
AGENDA
TOWN COUNCIL OF THE TOWN OF TARBORO, NC
REGULAR MEETING HELD AT 7:00 PM, MONDAY, DECEMBER 13,
2021
IN THE COUNCIL ROOM, TOWN HALL, TARBORO, NC

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. REQUESTS AND PETITIONS OF CITIZENS

(Five minute time limit per person)

6. MATTERS SCHEDULED FOR PUBLIC HEARING

CDBG-NR Closeout Review - The purpose of this public hearing is to review the budget and activities that have been accomplished through the Town's FY18 CDBG Neighborhood Revitalization (CDBG-NR) program. The program activities have been completed and the Town is in the process of closing out the program. The CDBG-NR project included demolition and reconstruction of dilapidated dwelling units. The project benefited 100% low-income households.

7. TOWN MANAGERS RECOMMENDATIONS

Consent Items

- (1) Approve minutes of the November 8, 2021 regular meeting
- (2) Tax Collector's Report

Action Items

- (3) Annexation - Starbucks Development
- (4) Amend Contract - Auditing Services
- (5) Preliminary Report - Public Surveillance System
- (6) Appointment for December - Parking Authority

8. OTHER REPORTS

- A. Town Manager
- B. Town Attorney
- C. Council Members

9. ADJOURNMENT

**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL OF THE
TOWN OF TARBORO, HELD AT 7:00 PM ON MONDAY, NOVEMBER 8, 2021 IN
THE COUNCIL ROOM, TOWN HALL, TARBORO, NORTH CAROLINA**

MEMBERS PRESENT

Mayor Pitt
Councilman Woodard
Councilman Taylor
Councilman Burnette
Councilman Brown
Councilman Jenkins
Councilmember Jordan
Councilmember Bynum
Councilman Mayo

MEMBERS ABSENT

None.

ALSO PRESENT

Troy Lewis, Town Manager
Leslie Lunsford, Town Clerk
Chad Hinton, Town Attorney

1. MEETING CALLED TO ORDER BY THE MAYOR

2. INVOCATION

Councilman Taylor.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF AGENDA BY COUNCIL

Agenda approved as presented.

John Jenkins made a motion, which was seconded by Sabrina Bynum and Passed, Motion.

None.

5. MATTERS SCHEDULED FOR PUBLIC HEARING

Redistricting Ward Boundaries - A public hearing will be held to receive public input on redistricting ward boundaries which is needed to correct population imbalances among the wards revealed by the new 2020 census data.

The Mayor declared the public hearing open. No one spoke in favor of or against. The Mayor declared the public hearing closed.

Councilman Mayo made a motion, which was seconded by Councilman Jenkins that Council approve option C. The motion died due to a 3 to 5 vote. Councilmembers Mayo, Jenkins and

Taylor voted for the motion. Councilmembers Woodard, Bynum, Burnette, Jordan and Brown voted against the motion.

After much discussion, Councilman Jenkins made a motion, which was seconded by Councilman Mayo that Council call the question. The motion died due to a 3 to 5 vote. The discussion continued. Councilmembers Mayo, Jenkins and Taylor voted for the motion. Councilmembers Woodard, Bynum, Burnette, Jordan and Brown voted against the motion.

Councilman Woodard made a motion, which was seconded by Councilman Burnette that Council approve option B. The motion died due to a 2 to 6 vote. Councilmembers Woodard and Burnette voted for the motion. Councilmembers Mayo, Bynum, Jenkins, Jordan, Taylor and Brown voted against the motion.

Councilman Woodard made a motion, which was seconded by Councilmember Jordan that Council approve option A. The motion was approved by a 5 to 3 vote. Councilmembers Woodard, Jordan, Taylor, Bynum and Brown voted for the motion. Councilmembers Mayo, Jenkins and Burnette voted against the motion.

Councilman Woodard made a motion, which was seconded by Councilmember Jordan and passed by a 6 to 2 vote that Council adopt Option C as the Town's redistricting plan following the 2020 census and further move that the Town's redistricting consultants are authorized to prepare the appropriate resolutions and documents and that the Mayor is authorized to execute those documents as appropriate upon their completion. Councilmembers Woodard, Jordan, Taylor, Bynum, Brown and Burnette voted for the motion. Councilmembers Jenkins and Mayo voted against the motion.

