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**AGENDA**  
**TOWN COUNCIL OF THE TOWN OF TARBORO, NC**  
**REGULAR MEETING HELD AT 7:00 PM, MONDAY, SEPTEMBER 12,**  
**2022**  
**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 August 15, 2022 regular meeting.
- (2) Tax Collector's Report
- (3) 2022 Tax Levy Adjustment

**Action Items**

- (4) Traffic Schedule Amendment - River Oaks Drive
- (5) Petition for Voluntary Annexation of Contiguous Property
- (6) CMAQ Grant - Western Boulevard Bicycle/Pedestrian Path
- (7) Award Contract - Public Safety Surveillance System
- (8) Award Contract - Braswell Multipurpose Court
- (9) NCDOT - New Year's Eve Event
- (10) Field of Honor Request - Tarboro Rotary Club
- (11) Special Event - Brewgrass Festival
- (12) Minimum Housing Code Enforcement - 614 Martin Luther King Jr. Drive
- (13) Appointment for September - Downtown Grant Review Committee
- (14) Appointment for October - Parking Authority
- (15) Appointment for October - Redevelopment Commission
- (16) Appointment for October - Edgecombe County Tourism Development Authority
- (17) Appointment for October - Citizens Advisory Recreation Committee
- (18) Appointment for October - Planning Board and Zoning Commission

**7. OTHER REPORTS**

- A. Town Manager

B. Town Attorney

C. Council Members

(1) Councilman Woodard - Proposed Meeting Policies

**8. ADJOURNMENT**

**MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL OF THE  
TOWN OF TARBORO, HELD AT 7:00 PM ON MONDAY, AUGUST 15, 2022 IN  
THE COUNCIL ROOM, TOWN HALL, TARBORO, NORTH CAROLINA**

**MEMBERS PRESENT**

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

**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**

Agenda approved as presented.

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

**5. REQUESTS AND PETITIONS OF CITIZENS**

Ronnie Eason, 1843 McNair Road - discussed a personnel issue with his son, Jacob Eason and a Public Works employee.

Delton Creech, 1312 Martin Luther King Jr Drive - requested the Town reduce his demolition assessment and weed liens on his property at 1312 Martin Luther King Jr Drive.

**6. TOWN MANAGERS RECOMMENDATIONS**

**Consent Items**

Consent Items approved as presented.

Deborah Jordan made a motion, which was seconded by Alfred Braxton and Passed, Motion.

- (1) Approve minutes of the July 11, 2022 regular meeting.
- (2) Tax Collector's Report

### **Action Items**

#### **(3) Bid Award - Air/Rescue Truck**

Council awarded a contract to Fire Connections and authorized staff to negotiate the terms and execute the necessary documents.

John Jenkins made a motion, which was seconded by Alfred Braxton and Passed, Motion.

#### **(4) Expansion of Tarboro Downtown Grants**

Council approved the creation of the Architectural Design Grant and Building Improvement Grant for Downtown businesses and rename the Façade Grant Committee to the Downtown Grant Review Committee, while expanding the committee from three (3) to five (5) members.

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

#### **(5) Tarboro Manual of Standard Designs, Details, and Specifications Amendment**

Council authorized amending the Tarboro Manual of Standard Designs, Details, and Specifications to allow 50 feet right-of-way for curb and gutter streets in residential developments and authorized the use of roll-type curbing where appropriate.

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

#### **(6) Traffic Schedule Amendment - River Oaks Drive**

Council tabled the traffic schedule amendment.

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

#### **(7) Petition for Voluntary Annexation of Contiguous Property**

Council adopted the Resolution Directing the Clerk to Investigate a Petition, which is the first step in the voluntary annexation process.

Leo Taylor made a motion, which was seconded by Sabrina Bynum and Passed, Motion.

#### **(8) NCDOT - Tarboro "Hometown Homecoming" Parade Ordinance**

Council adopted Ordinance 22-09 declaring the closure of N. Main Street from Granville Street to Johnston Street for the purpose of holding the 2022 "Hometown Homecoming" parade and Wilson Street from Albemarle Avenue to Trade Street for a car show.

### **ORDINANCE 22-09**

John Jenkins made a motion, which was seconded by Alfred Braxton and Passed,



Motion.

**(9) Minimum Housing Code Enforcement - 208 Shirley Street - File No. 21-01**

Council adopted ordinance 22-10 giving the owner(s) 30 days to comply with the Inspector's order. If the owner(s) fails to comply with the Inspector's order, the ordinance authorizes the Inspector to remove or demolish the dwelling at 208 Shirley Street. The cost of removal shall be a lien against the real property.

**ORDINANCE 22-10**

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

**(10) Appointment for August - Historic District Commission**

Council appointed Maggie Gregg to fill the vacancy on the Historic District Commission.

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

**7. OTHER REPORTS**

A. Town Manager

Troy Lewis invited Councilmembers to attend an Active Shooter Drill at Tarboro High School on Wednesday, August 17, 2022.

B. Town Attorney

None.

C. Council Members

Councilmembers were encouraged to add items for discussion to the agenda during the Approval of Agenda by Council. Mayor Mayo suggested adding to the September agenda.

Councilman Woodard - none.

Councilman Taylor - would like for Councilmembers to have a chance to speak at the Council meetings. He also addressed the personnel matter discussed during the Requests and Petitions of Citizens.

Councilman Burnette - none.

Councilman Brown - stated that Councilmember comments were already on the agenda so a Councilmember should make a motion to remove the item from the agenda if so desired. Councilman Brown also thanked the Public Works Department for getting the Town Commons cleaned up after recent storms.

Councilman Jenkins - none.

Councilmember Jordan - expressed concerns with trees in the Town's right-of-ways.

Councilmember Bynum - none.

Councilman Braxton - none.

## **8. CLOSED SESSION**

Councilman Braxton made a motion, which was seconded by Councilmember Jordan and passed unanimously that Council enter into closed session per NCGS 143-318.11(a)(5).

Councilmember Jordan made a motion, which was seconded by Councilman Woodard and passed unanimously that Council resume open session.

(1) Closed Session as per NCGS § 143-318.11(a)(5)

## **9. ADJOURNMENT**

Meeting adjourned.

