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**AGENDA**  
**TOWN COUNCIL OF THE TOWN OF TARBORO, NC**  
**REGULAR MEETING HELD AT 7:00 PM, MONDAY, MARCH 11, 2024**  
**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. REQUESTS AND PETITIONS OF CITIZENS**

(Five minute time limit per person)

**6. TOWN MANAGERS RECOMMENDATIONS**

**Consent Items**

- (1) Approve minutes of the February 12, 2024 regular meeting.
- (2) Budget Transfers
- (3) Tax Collector's Report

**Action Items**

- (4) Non-Residential Maintenance Code
- (5) Special Event - Tarboro-Edgecombe Juneteenth Celebration
- (6) Appointment for March - Historic District Commission

**7. OTHER REPORTS**

A. Town Manager

- (1) June Town Council Meeting Date

B. Town Attorney

C. Council Members

**8. ADJOURNMENT**

**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL OF THE  
TOWN OF TARBORO, HELD AT 7:00 PM ON MONDAY, FEBRUARY 12, 2024 IN  
THE COUNCIL ROOM, TOWN HALL, TARBORO, NORTH CAROLINA**

**MEMBERS PRESENT**

Mayor Mayo  
Councilman Anderson  
Councilman Woodard  
Councilman Taylor  
Councilman Burnette  
Councilman Brown (Phone)  
Councilman Jenkins  
Councilmember Jordan  
Councilmember Bynum

**MEMBERS ABSENT**

**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**

Council amended the agenda to include a resolution honoring Black History Month. Amended agenda was approved.

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

**5. PRESENTATION BY COUNCIL**

**(1) Black History Month**

The Mayor proclaimed the month of February as Black History Month.

**(2) National FFA Week Proclamation**

The Mayor proclaimed February 17th - February 24th, 2024 as National FFA Week. He presented the Proclamation to members of the North East Carolina Preparatory FFA Chapter.

**6. REQUESTS AND PETITIONS OF CITIZENS**

Melvin Muhammad, 1101 Bradley Avenue, Tarboro - requested an update on the splash pad at the M. A. Ray Center, including the final cost and completion date, as well as, activities at the center.

## **7. TOWN MANAGERS RECOMMENDATIONS**

### **Consent Items**

Consent Items approved as presented.

Deborah Jordan made a motion, which was seconded by Sabrina Bynum and Passed, Motion.

- (1) Approve minutes of the January 8, 2024 regular meeting.
- (2) Budget Transfers
- (3) Tax Collector's Report
- (4) 2023 Tax Levy Adjustment

### **Action Items**

#### **(5) Edgecombe County Animal Shelter Update**

Mike Matthews, Assistant County Manager, updated Council on the Edgecombe County Animal Shelter. Council tabled the discussion until the Council Retreat in March.

Othar Woodard made a motion, which was seconded by Leo Taylor and Other, Motion.

#### **(6) Town of Tarboro-SESRP Baseball/Softball Agreement**

Council authorized staff to enter into an agreement with South Edgecombe Summer Recreation Program to provide baseball/softball services utilizing Town facilities.

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

#### **(7) UCPRPO - Town Amended MOU Adoption**

Council approved the amended Memorandum of Understanding regarding the rural planning organization for Edgecombe County.

Clarence Brown made a motion, which was seconded by Othar Woodard and Passed, Motion.

#### **(8) Award Contract - Auditing Services**

Council awarded the audit contract for the fiscal year 2023-2024 to Joyce and Company, CPAs.

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

#### **(9) Grant Award - Bullet Proof Vests**

Council authorized appropriate staff to execute the necessary documents to complete

and carry out the grant for Bureau of Justice Bullet Proof Vest Grant and further approved the budget amendment.

John Jenkins made a motion, which was seconded by Deborah Jordan and Passed, Motion.

**(10) Budget Amendment - Carolinas Gateway Partnership**

Council adopted the budget resolution amending the FY 2023-24 Budget to contribute an additional \$20,000 to assist in the transition of leadership at the Carolinas Gateway Partnership.

John Jenkins made a motion, which was seconded by Othar Woodard and Passed, Motion.

**(11) Budget Amendment - Shell Building Interest Payment**

Council adopted the Shell Building Interest Payment budget resolution, amending the FY 2023-24 Budget.

Clarence Brown made a motion, which was seconded by Steve Burnette and Passed, Motion. Ayes: Anderson, Brown, Burnette, Bynum, Jenkins, Jordan, Woodard; Nays: Taylor

**(12) Budget Amendment - Commerce Center Sign**

Council adopted the Commerce Center Sign budget resolution, amending the Town's FY 2023-24 budget.