UDO Text Amendment #21-02 - A public hearing will be held to discuss several updates to the Unified Development Ordinance of the Town of Tarboro.

The Mayor declared the public hearing open. Catherine Grimm provided information on the UDO Text Amendment. No one spoke in favor of or against. The Mayor declared the public hearing closed. Council approved a resolution approving the UDO amendment and ordinance 21-12.

ORDINANCE 21-12

AN ORDINANCE AMENDING THE TEXT OF THE UNIFIED DEVELOPMENT
ORDINANCE.

Leo Taylor made a motion, which was seconded by John Jenkins and Passed, Motion.

6. TOWN MANAGERS RECOMMENDATIONS

Consent Items

Consent Items approved as presented.

John Jenkins made a motion, which was seconded by Tate Mayo and Passed, Motion.

- (1) Approve minutes of the October 11, 2021 regular meeting.

- (2) 2021 Tax Levy Adjustment
- (3) Tax Collector's Report

Action Items

(4) Piedmont Natural Gas Rectifier Project Compensation and Easement

Council approved the Compensation Agreement and Temporary Construction Easement for Piedmont Natural Gas to expand the existing approved easement and allow for the installation of a Rectifier within the previous easement area. Deborah Jordan made a motion, which was seconded by Leo Taylor and Passed, Motion.

(5) Annexation - Resolution for Consideration

Council adopted the Resolution Fixing the Date of Public Hearing on the Question of Annexation. Deborah Jordan made a motion, which was seconded by Clarence Brown and Passed, Motion.

(6) Employee Classification and Pay Plan Update

Council amended the Employee Classification and Pay Plan to add the position of Firefighter Trainee to Grade 8. John Jenkins made a motion, which was seconded by Othar Woodard and Passed, Motion.

(7) Appointment for November - Parking Authority

No action taken at this time.

(8) Appointment for November - Planning Board & Zoning Commission

Council appointed Jonathan Greg Bottoms to serve on the Planning Board and Zoning Commission to represent Ward 6. Deborah Jordan made a motion, which was seconded by Leo Taylor and Passed, Motion.

(9) Appointment for November - Redevelopment Commission

Council appointed Robert Cherry to fill the vacant position on the Redevelopment Commission. Leo Taylor made a motion, which was seconded by John Jenkins and Passed, Motion.

7. OTHER REPORTS

A. Town Manager

Town Manager, Troy Lewis, recognized Angie Braswell on her upcoming retirement. He also introduced Kim Whitehead as the new Administrative Assistant.

Troy also reminded Council of the Employee Appreciation Dinner on November 18, 2021.

B. Town Attorney

None.

C. Council Members

Councilman Woodard - wished everyone a Happy Thanksgiving. He also thanked Angie Braswell for her time and welcomed Kim Whitehead.

Councilman Taylor - thanked Angie Braswell and all Town staff.

Councilman Mayo - thanked Angie Braswell. He also announced that he was planning to run for Mayor.

Councilmember Jordan - requested an update on the upcoming Core of Engineering meeting.

Councilman Jenkins - wished everyone a Happy Thanksgiving. He also thanked Angie Braswell.

Councilmember Bynum - thanked staff for the new fitness center at the M. A. Ray Center. She also thanked Angie Braswell.

Councilman Burnette - wished everyone a Happy Thanksgiving. He also thanked Angie Braswell.

Councilman Brown - wished everyone a Happy Thanksgiving. He also thanked Angie Braswell for her time and welcomed Kim Whitehead.

8. ADJOURNMENT

Meeting adjourned.

Steve Burnette made a motion, which was seconded by Leo Taylor and Passed, Motion.