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

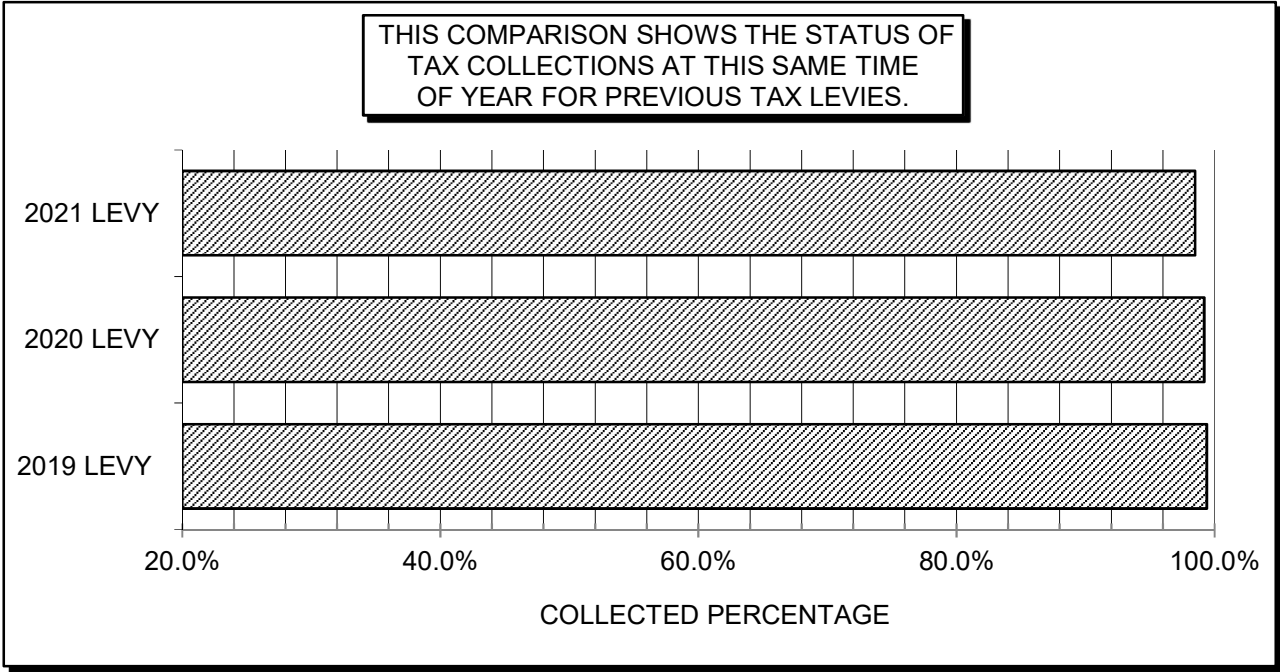
# TOWN OF TARBORO, NORTH CAROLINA

## TAX COLLECTOR'S REPORT

### For the Year Ended August 31, 2022

Levy Year	Current Fiscal Year Charges	COLLECTIONS		Uncollected Balance	Collected Percentage
		This Month	Fiscal Year-To-Date		
2022	3,392,157.84	79,185.93	79,185.93	3,312,971.91	2.33%
2021	3,331,503.65	3,514.85	3,175,080.31	156,423.34	95.30%
2020	93,955.89	714.76	45,177.56	48,778.33	98.53%
2019	107,185.89	120.09	78,856.79	28,329.10	99.13%
2018	53,197.48	1,028.53	36,220.20	16,977.28	99.48%
2017	23,861.41	32.59	10,076.28	13,785.13	99.57%
2016	19,318.84	0.00	5,887.87	13,430.97	99.59%
2015	15,540.44	0.00	4,527.51	11,012.93	99.67%
2014	12,033.85	0.00	3,212.10	8,821.75	99.74%
2013	9,279.68	0.00	1,881.03	7,398.65	99.79%
2012	7,909.33	0.00	1,380.67	6,528.66	99.82%
Prior	15,881.61	0.00	1,609.26	14,272.35	-
Subtotal	7,081,825.91	84,596.75	3,443,095.51	3,638,730.40	
		902.04	2,344.80	<== Interest on Taxes	
Net Tax Collections ==>		85,498.79	3,445,440.31		
		0.00	420.00	<== Beer & Wine Licenses	
TOTAL COLLECTED ==>		85,498.79	3,445,860.31		

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





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

**Subject:** 2022 Tax Levy Adjustment

**Date:** 9/12/2022

**Memo Number:** 22-54

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On August 2, 2022, the tax receipts and tax scroll, as shown on the attached Schedule of 2022 Tax Levy and as follows, were delivered to and subsequently verified by the Tax Collector:

Valuation

Real \$601,779,135

Personal 225,576,215

Total Valuation \$827,355,350

Taxes Billed for Collection

Ad Valorem \$3,392,157.84

Late Listing Penalty 3,213.19

Total Taxes \$3,395,371.03

In accordance with the N.C. General Statutes (G.S. 105-321), the Town Council shall issue an order, a copy of which shall be entered into its minutes, to the Tax Collector directing her to collect the taxes charged in the tax records and receipts. The order of collection shall have the force and effect of a judgment and execution against the taxpayers' real and personal property.

It is recommended that Council:

1. Charge the Tax Collector with the 2022 tax receipts in the amount of \$3,392,157.84,
2. Authorize the Mayor to execute the attached Order directing the Tax Collector to collect the 2022 taxes as set forth in the tax receipts,
3. Approve the Schedule of 2022 Tax Levy in the amount of \$3,395,371.03.

**ATTACHMENTS:**

Description	Upload Date	Type
2022 Tax Levy Adjustment	9/7/2022	Cover Memo
Order to Collect 2022	9/7/2022	Cover Memo
Tax Memo 2022	9/7/2022	Cover Memo

TOWN OF TARBORO, NORTH CAROLINA  
SCHEDULE OF 2022 TAX LEVY  
SEPTEMBER 12, 2022

VALUATIONS

	Real	Personal	Public Service Companies	Dog Tax	Total
Initial Billing August 16, 2022	601,779,135	225,576,215	0	0	827,355,350
After list:	0	0	0	0	0
Less Releases:	0	0	0	0	0
Balance as of September 12, 2022	601,779,135	225,576,215	0	0	827,355,350

TAX CALCULATIONS

	Real, Personal, & Pub. Ser. Co.	Late Listing Penalty	Auto Tax	Dog Tax	Total
Initial Billing August 16, 2022	3,392,157.84	3,213.19	0.00	0.00	3,395,371.03
After list:	0.00	0.00	0.00	0.00	0.00
Less Releases:	0.00	0.00	0.00	0.00	0.00
Balance as of September 12, 2022	3,392,157.84	3,213.19	0.00	0.00	3,395,371.03

**ORDER**

2022 TAX LEVY

STATE OF NORTH CAROLINA

TOWN OF TARBORO

TO THE TAX COLLECTOR OF THE TOWN OF TARBORO:

You are hereby authorized, empowered and commanded to collect the taxes set forth in the tax records filed in the Office of the Collector of Revenue and in the tax receipts delivered to you, in the amounts and from the taxpayers likewise set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Tarboro, and this Order shall be full and sufficient authority to direct, require and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with the law.

Witness my hand and official seal, the 12th day of September, 2022.

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Mayor, Town of Tarboro

ATTEST:

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Town Clerk

M E M O R A N D U M

TO: Troy Lewis, Town Manager

FROM: Leslie M. Lunsford, Tax Collector

The 2022 ad valorem taxes have been billed with the tax bills and tax scroll delivered to the Tax Collector on August 2, 2022.

The following information regarding the billing of property taxes and the tax scroll is submitted below.

RECAP OF 2022 TAX LEVY SCROLL

Pages

Pages 1 to 928

Receipt Numbers

1 through 5,960

Valuation

Real	\$601,779,135
Personal	<u>225,576,215</u>
<b>Total Valuation</b>	<b>\$827,355,350</b>

Taxes Billed for Collection

Ad Valorem	\$3,392,157.84
Late Listing Penalty	<u>3,213.19</u>
<b>Total Taxes</b>	<b>\$3,395,371.03</b>



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

**Subject:** Traffic Schedule Amendment - River Oaks Drive

**Date:** 9/12/2022

**Memo Number:** 22-55

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At the August 15, 2022 Town Council Meeting, Council discussed complaints received by staff regarding safety issues with trucks/trailers parking along River Oaks Drive and Market Center Drive. The discussion was tabled until the September 12, 2022 Town Council Meeting. Mike O'Neal, Property Manager for River Oaks Shopping Center will be present to provide additional information regarding this matter.

In order to address these concerns, staff continues to recommend that Council adopt the attached resolution, amending the Traffic Schedule to prohibit parking in these areas.

### **ATTACHMENTS:**

Description	Upload Date	Type
Traffic Schedule Amendment Resolution	9/6/2022	Cover Memo



Town Of Tarboro  
Town Council  
August 15<sup>th</sup>, 2022

RESOLUTION AMENDING THE TRAFFIC SCHEDULE OF THE TOWN OF TARBORO ADOPTED AS REQUIRED BY ARTICLE IX ENTITLED "TRAFFIC SCHEDULES" OF CHAPTER 19 ENTITLED "TRAFFIC" OF THE CODE OF ORDINANCES, TOWN OF TARBORO, NORTH CAROLINA, TO AMEND SUBSCHEDULE (15) RELATING TO CONTROLLED RESIDENTAL PARKING.