Steve Burnette made a motion, which was seconded by Othar Woodard and Passed, Motion.

**(13) Budget Amendment - Insurance Claim - Police**

Council appropriated the funds to the police department's capital outlay budget for the purchase and outfitting of a new police patrol vehicle and further approved the budget amendment.

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

**(14) Budget Admendment - Insurance Claim - Recreation**

Council approved the Insurance Claim-Recreation budget amendment.

Leo Taylor made a motion, which was seconded by Deborah Jordan and Passed, Motion.

**(15) NCDOT - SpringFest & ECU Health Edgecombe Hospital's Blue Ribbon Kidz Day**

Council adopted Ordinance 24-01 declaring the closure of N. Main Street from Pitt Street to Park Avenue and the closure of Wilson Street from Trade Street to St. Andrew Street from 8 a.m. to 5 p.m.

Ordinance 24-01

AN ORDINANCE DECLARING A ROAD CLOSURE FOR A  
SPRINGFEST & ECU HEALTH EDGECOMBE HOSPITAL'S BLUE RIBBON  
KIDZ DAY EVENT

Deborah Jordan made a motion, which was seconded by Othar Woodard and Passed,

Motion.

**(16) NCDOT - Kidney Awareness Car, Bike & Truck Show Event**

Council adopted Ordinance 24-02 declaring the closure of St. Andrew Street at Main Street (NC 33) at the roundabout to E. Granville Street and St. Andrew Street, and a portion of Granville Street from the Town-owned parking lot to St. Andrew Street from 8 a.m. to 6 p.m. for the Kidney Awareness Car, Bike and Truck Show Event.

Ordinance 24-02

**AN ORDINANCE DECLARING A ROAD CLOSURE FOR A  
KIDNEY AWARENESS CAR, BIKE, AND TRUCK SHOW EVENT**

Deborah Jordan made a motion, which was seconded by Othar Woodard and Passed, Motion.

**(17) Appointment for February - Historic District Commission**

No action taken at this meeting.

**8. OTHER REPORTS**

A. Town Manager

Troy Lewis reminded Council of the upcoming Town & State Dinner on April 10, 2024 and the City Vision Annual Conference on April 23-25, 2024. He asked that all interested Councilmembers contact Kim Whitehead in order to make reservations.

B. Town Attorney

No report.

C. Council Members

Councilman Woodard - no report.

Councilman Taylor - no report.

Councilmember Jordan - encouraged Council to observe the Fay Taylor art exhibit at the Blount Bridgers House in honor of Black History Month.

Councilman Jenkins - no report.

Councilmember Bynum - no report.

Councilman Brown - no report.

Councilman Burnette - no report.

Councilman Anderson - no report.

**9. CLOSED SESSION**

Council entered into Closed Session per NCGS § 143-318.11(a)(4).

Leo Taylor made a motion, which was seconded by Othar Woodard and Passed, Motion.

Council resumed open session.

Clarence Brown made a motion, which was seconded by Othar Woodard and Passed, Motion.

(1) Closed Session as per NCGS § 143-318.11(a)(4)

## **10. ADJOURNMENT**

Meeting adjourned.

John Jenkins made a motion, which was seconded by Steve Burnette and Passed, Motion.

**To:** Troy Lewis, Town Manager

**From:** Anne Mann, Finance Director

**Date:** March 5, 2024

**Re:** Reallocation of Departmental Appropriations



In accordance with Section 8 of the FY 2023-2024 Budget Ordinance of the Town of Tarboro, in your capacity as the Budget Officer, you have approved certain reallocations of departmental appropriations. Such transfers are required to be reported to Town Council within sixty (60) days.

These reallocations and transfers are summarized on the attached pages for presentation to Town Council.



Town of Tarboro

# Budget Adjustment Register

## Adjustment Detail

Packet: GLPKT14005 - February Budget Transfers

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000226	Adopted by Council	Budget Transfer Per Department Request	2/29/2024

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">31-7130-1600</a>	Maintenance & Repair Equipm	Budget Transfer Per Department Request	100,000.00	-15,000.00	85,000.00
July:	-1,250.00	October: -1,250.00	January: -1,250.00	April: -1,250.00	
August:	-1,250.00	November: -1,250.00	February: -1,250.00	May: -1,250.00	
September:	-1,250.00	December: -1,250.00	March: -1,250.00	June: -1,250.00	
<a href="#">31-7130-3300</a>	Department Supplies And Mat	Budget Transfer Per Department Request	50,000.00	15,000.00	65,000.00
July:	1,250.00	October: 1,250.00	January: 1,250.00	April: 1,250.00	
August:	1,250.00	November: 1,250.00	February: 1,250.00	May: 1,250.00	
September:	1,250.00	December: 1,250.00	March: 1,250.00	June: 1,250.00	



Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
As Adopted	Adopted by Council	<a href="#">31-7130-1600</a>	Maintenance & Repair Equipment	100,000.00	-15,000.00	85,000.00
		<a href="#">31-7130-3300</a>	Department Supplies And Materia	50,000.00	15,000.00	65,000.00
As Adopted Total:				150,000.00	0.00	150,000.00
Grand Total:				150,000.00	0.00	150,000.00

Fund Summary

Fund	Before	Adjustment	After
Budget Code:As Adopted - Adopted by Council Fiscal: 2023-2024			
31	150,000.00	0.00	150,000.00
Budget Code As Adopted Total:	150,000.00	0.00	150,000.00
Grand Total:	150,000.00	0.00	150,000.00



Town of Tarboro

# Budget Adjustment Register

## Adjustment Detail

Packet: GLPKT14056 - Budget Transfers - February Council Meeting

Adjustment Number	Budget Code	Description	Adjustment Date
BA0000229	Adopted by Council	Budget Transfer by Department Request	3/5/2024

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<a href="#">21-4315-0222</a>	Operating Expense	Budget Transfer by Department Request	2,000.00	-2,000.00	0.00
July: -166.67	October: -166.67	January: -166.67	April: -166.67		
August: -166.67	November: -166.67	February: -166.67	May: -166.67		
September: -166.67	December: -166.67	March: -166.67	June: -166.63		
<a href="#">21-4315-1400</a>	Travel and Training	Budget Transfer by Department Request	2,000.00	-2,000.00	0.00
July: -166.67	October: -166.67	January: -166.67	April: -166.67		
August: -166.67	November: -166.67	February: -166.67	May: -166.67		
September: -166.67	December: -166.67	March: -166.67	June: -166.63		
<a href="#">21-4315-3310</a>	Office Supplies and Furniture	Budget Transfer by Department Request	4,000.00	-4,000.00	0.00
July: -333.33	October: -333.33	January: -333.33	April: -333.33		
August: -333.33	November: -333.33	February: -333.33	May: -333.33		
September: -333.33	December: -333.33	March: -333.33	June: -333.37		
<a href="#">21-4315-7400</a>	Capital Outlay - Equipment	Budget Transfer by Department Request	48,000.00	8,000.00	56,000.00
July: 666.67	October: 666.67	January: 666.67	April: 666.67		
August: 666.67	November: 666.67	February: 666.67	May: 666.67		
September: 666.67	December: 666.67	March: 666.67	June: 666.63		

Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
As Adopted	Adopted by Council	<a href="#">21-4315-0222</a>	Operating Expense	2,000.00	-2,000.00	0.00
		<a href="#">21-4315-1400</a>	Travel and Training	2,000.00	-2,000.00	0.00
		<a href="#">21-4315-3310</a>	Office Supplies and Furniture	4,000.00	-4,000.00	0.00
		<a href="#">21-4315-7400</a>	Capital Outlay - Equipment	48,000.00	8,000.00	56,000.00
		As Adopted Total:		56,000.00	0.00	56,000.00
		Grand Total:		56,000.00	0.00	56,000.00

Fund Summary

Fund	Before	Adjustment	After
Budget Code:As Adopted - Adopted by Council Fiscal: 2023-2024			
21	56,000.00	0.00	56,000.00
Budget Code As Adopted Total:	56,000.00	0.00	56,000.00
Grand Total:	56,000.00	0.00	56,000.00

**Town of Tarboro, North Carolina**  
**General Fund**  
**Schedule of Ad Valorem Taxes Receivable**  
**February 29, 2024**

<b>Fiscal Year</b>	<b>Uncollected Balance January 31, 2024</b>	<b>Additions</b>	<b>Collections and Credits</b>	<b>Uncollected Balance February 29, 2024</b>
2023	\$ 118,914	\$ -	\$ 101,206	\$ 17,708
2022	51,929		3,578	48,351
2021	32,556		704	31,852
2020	23,864		105	23,759
2019	16,719		37	16,682
2018	13,296		59	13,237
2017	9,807		11	9,796
2016	10,071		11	10,060
2015	8,165		247	7,918
2014	5,809		89	5,720
Prior years	26,182		160	26,022
	<u>\$ 317,312</u>	<u>\$ -</u>	<u>\$ 106,208</u>	<u>\$ 211,104</u>

Less: Allowance for Uncollectible Accounts:  
General Fund

Ad valorem taxes receivable - net \$ 211,104

Reconciliation with Revenues:

Ad valorem taxes - General Fund

Reconciling Items:

Prior years taxes written off	-
Prior year releases	-
Interest	4,259
Fees	1,609
Total reconciling items	<u>5,868</u>
Total collections and credits	<u>\$ 110,467</u>



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

**Subject:** Non-Residential Maintenance Code

**Date:** 3/11/2024

**Memo Number:** 24-16

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At the July 10, 2023 Town Council meeting, Council adopted the Non-Residential Maintenance code to regulate building appearance in the Central Business District. Several clarification amendments are necessary in the policy to address ambiguous language and enhance enforceability.