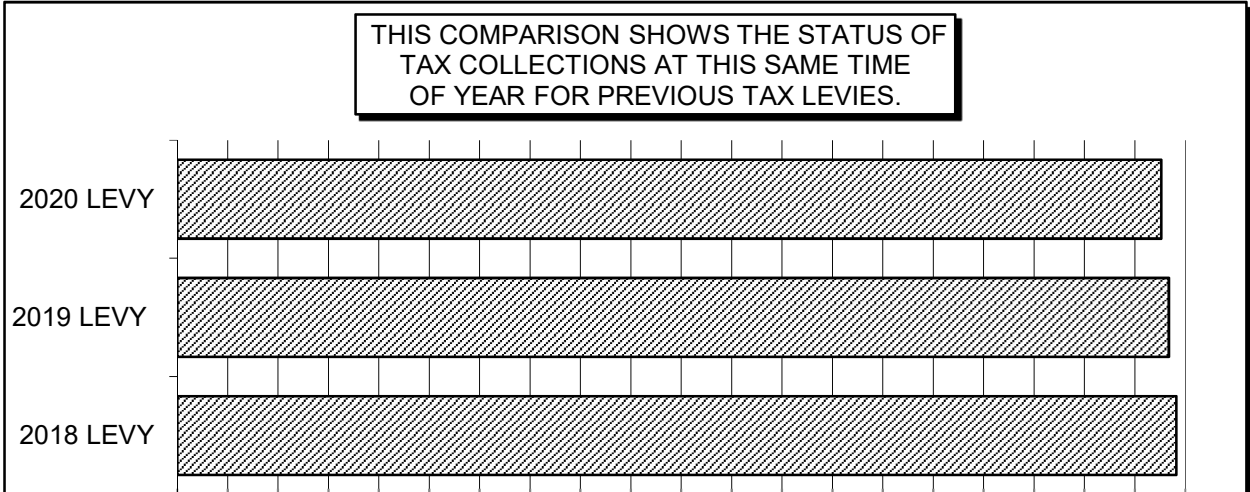
TOWN OF TARBORO, NORTH CAROLINA

TAX COLLECTOR'S REPORT

For the Year Ended November 30, 2021

Levy Year	Current Fiscal Year Charges	COLLECTIONS		Uncollected Balance	Collected Percentage
		This Month	Fiscal Year-To-Date		
2021	3,331,503.65	418,231.99	1,050,796.06	2,280,707.59	31.54%
2020	3,332,912.81	6,924.26	3,386,753.90	91,254.73	98.00%
2019	107,185.89	415.06	70,782.71	36,403.18	98.88%
2018	53,197.48	298.87	32,384.74	20,812.74	99.36%
2017	23,861.41	68.51	8,582.22	15,279.19	99.53%
2016	19,318.84	0.00	4,765.60	14,553.24	99.56%
2015	15,540.44	0.00	2,863.00	12,677.44	99.62%
2014	12,033.85	0.00	2,722.27	9,311.58	99.73%
2013	9,279.68	0.00	1,453.58	7,826.10	99.78%
2012	7,909.33	0.00	949.56	6,959.77	99.81%
2011	4,969.36	0.00	441.53	4,527.83	99.87%
Prior	10,912.25	0.00	731.45	10,180.80	-
Subtotal	6,928,624.99	425,938.69	4,563,226.62	2,510,494.19	
		963.81	36,756.06	<== Interest on Taxes	
Net Tax Collections ==>		426,902.50	4,599,982.68		
		0.00	390.00	<== Beer & Wine Licenses	
TOTAL COLLECTED ==>		426,902.50	4,600,372.68		

prepared by: Leslie M. Lunsford, Collector of Revenue





Town of Tarboro, North Carolina Mayor and Council Communication

Subject: Annexation - Starbucks Development

Date: 12/13/2021

Memo Number: 21-98

The Town of Tarboro has received a petition for annexation for the proposed Starbucks development and the sufficiency of the petition has been investigated by the Town Clerk. It has been necessary for the Public Hearing to be scheduled for the January meeting.

It is recommended that Council adopt the Resolution Fixing the Date of Public Hearing on the Question of Annexation.

ATTACHMENTS:

Description	Upload Date	Type
Starbucks Resolution for Public Hearing Annexation	12/8/2021	Resolution Letter

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION
OF ANNEXATION PURSUANT TO G.S. 160A-58.2

WHEREAS, a petition requesting annexation of the contiguous area described herein has been received; and

WHEREAS, the Town Council of Tarboro has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Tarboro, North Carolina that:

Section 1. A public hearing on the question of annexation of the contiguous area described herein will be held at the Town Hall of the Town of Tarboro at 7:00 p.m., on January 10th, 2022.

Section 2. The area proposed for annexation is described as follows:

That certain tract or parcel of land lying in No. 1 Township, Edgecombe County, North Carolina on the south side of Highway 258 and being more particularly described as a portion of tax parcel number 4738-00-4381 as displayed on the attached survey.