**WHEREAS**, the Town Council of the Town of Tarboro pursuant to and in accordance with G.S. 160A-77 and 19-267 of Chapter 19 entitled "Traffic" of the Code of Ordinances, Town of Tarboro, North Carolina, has adopted Traffic Schedules for said Code of Ordinances; and

**Whereas**, it has been determined that Subschedule (15) of said Traffic Schedule should be amended as hereinafter set fourth;

**Additions**

<u>Street</u>	<u>Side</u>	<u>Extent</u>
River Oaks Dr.	Both	From its intersection with Hwy 258 to its end
Market Centre Dr.	Both	From its intersection with Hwy 258 to its end

**BE IT FURTHER RESOLVED** that this Resolution be effective upon its adoption.

Adopted the 15<sup>th</sup> day of August, 2022.

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Tate Mayo  
Mayor



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

**Subject:** Petition for Voluntary Annexation of Contiguous Property

**Date:** 9/12/2022

**Memo Number:** 22-56

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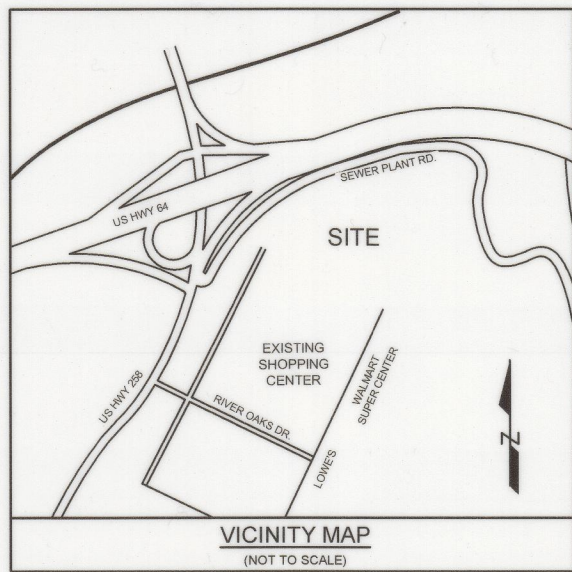
A petition requesting annexation of an area described in the attached petition was received on July 19th by the Town of Tarboro by Tarboro Development Group, LLC for the Tractor Supply Company located at 200 River Oaks Drive.

Town Council adopted the Resolution Directing the Clerk to Investigate a Petition, which is the first step in the voluntary annexation process. The petition has been Certified to be sufficient and it would be appropriate for Council to adopt the attached Resolution Fixing the Date of Public Hearing on Question of Annexation.

### **ATTACHMENTS:**

Description	Upload Date	Type
Tractor Supply Company Annexation Map	9/7/2022	Backup Material
Tractor Supply Certification of Petition	9/7/2022	Exhibit
Resolution Fixing the Date of Public Hearing for Annexation	9/7/2022	Resolution Letter





- LEGEND:**
- IPF IRON PIPE FOUND
  - IRF IRON ROD FOUND
  - IRS IRON ROD SET
  - PKF PK NAIL FOUND
  - PKS PK NAIL SET
  - CMF CONCRETE MONUMENT FOUND
  - NO POINT FOUND/SET
  - BOUNDARY LINE
  - - - ADJOINING BOUNDARY LINE
  - - - RIGHT OF WAY
  - - - EASEMENT

**SITE DATA**  
SITE ADDRESS(S): RIVER OAKS DRIVE  
TARBORO, NORTH CAROLINA 27886

**OWNER INFORMATION:** TARBORO DEVELOPMENT GROUP, LLC  
120 MARKET SQUARE  
PINEHURST, NC 28374

**PAR ID:** PARCEL 2B - 4738-10-1333  
DEED BOOK 1760, PAGE 520  
PLAT CABINET 13 PAGE 256

**ZONING:** HB (TOWN OF TARBORO)

LINE	BEARING	DISTANCE
L5	N 25°45'14" W	21.99'
L6	N 28°21'01" W	63.22'
L7	N 62°52'00" W	30.01'
L8	N 27°08'23" E	36.24'

LODESTAR INVESTMENTS, LLC  
(FORMERLY KNOWN AS  
LODESTAR DEVELOPMENT LLC)  
PIN: 4738-00-6293  
D.B. 1365 PG. 999

TRACT 2A  
TARBORO SRX LLC  
PIN: 4738-00-9049  
D.B. 1601 PG. 666

TRACT 2B  
280,808 SQ. FT. ±  
6.45 AC. ±  
TO BE ANNEXED

TARBORO DEVELOPMENT GROUP LLC  
PIN: 4738-10-1333  
D.B. 1760, PG. 520  
P.C. 13, PG. 256

TRACT 3  
P.C. 13, PG. 256

LODESTAR INVESTMENTS, LLC  
PIN: 4738-10-1715  
D.B. 1482 PG. 616

- SURVEY NOTES**
- AREA CALCULATED BY COORDINATE METHOD.
  - HORIZONTAL DATUM (NAD 83 - 2011) WAS ESTABLISHED UTILIZING A TOPCON HIPER-V SURVEY GRADE GPS RECEIVER OPERATING IN VRS MODE WITH REPEAT OBSERVATIONS.
  - ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES.
  - THE SUBJECT PARCEL IS LOCATED IN ZONE X - NOT A SPECIAL FLOOD HAZARD AREA - AS SHOWN BY FEMA PANEL NUMBER 3720473800K BEARING AN EFFECTIVE DATE OF 06/02/2015.
  - UTILITIES AS SHOWN ARE PLOTTED FROM INFORMATION VISIBLE IN THE FIELD AND FROM INFORMATION PROVIDED BY UTILITY COMPANIES. ADDITIONAL UTILITIES NOT SHOWN MAY EXIST. THE APPROPRIATE UTILITY COMPANIES SHOULD BE CONTACTED PRIOR TO LAND DISTURBING ACTIVITIES.
  - SURVEYOR IS NOT AWARE OF ANY CHANGES IN STREET RIGHT-OF-WAY LINES, EITHER COMPLETED OR PROPOSED AND AVAILABLE FROM THE CONTROLLING JURISDICTION.
  - THIS PLAT IS FOR ANNEXATION ONLY.

**CERTIFICATE OF REGISTRATION BY REGISTER OF DEEDS**

EDGECOMBE COUNTY  
NORTH CAROLINA

FILED FOR REGISTRATION ON THE \_\_\_\_ DAY OF \_\_\_\_ AT \_\_\_\_  
(A.M./P.M.) AND DULY RECORDED IN MAP BOOK \_\_\_\_, AT PAGE \_\_\_\_.

REGISTER OF DEEDS

**CERTIFICATE OF EDGECOMBE COUNTY REVIEW OFFICER**

I, \_\_\_\_\_, REVIEW OFFICER OF EDGECOMBE COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS EXEMPT FROM REVIEW PER G.S. 4/30(f).

REVIEW OFFICER DATE

**CERTIFICATE OF TARBORO PLANNING DIRECTOR**

I, \_\_\_\_\_, TARBORO PLANNING DIRECTOR HEREBY CERTIFY:

THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT ORDERED SURVEY OR OTHER EXCEPTION TO THE DEFINITION OF A SUBDIVISION.

PLANNING DIRECTOR DATE

**CERTIFICATE OF ACCURACY AND MAPPING**

I, JOSHUA A. EXLINE, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTIONS RECORDED AS SHOWN HEREON); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION NOTED; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY IS 1:10,000; AND THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 28th DAY OF AUGUST, A.D., 2022.

