc@yahoo.com

Length of Residence in Tarboro: 2012-2014 2017-present  
52 months total

Please indicate which board, commission, or committee on which you would like to serve:

Historic District Commission

Why would you like to serve? We live in the district & I want to work to help  
maintain the historic aspect of what we have

Please describe how your education, work experience, and community activities are relevant to your selections: previous

member of commission, managed multiple business & handled  
remodeling + renovation on budget - I feel I can help

Community Activities: board member, Edgecombe County Veterans Military Museum;  
board member, Golden K Kiwanis, writer for Welcome to Tarboro, <sup>reporter</sup> Tarboro, N.C. Today

Employment History: newspaper publisher from 2001-2014, newspaper editor from  
1987-2001, last publisher of Daily Southern,

Education: Delta State University, Southern Methodist University, West  
Virginia Tech University

Are you currently a member of any state, federal, or local board, commission, or committee? If so, please list below: no

All information contained on this application is subject to public disclosure and will be reviewed by public officials. Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.

Signature of Applicant: *John H. Walker*

Date: 9/22/19

All information contained on this application is subject to public disclosure and will be reviewed by public officials. Attach any additional supporting documentation that is relevant to your qualifications to serve, i.e. resume, bio, etc.

Submit Application by Mail to: Town of Tarboro  
Attn: Town Manager  
P.O. Box 220  
Tarboro, NC 27886

or Fax to: 252-641-4254