Section 3. Notice of the public hearing shall be published once in a newspaper having general circulation in the Town of Tarboro, at least ten (10) days prior to the date of the public hearing.

Mayor

ATTEST

Clerk



Town of Tarboro, North Carolina Mayor and Council Communication

Subject: Amend Contract - Auditing Services

Date: 12/13/2021

Memo Number: 21-99

Due to the ongoing pandemic, there was a delay in initiating the Town's annual audit. Further, the Town's auditors have chosen to perform all work remotely, which has resulted in a further delay.

As the audit was not submitted to the LGC prior to the due date on the original contract, an amended contract is required. The requested amendment extends the completion date until February 28, 2022.

It is recommended that Town Council approve the amended audit contract with Flowers & Stanley, LLP.



Town of Tarboro, North Carolina Mayor and Council Communication

Subject: Preliminary Report - Public Surveillance System

Date: 12/13/2021

Memo Number: 21-100

The Tarboro Police Department has been working with community partners and the Tarboro Town Council to implement cameras in targeted areas throughout Town. Thus far cameras installed have worked very well and been very helpful for public safety. Therefore, in order to advance a town-wide solution and obtain Council input, Chief Jesse Webb has developed a preliminary plan for a potential phased implementation of a Town-wide Public Surveillance System. Ultimately the goal of the system is to enhance the public safety of Tarboro and be a tool to prevent, detect, and solve crimes.

The attached plan is for Council's information and input. No action need be taken at this time.

ATTACHMENTS:

Description	Upload Date	Type
Public Surveillance System Report	12/8/2021	Cover Memo

DEVELOPING A PUBLIC SURVEILLANCE SYSTEM



TOWN OF TARBORO

PRESENTED TO:

Troy Lewis, Town Manager

Joe Pitt, Mayor

Othar Woodard, Ward 1 Council Member

Leo Taylor, Ward 2 Council Member

Steve Burnette, Ward 3 Council Member

C.B. Brown, Ward 4 Council Member

John Jenkins, Ward 5 Council Member

Deborah Jordan, Ward 6 Council Member

Sabrina Bynum, Ward 7 Council Member

Tate Mayo, Ward 8 Council Member

PRESENTED BY:

Jesse F Webb, Chief of Police

SUMMARY

The integration of technology into law enforcement practices is certainly nothing new. However, in recent years the rapid advancement of current technologies, as well as the introduction of new technologies has made it necessary to develop a plan of action that focuses on both short-term and long-term goals. Considering the advantages and disadvantages of the resources we currently have, it is easy to recognize that expansion of our public surveillance system will provide invaluable support for public safety efforts in Tarboro.

STATEMENT OF PROBLEM

Whether discussing manpower or budget restraints, government resources, especially within law enforcement, are currently limited by factors mostly beyond local control. These limitations are negatively impacting crime trends across the United States and will continue to do so in the foreseeable future. As a result, law enforcement administrators must seek responsible ways to supplement existing resources that are not only cost effective, but beneficial to the mission of public safety.

Law enforcement, as a whole, is experiencing a dramatic decline in recruitment and retention. This translates into staffing issues and the inability to implement proactive policing practices on a consistent basis. Without a doubt, technology helps balance these shortcomings and public surveillance systems are on the frontline of these efforts. While the Town of Tarboro, in partnership with the Tarboro Redevelopment Commission, has completed several small-scale camera projects a more developed and sustainable program is necessary.

SOLUTION

In simple terms, the ideal solution to is to expand our existing public surveillance system by installing new camera devices within specific areas of town. In addition, new technologies should be strongly considered to supplement this project. For instance, gunshot detection and license plate recognition technologies can provide a significant amount of critical information in our efforts to prevent, detect, and solve crime. Understandably, such a project has financial limitations. Therefore, design and implementation should focus on using the town's existing infrastructure to the extent possible.

BACKGROUND

Over the past two years the town has introduced a public surveillance system to monitor activities in several specific areas. First, we partnered with Tarboro Redevelopment Commission to install a camera system at Pinehurst Homes Apartments. The success of this project led to another joint venture including

camera coverage for several public housing sites scattered within the East Tarboro community and numerous high-volume intersections in town. Already, these cameras have proven to be a useful tool for crime prevention and deterrence, investigations, and emergency response situations.