JOSHUA A. EXLINE, PLS LICENSE NO. L-5421

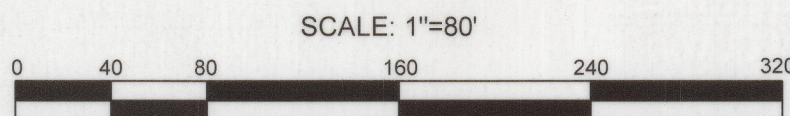
I, JOSHUA A. EXLINE, CERTIFY THAT THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXEMPTION OR EXCEPTION TO THE DEFINITION OF SUBDIVISION.

JOSHUA A. EXLINE, PLS LICENSE NO. L-5421

I, JOSHUA A. EXLINE, CERTIFY THAT THE PURPOSE OF THIS PLAT IS THE USE AND BENEFIT OF THE TOWN OF TARBORO FOR ANNEXATION.

THIS PLAT IS NOT TO BE USED FOR CONVEYANCE OR SALES.

JOSHUA A. EXLINE, PLS LICENSE NO. L-5421



DATE

REVISIONS

CLIENT INFORMATION

TARBORO DEVELOPMENT GROUP, LLC  
120 MARKET SQUARE  
PINEHURST, NC 28374

PARAMOUNT ENGINEERING

122 Cinema Drive  
Wilmington, North Carolina 28403  
(910) 791-6707 (O) (910) 791-6760 (F)  
NC License #: C-2846

ANNEXATION PLAT  
RIVER OAKS DRIVE  
TRACT 2B - P.C. 13 AT PG. 256  
TOWNSHIP NO. 1  
EDGECOMBE COUNTY, NC

NORTH CAROLINA  
PROFESSIONAL  
SEAL  
L-5421  
LAND SURVEYOR  
Joshua A. Exline

8/23/2022

1 of 1

DATE: AUGUST 1, 2022 SCALE: 1"=80'  
PEI JOB#: 21144 PE



# TOWN OF TARBORO

## PETITION FOR ANNEXATION OF CONTIGUOUS PROPERTY

### TO THE TOWN COUNCIL OF THE TOWN OF TARBORO:

1) THE UNDERSIGNED, BEING THE OWNER OF ALL REAL PROPERTY LOCATED WITHIN THE AREA DESCRIBED IN PARAGRAPH #2 BELOW, REQUESTS THAT SUCH AREA BE ANNEXED TO THE TOWN OF TARBORO, NORTH CAROLINA.

2) THE AREA TO BE ANNEXED IS CONTIGUOUS TO THE TOWN OF TARBORO, AND IS LOCATED AT 200 River Oaks Drive, Tarboro, NC 27886 AND TAX MAP REFERENCED 4738-10-1333-00. THE BOUNDARIES OF SUCH TERRITORY ARE AS SHOWN ON THE METES AND BOUNDS DESCRIPTION ATTACHED HERETO.

3) A MAP (NO LARGER THAN 18" X 24") OF THE FOREGOING PROPERTY, SHOWING ITS RELATIONSHIP TO THE EXISTING CORPORATE LIMITS OF THE TOWN, IS ALSO ATTACHED HERETO.

4) THE TOTAL ACREAGE AND DWELLING UNITS LOCATED ON THIS PROPERTY ARE AS FOLLOWS:

6.45+/- ACRES 1 DWELLING UNITS

RESPECTFULLY SUBMITTED THIS 19<sup>th</sup> DAY OF July, 2022.

NAME:	Tarboro Development Group, LLC
ADDRESS:	120 Market Square- 2nd Floor
	Pinehurst, NC 28374
OWNER/PRESENT:	Member & Manager: Thomas Gavin Melia

ATTEST: Thomas Gavin Melia SECRETARY Member & Manager

I, Leslie Lunsford, Town Clerk of the Town of Tarboro, do hereby certify that the sufficiency of the above-reference petition has been checked and found to be in compliance with G.S. 160A-31.	
This the <u>7th</u> day of <u>September</u> , <u>2022</u> .	
TOWN CLERK:	<u>Leslie Lunsford</u>

**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 October 10, 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 parcel 4738-10-1333 and as displayed on the submitted map.*

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.

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Mayor

ATTEST

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Clerk



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

**Subject:** CMAQ Grant - Western Boulevard Bicycle/Pedestrian Path

**Date:** 9/12/2022

**Memo Number:** 22-57

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The Town of Tarboro has been awarded a Congestion Mitigation and Air Quality Grant (CMAQ) in the amount of \$616,782 from the North Carolina Department of Transportation to install a ten (10) foot wide multi-use trail along Western Boulevard from Howard Avenue to Wilson Street. The project will provide safe access for pedestrians and bicycles along a major thoroughfare through Town. The grant requires a 20% match of the project cost or \$154,196. Powell Bill Funds can be utilized for the match.

This is a great opportunity to expand pedestrian and bicycle access in Town and it is therefore recommended that Council authorize staff to execute the attached Agreement between the North Carolina Department of Transportation and the Town of Tarboro to accept the CMAQ funds to install pedestrian and bicycle facilities along Western Boulevard.

### **ATTACHMENTS:**

Description	Upload Date	Type
CMAQ Agreement	9/6/2022	Cover Memo

# Executive Summary

The Executive Summary is a summation of this agreement and is not intended to be used as the agreement between the Department (North Carolina Department of Transportation) and the Party (Entity).

**Entity:** Town of Tarboro

**County:** Edgecombe

**TIP:** BL-0064

**Project:** Pedestrian Connectivity Phase II

**Scope:** constructing a ten-foot wide multi-use path along Western Boulevard from West Howard St to NC 111(West Wilson St) in Tarboro.

## Eligible Activities:

PE	50549.1.1	Design
		Environmental
ROW	50549.2.1	ROW Acquisition
	50549.2.2	Utility Relocation
CON	50549.3.1	Construction
OTHER		
FEDERAL-AID	0264078	

Fund Source	Federal Funds Amount	Reimbursement Rate	Non-Federal Match \$	Non-Federal Match Rate
Congestion Mitigation and Air Quality	\$616,782	80 %	\$154,196	20 %
Total Available Funding		\$770,978		

**Responsibility:** The Town of Tarboro shall be responsible for all aspects of the project.

NORTH CAROLINA

**LOCALLY ADMINISTERED PROJECT -  
FEDERAL**

EDGECOMBE COUNTY

DATE: 8/31/2022

NORTH CAROLINA DEPARTMENT OF  
TRANSPORTATION

TIP #: BL-0064

AND

WBS Elements: PE 50549.1.1

ROW 50549.2.1

TOWN OF TARBORO

UTIL 50549.2.2

CON 50549.3.1

OTHER FUNDING:

FEDERAL-AID NUMBER: 0264078

CFDA #: 20.205

Total Funds [NCDOT Participation] \$616,782

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the Town of Tarboro, hereinafter referred to as the "Municipality".

**WITNESSETH:**

WHEREAS, Fixing America's Surface Transportation (FAST) Act allows for the allocation of federal funds to be available for certain specified transportation activities; and,

WHEREAS, the Municipality has requested federal funding for the Pedestrian Connectivity Phase II, hereinafter referred to as the Project, in Edgecombe County, North Carolina; and,

WHEREAS, subject to the availability of federal funds, the Municipality has been designated as a recipient to receive funds allocated to the Department by the Federal Highway Administration (FHWA) up to and not to exceed the maximum award amount of \$616,782 for the Project; and,

WHEREAS, the Department has agreed to administer the disbursement of said funds on behalf of FHWA to the Municipality for the Project in accordance with the Project scope of work and in accordance with the provisions set out in this Agreement; and,

WHEREAS, the Department has programmed funding in the approved Transportation Improvement Program for the Project; and,

WHEREAS, the governing board of the Municipality has agreed to participate in certain costs and to assume certain responsibilities in the manner and to the extent as hereinafter set out; and,



WHEREAS, this Agreement is made under the authority granted to the Department by the North Carolina General Assembly including, but not limited to, the following applicable legislation: General Statutes of North Carolina (NCGS) Section 136-66.1, Section 136-71.6, Section 160A-296 and 297, Section 136-18, Section 136-41.3 and Section 20-169, to participate in the planning, construction and/or implementation of the Project approved by the Board of Transportation.