It is recommended that Council call for and hold a public hearing at the April 8, 2024 Council Meeting to make appropriate changes to the Non-Residential Maintenance Code.



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

**Subject:** Special Event - Tarboro-Edgecombe Juneteenth Celebration

**Date:** 3/11/2024

**Memo Number:** 24-17

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The Second Annual Juneteenth Celebration co-sponsored by the Tarboro-Edgecombe Public Arts Commission (TEPAC) in conjunction with Freedom Org of Edgecombe County will be held in downtown Tarboro on Wednesday, June 19, 2024, from 12:00 p.m. - 8:00 p.m.

This event will feature live entertainment, keynote speakers, arts and activities for children, vendors, and food trucks. The main stage will be located on Courthouse Square and TEPAC is requesting in-kind support from the Town of a stage, portable toilets, trash cans, etc.

It is recommended that Council agree to co-sponsor the Juneteenth Celebration and in order to receive approval from NCDOT, adopt the attached ordinance declaring road closure to close Main Street (NC 33) from St. John Street to Granville Street from 10 a.m. until 10 p.m..

### **ATTACHMENTS:**

Description	Upload Date	Type
Juneteenth Celebration Ordinance	3/4/2024	Cover Memo



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE DECLARING A ROAD CLOSURE FOR THE  
TARBORO-EDGECOMBE JUNETEENTH CELEBRATION**

**THE TOWN COUNCIL OF THE TOWN OF TARBORO ORDAINS:**

**WHEREAS**, the Town Council of the Town of Tarboro acknowledges a long tradition of co-sponsoring events for the pleasure of its citizens; and

**WHEREAS**, the Town Council of the Town of Tarboro acknowledges its citizens realize a financial benefit from holding a Tarboro-Edgecombe Juneteenth Celebration; and

**WHEREAS**, the Town Council of the Town of Tarboro acknowledges an event requires approximately two (2) hours to include installing traffic control, and for removing traffic control and litter after the event is over;

**NOW THEREFORE BE IT ORDAINED** by the Town Council of the Town of Tarboro pursuant to the authority granted by N.C.G.S. 20-169 that they do hereby declare a temporary road closure during the day and time set forth below on the following described portion of a State Highway System route:

Date: Wednesday, June 19, 2024

Time: 10:00 A.M. – 10:00 P.M.

Closure Description: N. Main Street (NC 33) between St. John Street and Granville Street

This ordinance to become effective when signs are erected giving notice of the limits and times of the event, and implementation of adequate traffic control to guide-through vehicles around the event site.

Adopted this 11<sup>th</sup> day of March, 2024.

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Tate Mayo, Mayor

Attest:

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Leslie M. Lunsford, Town Clerk



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

**Subject:** Appointment for March - Historic District Commission

**Date:** 3/11/2024

**Memo Number:** 24-18

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The 4-year term for Eugene Muse will expire in March 2024 for the Historic District Commission. Mr. Muse is interested in serving another term and his application is attached.

It is recommended that Council appoint an individual to fill the expiring term at the March Council meeting.

### **ATTACHMENTS:**

Description	Upload Date	Type
Eugene Muse Application	3/4/2024	Cover Memo



# Town of Tarboro

## Application for Boards and Commissions

Please print or type the following information:

Name: Eugene W. Muse Daytime Telephone: 252-823-3925  
Address: 310 E. Church St. Ward: \_\_\_\_\_ Zip Code: 27886  
Email: ewmuse@centurylink.net  
Length of Residence in Tarboro: 69 years

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

Historic District Commission  
Why would you like to serve? I live in the District, am interested in local history and architecture, and have served on the commission for 30 years or more.

Please describe how your education, work experience, and community activities are relevant to your selections: I have been involved with historic homes tour, the Klount-Bridgers House, and the Arts Council.

Community Activities: \_\_\_\_\_

Employment History: Self employed as an attorney since 1979.

Education: Tarboro High School Class of 1972, B.A. Wake Forest, 1976; J.D., Wake Forest School of Law, 1979.

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

Historic District Commission; Advisory Committee for TDC  
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: Eugene W. Muse Date: 2/5/24

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