The devices currently being used are high quality and meet or exceed industry standards. The technology used to transmit video data varies. While the Pinehurst Homes Apartment complex uses a third-party hardwired service to transmit data, the devices deployed most recently use cellular data services. The manner in which data is transmitted is vitally important for future projects as it not only impacts upfront and recurring costs, but the quality and reliability of the overall system.

With these thoughts in mind, the town already owns and maintains a fiber network system that connects most of its facilities. This fiber network should be used to our advantage during implementation of a more robust public surveillance system. Doing so would minimize recurring fees, increase data speeds, increase reliability, and remove unnecessary third-party vendors. Figure 1 represents an overview of the town's current fiber network.

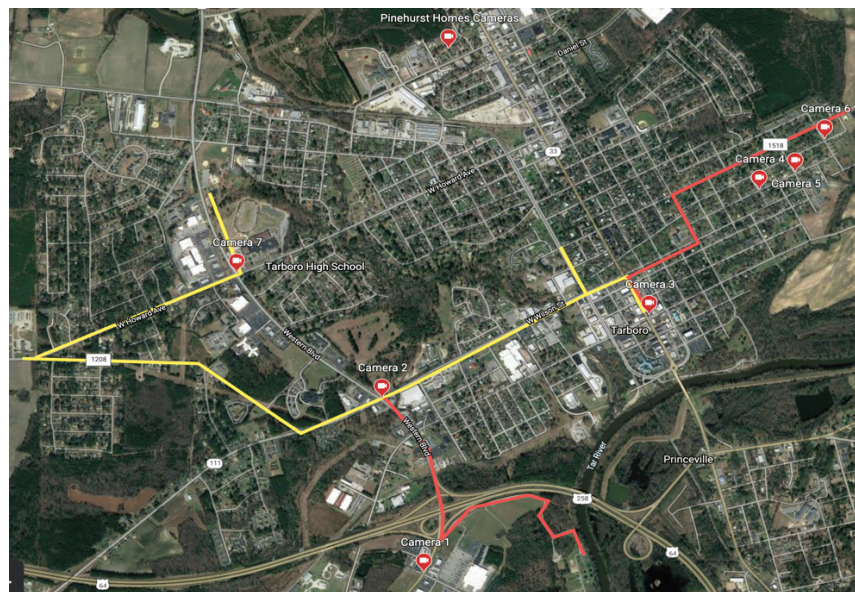


Figure 1

METHODS AND SCHEDULING

Ideally, the development of a city-wide public surveillance system for the Town of Tarboro should be done in phases. The first and most important step involves planning and design. Prioritizing placement of devices based upon need and then transferring video signal into the town's network from these locations will be the key to developing a successful program. My recommendation is to identify and install devices that will connect into the

town's existing fiber network. This should also include plans to expand our fiber network in small increments when feasible.

Moving forward with the first installation phase, Phase 1, placement should be based upon several key factors. First, many of the existing cameras are already strategically located near the town's fiber network. These devices should be converted from their cellular network to the town's fiber network. As existing locations are connected to the town's fiber network, current cellular network devices can be used to access locations where the fiber network is not accessible, or be converted to "mobile" devices for problem-solving initiatives. Further discussion on that below. Please note the locations of our existing cameras in Figure 2 as represented by the red icons.