NOW, THEREFORE, this Agreement states the promises and undertakings of each party as herein provided, and the parties do hereby covenant and agree, each with the other, as follows:

## **1. GENERAL PROVISIONS**

### **FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT**

All parties to this Agreement, including contractors, subcontractors, and subsequent workforces, associated with any work under the terms of this Agreement shall provide reports as required by the Federal Funding Accountability and Transparency Act (FFATA) for this Project.

### **AGREEMENT MODIFICATIONS**

Any modification to scope, funding, responsibilities, or time frame will be agreed upon by all parties by means of a Supplemental Agreement.

### **LOCAL PUBLIC AGENCY TO PERFORM ALL WORK**

The Municipality shall be responsible for administering all work performed and for certifying to the Department that all terms set forth in this Agreement are met and adhered to by the Municipality and/or its contractors and agents. The Department will provide technical oversight to guide the Municipality. The Department must approve any assignment or transfer of the responsibilities of the Municipality set forth in this Agreement to other parties or entities.

### **PERSON IN RESPONSIBLE CHARGE**

The Municipality shall designate a person or persons to be in responsible charge of the Project, in accordance with Title 23 of the Code of Federal Regulations, Part 635.105. The person, or persons, shall be expected to:

- Administer governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of Federal-aid projects;

- Maintain knowledge of day to day project operations and safety issues;
- Make or participate in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visit and review the project in accordance with the project scope and scale;
- Review financial processes, transactions and documentation to reduce the likelihood of fraud, waste, and abuse;
- Direct project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation; and
- Be aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

The person in responsible charge must be a full-time employee of the Municipality, but the duties may be split among several employees, if necessary.

#### **COMPLIANCE WITH STATE/FEDERAL POLICY**

The Municipality, and/or its agent, including all contractors, subcontractors, or sub-recipients shall comply with all applicable Federal and State policies and procedures, stated both in this Agreement and in the Department's guidelines and procedures, including the *Local Programs Management Handbook*.

#### **FAILURE TO COMPLY - CONSEQUENCES**

Failure on the part of the Municipality to comply with any of the provisions of this Agreement will be grounds for the Department to terminate participation in the costs of the Project and, if applicable, seek repayment of any reimbursed funds.

## **2. SCOPE OF PROJECT**

The Project consists of constructing a ten-foot wide multi-use path along Western Boulevard from West Howard St to NC 111(West Wilson St) in Tarboro.

The Department's funding participation in the Project shall be restricted to the following eligible items:

- Design
- Environmental Documentation
- ROW Acquisition
- Utility Relocation
- Construction

as further set forth in this Agreement.

### 3. FUNDING

#### PROGRAMMING AND AUTHORIZATION OF FEDERAL FUNDS

The funding currently programmed for the project in the State Transportation Improvement Program (STIP) is Congestion Mitigation and Air Quality. The funding source may be modified with the coordination and approval of the respective Metropolitan Planning Organization (MPO) and/or the Department prior to authorization of funds. The Department will authorize and reimburse federal funding based on the type of federal funding that is programmed in the STIP at the time of the authorization request. The Department will notify the Municipality of the type of federal funds authorized by issuing a Technical Amendment – Funds Authorization letter. A modification in the source of funds will have no effect on project responsibilities outlined in this agreement.

#### REIMBURSEMENT FOR ELIGIBLE ACTIVITIES

Subject to compliance by the Municipality with the provisions set forth in this Agreement and the availability of federal funds, the Department shall reimburse eighty percent (80%) of eligible expenses incurred by the Municipality up to a maximum amount of Six Hundred Sixteen Thousand Seven Hundred Eighty Two Dollars (\$616,782), as detailed below. The Municipality shall provide the non-federal match, as detailed in the FUNDING TABLE below, and all costs that exceed the total estimated cost.

**FUNDING TABLE**

<b>Fund Source</b>	<b>Federal Funds Amount</b>	<b>Reimbursement Rate</b>	<b>Non-Federal Match \$</b>	<b>Non-Federal Match Rate</b>
Congestion Mitigation and Air Quality	\$616,782	80 %	\$154,196	20 %
<b>Total Available Funding</b>			<b>\$770,978</b>	

### **COST AND FISCAL LIABILITY TABLE**

<b>Description</b>	<b>Amount</b>
Project Funding (Federal Funds)	<b>\$616,782</b>
Project Funding (Non-Federal Match)	<b>\$154,196</b>
Total Project Funding (Federal Funds + Non-Federal Match)	<b>\$770,978</b>
Total Estimated Cost of Project	<b>\$902,000</b>
Agency Additional Liability (Total Estimated Cost In Excess of Total Project Funding)	<b>\$131,022</b>
Agency Total Liability (Non-Federal Match + Estimated Additional Liability)	<b>\$285,218</b>

#### **WORK PERFORMED BY NCDOT**

All work performed by the Department on this Project, including, but not limited to, reviews, inspections, and Project oversight, during any phase of the delivery of the Project, shall reduce the funding available to the Municipality under this Agreement. The Department will set aside ten percent (10%) of the total available funding, or \$77,098, to use towards the costs related to review and oversight of this Project, including, but not limited to review and approval of plans, environmental documents, contract proposals, engineering estimates, construction engineering and inspection oversight, and other items as needed to ensure the Municipality's appropriate compliance with state and federal regulations.

In the event that the Department does not utilize all the set-aside funding, then those remaining funds will be available for reimbursement to the Municipality at the above reimbursement rate. For all costs of work performed on the Project, whether incurred by the Municipality or by the Department, the Municipality shall provide the non-federal match. The Department will bill the Municipality for the non-federal match of any costs that the Department incurs on the Project and for any costs that exceed the Total Estimated Cost.

#### **4. PERIOD OF PERFORMANCE**

The Municipality has five (5) years to complete all work outlined in the Agreement from the date of authorization of Federal funds for the initial phase of work. Completion for this Agreement is defined as completion of all construction activities or implementation activities, acceptance of the project, and submission of a final reimbursement package to the Department.

If additional time is needed to complete the Project, then a supplemental agreement must be executed. The Department and/or FHWA reserves the right to revoke the funds awarded if the Municipality is unable to meet milestone dates included herein.

## **5. PRELIMINARY ENGINEERING AUTHORIZATION**

If Preliminary Engineering is an eligible expense, then upon receipt of an executed agreement, the Department will authorize Preliminary Engineering funds and shall notify the Municipality, in writing, once funds have been authorized and can be expended. The Municipality shall not initiate any work, nor solicit for any professional services prior to receipt of written authorization from the Department to proceed. Any work performed, or contracts executed, prior to receipt of written authorization to proceed will be ineligible for reimbursement.

## **6. PROFESSIONAL AND ENGINEERING SERVICES**

The Municipality shall comply with the policies and procedures of this provision if the Municipality is requesting reimbursement for the Preliminary Engineering contract or the Construction Contract Administration / Construction Engineering and Inspection contract.

### **PROCUREMENT POLICY**

When procuring professional services, the Municipality must adhere to Title 2 Code of Federal Regulations Part 200; Title 23 of the Code of Federal Regulations, Part 172; Title 40 United States Code, Chapter 11, Section 1101-1104; NCGS 143-64, Parts 31 and 32; and the Department's *Policies and Procedures for Major Professional or Specialized Services Contracts*. Said policies and standards are incorporated in this Agreement by reference at [www.fhwa.dot.gov/legisregs/legislat.html](http://www.fhwa.dot.gov/legisregs/legislat.html) and [www.ncleg.net/gascripts/Statutes/Statutes.asp](http://www.ncleg.net/gascripts/Statutes/Statutes.asp).

- The Municipality shall ensure that a qualified firm is obtained through an equitable selection process, and that prescribed work is properly accomplished in a timely manner and at a just and reasonable cost.
- All Professional Services Firms shall be pre-qualified by the Department in the Work Codes advertised.
- A pre-negotiation audit will be conducted by the Department's External Audit Branch. The Municipality shall not execute a consultant contract until the Department's review has been completed.

## **SMALL PROFESSIONAL AND ENGINEERING SERVICES FIRMS REQUIREMENTS**

Any contract entered into with another party to perform work associated with the requirements of this Agreement shall contain appropriate provisions regarding the utilization of Small Professional Services Firms (SPSF). This policy conforms with the SPSF Guidelines as approved by the North Carolina Board of Transportation.

- The Municipality shall not advertise nor enter into a contract for services performed as part of this Agreement, unless the Department provides written approval of the advertisement or the contents of the contract.
- If the Municipality fails to comply with these requirements, the Department will withhold funding until these requirements are met.

## **WORK BY ENTITY**

If the Design, Planning, Contract Administration and/or Construction Engineering and Inspection required for this project will be undertaken by the Municipality, and the Municipality requests reimbursement, then the Municipality must submit a request and supporting documentation to the Department for review and approval, prior to any work being initiated by the Municipality.

## **7. PLANNING / ENVIRONMENTAL DOCUMENTATION**

The Municipality shall prepare the environmental and/or planning document, including any environmental permits, needed to construct the Project, in accordance with the National Environmental Policy Act (NEPA) and all other appropriate environmental laws and regulations. All work shall be performed in accordance with Departmental procedures and guidelines. Said documentation shall be submitted to the Department for review and approval.

- The Municipality shall be responsible for preparing and filing with all proper agencies the appropriate planning documents, including notices and applications required to apply for those permits necessary for the construction of the desired improvements. Copies of approved permits should be forwarded to the Department.
- The Municipality shall advertise and conduct any required public hearings.
- If any permit issued requires that action be taken to mitigate impacts associated with the improvements, the Municipality shall design and implement a mitigation plan. The Department will determine if any mitigation costs are eligible for reimbursement. The

Municipality shall bear all costs associated with penalties for violations and claims due to delays.

- The Municipality shall be responsible for designing an erosion control plan if required by the North Carolina Sedimentation Pollution Control Act of 1973, NCGS 113A, Article 4, incorporated in this Agreement by reference at [www.ncleg.net/gascripts/Statues/Statutes.asp](http://www.ncleg.net/gascripts/Statues/Statutes.asp) and obtaining those permits required thereby in order to construct the Project. During the construction of the improvements, the Municipality, and its contractors and agents, shall be solely responsible for compliance with the provisions of said Act and the plan adopted in compliance therewith.

## **8. DESIGN**

### **CONTENT OF PLAN PACKAGE**

The Municipality, and/or its agent, shall prepare the Project's plans, specifications, and a professional estimate of costs (PS&E package), in accordance with the Department's guidelines and procedures, and applicable Federal and State standards. All work shall be submitted to the Department for review and approval. The plans shall be completed to show the design, site plans, landscaping, drainage, easements, and utility conflicts.

## **9. RIGHT OF WAY / UTILITY AUTHORIZATION**

If the costs of right of way acquisition or utility relocation are an eligible expense, the Municipality shall submit a letter of request to the Department to authorize and set up right of way and/or utility funding. The acquisition for right of way, construction easements, and/or utility relocation may be undertaken only after the Municipality receives written authorization from the Department to proceed.

## **10. PROJECT LIMITS AND RIGHT OF WAY (ROW)**

The Municipality shall comply with the policies and procedures of this provision regardless of whether the Municipality is requesting reimbursement for the Right of Way phase of the Project.

### **SPONSOR PROVIDES ROW**

The Municipality, at no liability whatsoever to the Department, shall be responsible for providing and/or acquiring any required ROW and/or easements for the Project.

## **ROW GUIDANCE**

The Municipality shall accomplish all ROW activities, including acquisition and relocation, in accordance with the following: Title 23 of the Code of Federal Regulations, Part 710, Subpart B and Title 49 of the Code of Federal Regulations, Part 24, [Uniform Act] incorporated by reference at [www.fhwa.dot.gov/legregs/directives/fapgtoc.htm](http://www.fhwa.dot.gov/legregs/directives/fapgtoc.htm); NCGS, Chapter 133, Article 2, Sections 133-5 through 133-18, Relocation Assistance, incorporated by reference at [www.ncleg.net/gascripts/Statutes/Statutes.asp](http://www.ncleg.net/gascripts/Statutes/Statutes.asp); and the North Carolina Department of Transportation Right of Way Manual.

## **APPRAISAL**

The Municipality shall submit the appraisal to the Department for review and approval in accordance with Departmental policies and procedures.

## **CLEARANCE OF PROJECT LIMITS / ROW**

The Municipality shall remove and dispose of all obstructions and encroachments of any kind or character (including hazardous and contaminated materials) from said ROW, with the exception that the Municipality shall secure an encroachment agreement for any utilities (which shall remain or are) to be installed within the Department's ROW, or follow other applicable approval process, for utilities within the Municipality's ROW. The Municipality shall indemnify and save harmless the Department, Federal Highway Administration, and the State of North Carolina, from any and all damages and claims for damages that might arise on account of said right of way acquisition, drainage, and construction easements for the construction of said Project. The Municipality shall be solely responsible for any damages caused by the existence of said material now and at any time in the future and will save the Department harmless from any legal actions arising as a result of this contaminated and/or hazardous material and shall provide the Department with documentation proving the proper disposal of said material.

## **RELOCATION ASSISTANCE**

The Municipality shall provide relocation assistance services and payments for families, businesses, and non-profit organizations being displaced by the Project in full accordance with the Federal relocation requirements of Title 49 Code of Federal Regulations, Part 24 [Uniform Act], as amended. Relocation assistance services and payments may be accomplished by contract with any other municipal corporation, or State or Federal agency, rendering such services upon approval by the Department and Federal Highway Administration.



## **11. UTILITIES**

The Municipality, and/or its agent, at no liability to the Department, shall relocate, adjust, relay, change or repair all utilities in conflict with the Project, regardless of ownership. All utility work shall be performed in a manner satisfactory to and in conformance with State and Federal rules and regulations, prior to Municipality beginning construction of the project. This Agreement does not modify or supersede any existing Utility Encroachment Agreements that may be in place.

## **12. RIGHT OF WAY / UTILITY / RAILROAD CERTIFICATION**

The Municipality, upon acquisition of all right of way/property necessary for the Project, relocation of utilities, and coordination with the railroad shall provide the Department all required documentation (deeds/leases/easement/plans/agreements) to secure certification. Certification is only issued after all ROW is in public ownership or property is publicly accessible by a legal document; utilities in conflict with the project are relocated, or a plan for their relocation during construction has been approved; and coordination with the railroad (if applicable) has occurred and been documented.

## **13. CONTRACT PROPOSAL AND ENGINEER'S ESTIMATE**

### **CONTRACT PROPOSAL**

The Municipality shall develop a contract proposal that will be advertised for bids. The proposal shall comply with NCDOT Specifications and Standard Drawings as applicable to the Project. The proposal shall also contain provisions, as applicable, per Title 23 Code of Federal Regulations 633 and 635 to include, but not be limited to: FHWA 1273, Buy America, Davis-Bacon Wage Rates, Non-discrimination, DBE Assurances, Contractor Certification regarding suspension and debarment, and other provisions as required by the Department.