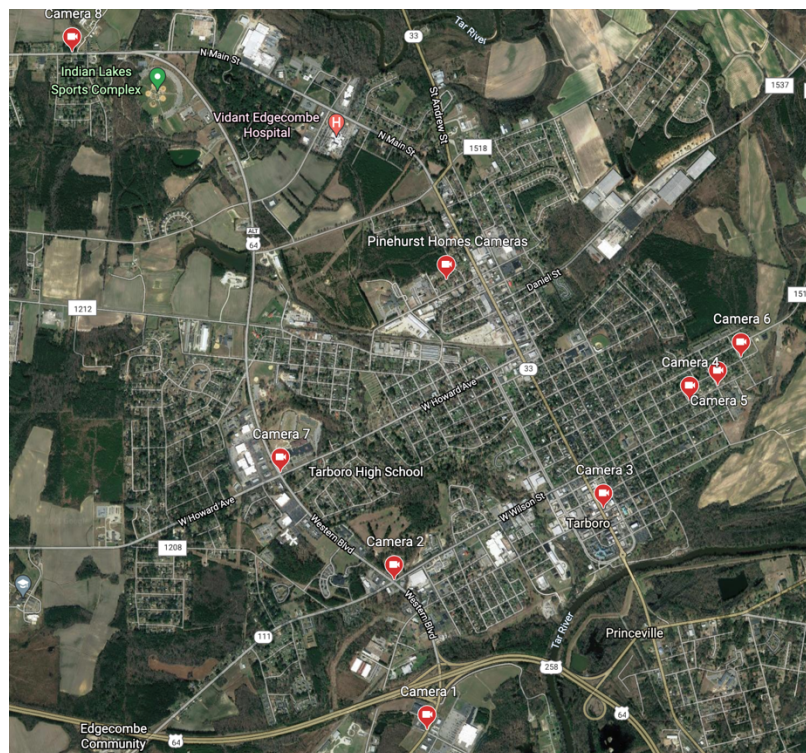


Figure 2 (Existing cameras)

A simultaneous part of Phase 1 should involve identifying locations for the installation of new devices as well. These locations were identified based upon overall public safety needs. These needs may include, but are not limited to: high-volume areas for vehicular traffic; ingress and egress for neighborhoods and city limits; areas prone to on-going crime; and access to existing network services. The attached diagram, Figure 3, shows a simple overview for the placement of new cameras based upon a metric of these listed factors and are indicated by the yellow icons. As noted, their placement is designed to capture most vehicular traffic that moves through Tarboro. It is worth noting that each location provides four different camera angles simultaneously. In other words,

we currently have access to fifty-two (52) camera angles. Adding these fifteen (15) new locations would increase that to one hundred twelve (112).

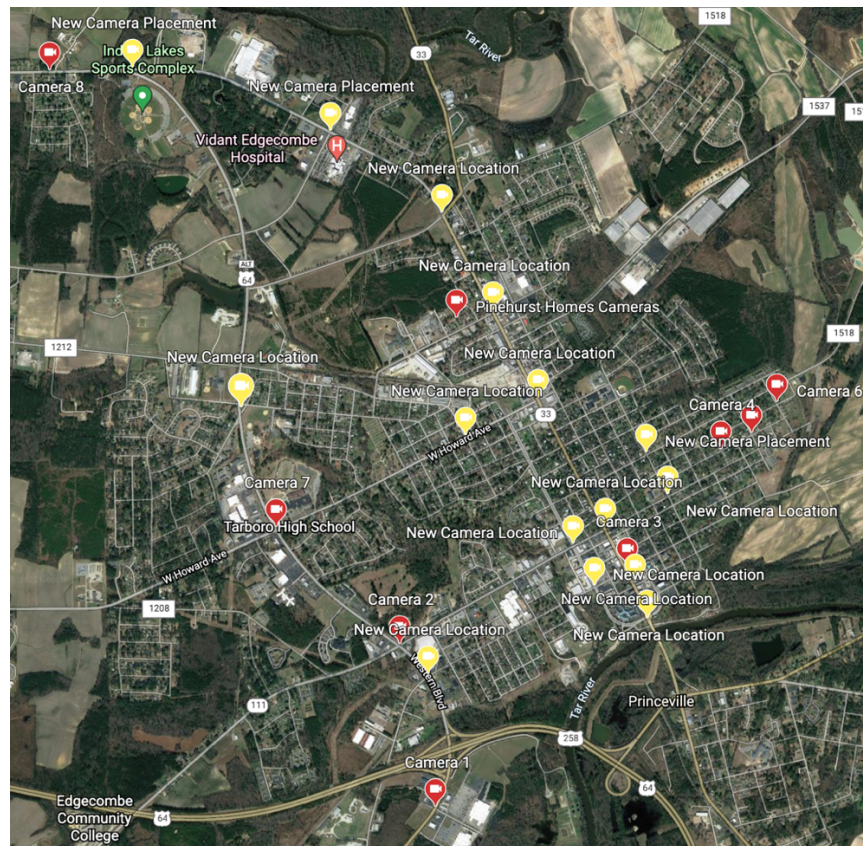


Figure 3 (Phase 1)

Another simultaneous component of Phase 1 would be the creation of at least two devices that would supplement our problem-solving strategies. These devices would be designed for “mobile” use and incorporate both a gunshot detection system (GDS) as well as license plate recognition (LPR) technology. These devices would be used in crime hotspots in an effort to deter and/or quickly respond to developing issues. Please refer to the photos below. Ideally, the camera would have a 360-degree field of view with an additional pan/tilt/zoom option. Similarly, this camera would be housed in a single unit with the GDS device. The LPR camera would have to be mounted separately.