### **ENGINEER'S ESTIMATE**

The Municipality shall develop an itemized engineer's estimate to show items referenced to the NCDOT Standard Specifications, if applicable, along with units and unit price. The engineer's estimate will be used as the basis for comparing bids received.

## **14. CONSTRUCTION AUTHORIZATION**

The Municipality shall submit the required environmental and/or planning document, ROW certification, final construction plans, total contract proposal, and an estimate of Project costs (final PS&E package) to the Department for review and approval.

- After approval of all documentation, the Department will request construction authorization from the Federal Highway Administration.
- The Municipality shall not advertise for bids prior to receiving written construction authorization from the Department.

## **15. CONTRACTOR PROCUREMENT**

### **ADVERTISE FOR BIDS**

Upon receipt of written construction authorization from the Department, the Municipality may advertise the Project. The Municipality shall follow applicable Federal and/or State procedures pertaining to the advertisement of the Project, bid opening, and award of the contract, according to Title 2 of the Code of Federal Regulations, Part 200 and Title 23 of the Code of Federal Regulations, Part 633 and Part 635, incorporated by reference at [www.fhwa.dot.gov/legisregs/directives/fapgtoc.htm](http://www.fhwa.dot.gov/legisregs/directives/fapgtoc.htm); and NCGS, Chapter 143, Article 8 (Public Contracts), incorporated by reference at [www.ncleg.net/gascripts/Statutes/Statutes.asp](http://www.ncleg.net/gascripts/Statutes/Statutes.asp).

### **CONSTRUCTION CONTRACTOR REQUIREMENTS**

All Contractors submitting bids on the project shall be pre-qualified by the Department. All proposed subcontractors must be pre-qualified before construction work begins. Any subcontractors who are proposed to meet the Disadvantaged Business Enterprise goal must be certified by the Department.

### **CONSTRUCTION SUBCONTRACTOR REQUIREMENTS**

Any contract entered into with another party to perform work associated with the requirements of this Agreement shall contain appropriate provisions regarding the utilization of Disadvantaged Business Enterprises (DBEs), or as required and defined in Title 49 of the Code of Federal Regulations, Part 26 and the North Carolina Administrative Code. These provisions are incorporated into this Agreement by reference <https://connect.ncdot.gov/projects/Contracts/Pages/LGA-Projects.aspx>.

- The Municipality shall not advertise nor enter into a contract for services performed as part of this Agreement, unless the Department provides written approval of the advertisement or the contents of the contract.
- If the Municipality fails to comply with these requirements, the Department will withhold funding until these requirements are met.

## **AWARDING CONTRACT**

After the advertisement of the Project for construction bids, the Municipality shall request concurrence from the Department to award the construction contract by submitting a letter along with tabulated bids received depicting Disadvantaged Business Enterprises (DBE) goals, and a resolution recommending award of the Project to the lowest responsible, responsive bidder. The Department will review the submitted information and provide written approval to the Municipality prior to the contract being awarded by the Municipality.

## **DELAY IN PROCUREMENT**

In the event the Project has not been let to contract within six (6) months after receiving construction authorization from the Department, the Municipality shall be responsible for documenting to the Department justification for project delay and that the Project remains in compliance with the terms of this Agreement, the approved plans and specifications, and current codes.

## **FORCE ACCOUNT**

Force account work is only allowed when there is a finding of cost effectiveness for the work to be performed by some method other than a contract awarded by a competitive bidding process, or there is an emergency. Written approval from the Department is required prior to the use of force account by the Municipality. Federal Highway Administration regulations governing Force Account are contained in Title 23 Code of Federal Regulations, Part 635.201, Subpart B; said policy being incorporated in this Agreement by reference [www.fhwa.dot.gov/legsregs/directives/cfr23toc.htm](http://www.fhwa.dot.gov/legsregs/directives/cfr23toc.htm). North Carolina General Statutes governing the use of Force Account, Chapter 143, Article 8 (Public Contracts) can be found at [www.ncleg.net/gascripts/Statutes/Statutes.asp](http://www.ncleg.net/gascripts/Statutes/Statutes.asp).

## **16. CONSTRUCTION**

The Municipality, and/or its agents shall construct the Project in accordance with the plans and specifications of the Project as filed with, and approved by, the Department. During the construction of the Project, the procedures set out below shall be followed:

### **CONSTRUCTION CONTRACT ADMINISTRATION**

The Municipality shall comply with the NCDOT Construction Manual as referenced at <http://www.ncdot.org/doh/operations/dp%5Fchief%5Feng/constructionunit/formsmanuals/construction/>, which outlines the procedures for records and reports that must be adhered to in order to obtain uniformity of contract administration and documentation. This includes, but is not limited to, inspection reports, material test reports, materials certification, documentation of quantities, project diaries, and pay records. The Municipality, and/or its agent, shall perform the construction engineering, sampling and testing required during construction of the Project, in accordance with Departmental procedures, including the Department's Guide for Process Control and Acceptance Sampling and Testing. The Municipality shall document that said compliance was accomplished in accordance with State and Federal procedures, guidelines, standards and specifications.

### **RETAINAGE**

The Municipality shall not retain any portion of a payment due the contractor.

### **SIGNAGE**

The Municipality shall provide and maintain adequate signage and other warning devices for the protection of the public in accordance with the approved traffic control plans for the Project and the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways, or any subsequent revision of the same, published by the Federal Highway Administration and effective at the time of award of the contract.

### **SITE LAYOUT**

The Municipality shall be responsible for ensuring that all site layout, construction work, and Project documentation are in compliance with applicable city, state and federal permits, guidelines, and regulations, including American Association of State Highway and Transportation Officials (AASHTO) guidelines and Americans with Disabilities Act (ADA) Standards for Accessible Design ([www.usdoj.gov/crt/ada/stdspdf.htm](http://www.usdoj.gov/crt/ada/stdspdf.htm)).

## **RIGHT TO INSPECT**

The Department and representatives of the Federal Highway Administration shall have the right to inspect, sample or test, and approve or reject, any portion of the work being performed by the Municipality or the Municipality's contractor to ensure compliance with the provisions of this Agreement. Prior to any payment by the Department, any deficiencies inconsistent with approved plans and specifications found during an inspection must be corrected.

## **CONTRACTOR COMPLIANCE**

The Municipality will be responsible for ensuring that the contractor complies with all of the terms of the contract and any instructions issued by the Department or FHWA as a result of any review or inspection made by said representatives.

## **CHANGE ORDERS**

If any changes in the Project plans are necessary, the Department must approve such changes prior to the work being performed.

## **SHOP DRAWINGS**

Shop Drawings shall be submitted in accordance with the approved plans and specifications and may require review by the Designer.

## **17. CLOSE-OUT**

Upon completion of the Project, the Municipality shall be responsible for the following:

### **FINAL INSPECTION**

The Municipality shall arrange for a final inspection by the Department. Any deficiencies determined during the final field inspection must be corrected prior to final payment being made by the Department to the Municipality. Additional inspection by other entities may be necessary in accordance with the Department's guidelines and procedures. The Municipality shall provide the Department with written evidence of approval of completed project prior to requesting final reimbursement.

## **FINAL PROJECT CERTIFICATION**

The Municipality will provide a certification to the Department that all work performed for this Project is in accordance with all applicable standards, guidelines, and regulations.

## **18. MAINTENANCE**

The Municipality, at no expense or liability to the Department, shall assume all maintenance responsibilities for the Pedestrian Connectivity Phase II, or as required by an executed encroachment agreement.