Phase 2 of the project seeks to add an additional sixteen (16) devices to begin “filling in the gaps” and provide more coverage. Likewise, two more mobile systems should be introduced to further the ability to resolve “hot-spot” issues based upon the demonstrated success of the first two systems deployed. Phase 2 locations are shown in Figure 4 and are represented by the blue icons. They use the same previously discussed metrics for placement.

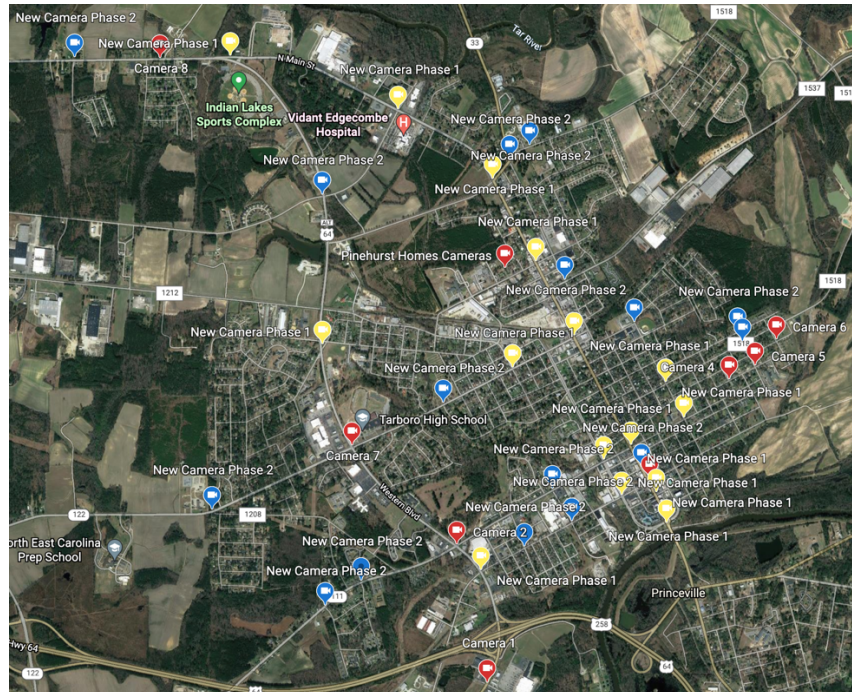


Figure 4 (Phase 2)

Lastly, Phase 3 of the project expands the idea of Phase 2 by adding yet another eighteen (18) devices in an effort to continue towards full coverage. It is worth noting that a simple approach to understanding this goal is to create the ability to track a single vehicle through any part of town and identify what neighborhood it entered/exited or the direction it left town. Phase 3 devices are shown in Figure 5 and are represented by the green icons. This also shows an overview of city-wide coverage once all three phases are completed.

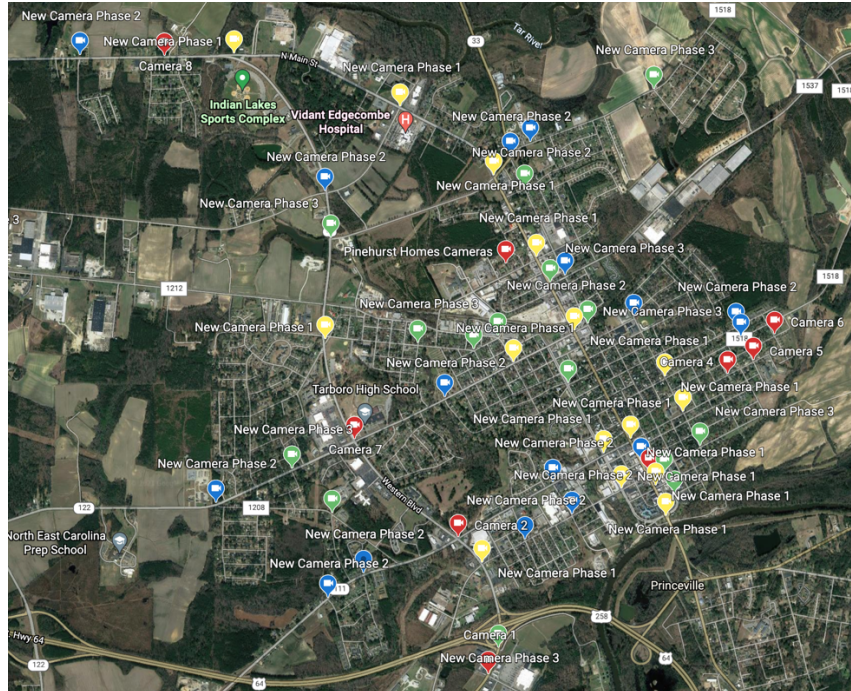


Figure 5 (Phase 3)

Additional ideas to include during this process should be the creation of a law enforcement managed Community Video Surveillance Program which maintains a database of privately-owned camera systems for the police department to contact during criminal investigations. Programs such as this are voluntary and limits the amount of personal information that is sought. Similarly, public-private partnerships could be explored such as Detroit's Project Green Light, which allows businesses to purchase preapproved camera equipment with the video feed being terminated at an agencies real-time crime center.



Lastly, a time-table for implementing these phases will vary. For instance, the design, planning, and installation for each phase of adding more intersection cameras would likely be a six to twelve-month project depending upon labor shortages and distribution concerns. In contrast, the two “mobile” devices designed for problem-solving initiatives identified in Phase 1 and Phase 2 could

possibly be deployed within about two to three months. The Community Video Surveillance Program could be developed within just a few short months; however, a public-private partnership such as Project Green Light would take several years.

BUDGET

Based upon the recently completed camera projects and meetings with various vendors, some cost estimations can be made. These estimates are subject to change and associated labor costs are unpredictable. Please note the following:

Phase 1

(15)	360 Degree Camera Device w/ attachments	\$90,000
(8)	Gunshot Detection System	\$16,000
(2)	License Plate Recognition Device (annual recurring)	\$5,000
(15)	Cellular Network Subscription (annual recurring)	\$7,200
(1)	Fiber connections/Network equipment/licensing	\$20,000
(1)	Annual licensing	\$1,000
	Total	\$139,200

Phase 2

(16)	360 Degree Camera Device w/ attachments	\$96,000
(8)	Gunshot Detection System	\$16,000
(2)	License Plate Recognition Device (annual recurring)	\$5,000
(16)	Cellular Network Subscription (annual recurring)	\$7,680
(1)	Network equipment/licensing	\$10,000
(1)	Annual licensing	\$1,000
	Total	\$135,680

Phase 3

(18)	360 Degree Camera Device w/ attachments	\$108,000
(18)	Cellular Network Subscription (annual recurring)	\$8,640
(1)	Network equipment/licensing	\$12,000
(1)	Annual licensing	\$1,000
	Total	\$129,640

Other associated fees cannot be accurately estimated, but need to be considered. These fees include, but are not limited to: on-going maintenance to repair and/or replace damaged or defective devices; recurring licensing fees; recurring data fees; purchase of peripheral devices; and networking costs.

CONCLUSION

Without a doubt, the implementation of a well-designed public surveillance system would serve as an invaluable resource for public safety efforts in Tarboro. The preliminary information provided in this report should serve as a basic guideline for planning, designing, and developing such a system. This plan seeks to utilize our current infrastructure and resources to minimize both installation and recurring costs while creating a sustainable program to meet current and future needs. As indicated, some aspects of this program, such as the “mobile” devices, could likely be deployed within several months. In contrast, expanding the town’s network and connecting multiple new fixed devices will be more time consuming. Therefore, it is recommended that we move forward with the described phases in accordance with a timeline that will establish the foundation for a successful program.



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

Subject: Appointment for December - Parking Authority

Date: 12/13/2021

Memo Number: 21-101

The five-year term for Carlton Jones expired in October. Mr. Jones is unable to serve another term.

It is recommended that Council appoint an individual to serve on the Parking Authority at the December Council meeting.