## **19. REIMBURSEMENT**

### **SCOPE OF REIMBURSEMENT**

Activities eligible for funding reimbursement for this Project shall include:

- Design
- Environmental Documentation
- ROW Acquisition
- Utility Relocation
- Construction

### **REIMBURSEMENT GUIDANCE**

The Municipality shall adhere to applicable administrative requirements of Title 2 Code of Federal Regulations, Part 200 ([www.fhwa.dot.gov/legisregs/directives/fapgtoc.htm](http://www.fhwa.dot.gov/legisregs/directives/fapgtoc.htm)) "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards." Reimbursement to the Municipality shall be subject to the policies and procedures contained in Title 23 Code of Federal Regulations, Part 140 and Part 172, which is being incorporated into this Agreement by reference at [www.fhwa.dot.gov/legisregs/directives/fapgtoc.htm](http://www.fhwa.dot.gov/legisregs/directives/fapgtoc.htm). Reimbursement to the Municipality shall be subject to the guidance contained in Title 2 Code of Federal Regulations, Part 170 (<http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>) and Office of Management and Budget (OMB) "Federal Funding Accountability and Transparency Act" (FFATA). Said reimbursement shall also be subject to the Department being reimbursed by the

Federal Highway Administration and subject to compliance by the Municipality with all applicable federal policy and procedures.

## **REIMBURSEMENT LIMITS**

- **WORK PERFORMED BEFORE NOTIFICATION**

Any costs incurred by the Municipality prior to written notification by the Department to proceed with the work shall not be eligible for reimbursement.

- **NO REIMBURSEMENT IN EXCESS OF APPROVED FUNDING**

At no time shall the Department reimburse the Municipality costs that exceed the total funding per this Agreement and any Supplemental Agreements.

- **UNSUBSTANTIATED COSTS**

The Municipality agrees that it shall bear all costs for which it is unable to substantiate actual costs or any costs that have been deemed unallowable by the Federal Highway Administration and/or the Department's Financial Management Division.

- **WORK PERFORMED BY NCDOT**

All work performed by the Department on this Project, including, but not limited to, reviews, inspections, and Project oversight, shall reduce the maximum award amount of \$616,782 available to the Municipality under this Agreement. The Department will bill the Municipality for the non-federal match of any costs that the Department incurs on the Project and for any costs that exceed the Total Estimated Cost.

- **CONSTRUCTION ADMINISTRATION**

Reimbursement for construction contract administration will be made as governed by Departmental policy that limits reimbursement for construction contract administration to no more than fifteen (15%) percent of the actual construction contract of the Project. These costs will also include any cost overruns and charges to the Project by the Department during the Construction Phase.

- **CONSTRUCTION CONTRACT UNIT PRICES**

Reimbursement for construction contract work will be made on the basis of contract unit prices in the construction contract and any approved change orders.

- **RIGHT OF WAY**

Reimbursement will be limited to the value as approved by the Department. Eligible costs for reimbursement of Right of Way Acquisition include: realty appraisals, surveys, closing costs, and the agreed upon just compensation for the property, at the reimbursement rate as shown in the FUNDING TABLE.

- **FORCE ACCOUNT**

Invoices for force account work shall show a summary of labor, labor additives, equipment, materials and other qualifying costs in conformance with the standards for allowable costs set forth in 2 CFR 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." Reimbursement shall be based on actual eligible costs incurred with the exception of equipment owned by the Municipality or its Project partners. Reimbursement rates for equipment owned by the Municipality or its Project partners cannot exceed the Department's rates in effect for the time period in which the work is performed.

## **BILLING THE DEPARTMENT**

- **PROCEDURE**

The Municipality may bill the Department for eligible Project costs in accordance with the Department's guidelines and procedures. Proper supporting documentation shall accompany each invoice as may be required by the Department. By submittal of each invoice, the Municipality certifies that it has adhered to all applicable state and federal laws and regulations as set forth in this Agreement.

Along with each invoice, the Municipality is responsible for submitting the FFATA Subrecipient Information Form, which is available at <https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>.

- **INTERNAL APPROVALS**

Reimbursement to the Municipality shall be made upon approval of the invoice by the Department's Financial Management Division.

- **TIMELY SUBMITTAL OF INVOICES**

The Municipality may invoice the Department monthly for work accomplished, but no less than once every six (6) months to keep the Project funds active and available. If the



Municipality is unable to invoice the Department, then they must provide an explanation. Failure to submit invoices or explanation may result in de-obligation of funds.

- **FINAL INVOICE**

All invoices associated with the Project must be submitted within six (6) months of the completion of construction and acceptance of the Project to be eligible for reimbursement by the Department. Any invoices submitted after this time will not be eligible for reimbursement.

## **20. REPORTING REQUIREMENTS AND RECORDS RETENTION**

### **PROJECT EVALUATION REPORTS**

The Municipality is responsible for submitting quarterly Project evaluation reports, in accordance with the Department's guidelines and procedures, that detail the progress achieved to date for the Project.

### **PROJECT RECORDS**

The Municipality and its agents shall maintain all books, documents, papers, accounting records, Project records and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Municipality shall make such materials available at its office and shall require its agent to make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of payment of the final voucher by the Federal Highway Administration, for inspection and audit by the Department's Financial Management Section, the Federal Highway Administration, or any authorized representatives of the Federal Government.

## **21. OTHER PROVISIONS**

### **REFERENCES**

It will be the responsibility of the Municipality to follow the current and/or most recent edition of references, websites, specifications, standards, guidelines, recommendations, regulations and/or general statutes, as stated in this Agreement.

## **INDEMNIFICATION OF DEPARTMENT**

The Municipality agrees to indemnify and hold harmless the Department, FHWA and the State of North Carolina, to the extent allowed by law, for any and all claim for payment, damages and/or liabilities of any nature, asserted against the Department in connection with this Project. The Department shall not be responsible for any damages or claims, which may be initiated by third parties.

## **DEBARMENT POLICY**

It is the policy of the Department not to enter into any agreement with parties that have been debarred by any government agency (Federal or State). By execution of this agreement, the Municipality certifies that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Agency or Department and that it will not enter into agreements with any entity that is debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction.

## **TITLE VI - CIVIL RIGHTS ACT OF 1964**

The Municipality shall comply with Title VI of the Civil Rights Act of 1964, (Title 49 CFR, Subtitle A, Part 21). Title VI prohibits discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.

## **OTHER AGREEMENTS**

The Municipality is solely responsible for all agreements, contracts, and work orders entered into or issued by the Municipality for this Project. The Department is not responsible for any expenses or obligations incurred for the Project except those specifically eligible for the funds and obligations as approved by the Department under the terms of this Agreement.

## **AVAILABILITY OF FUNDS**

All terms and conditions of this Agreement are dependent upon, and, subject to the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

## **IMPROPER USE OF FUNDS**

Where either the Department or the FHWA determines that the funds paid to the Municipality for this Project are not used in accordance with the terms of this Agreement, the Department will bill the Municipality.

## **TERMINATION OF PROJECT**

If the Municipality decides to terminate the Project without the concurrence of the Department, the Municipality shall reimburse the Department one hundred percent (100%) of all costs expended by the Department and associated with the Project.

## **AUDITS**

In accordance with 2 CFR 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," Subpart F – Audit Requirements, and the Federal Single Audit Act Amendments of 1996, the Municipality shall arrange for an annual independent financial and compliance audit of its fiscal operations. The Municipality shall furnish the Department with a copy of the annual independent audit report within thirty (30) days of completion of the report, but not later than nine (9) months after the Municipality's fiscal year ends.

## **REIMBURSEMENT BY MUNICIPALITY**

For all monies due the Department as referenced in this Agreement, reimbursement shall be made by the Municipality to the Department within sixty (60) days of receiving an invoice. A late payment penalty and interest shall be charged on any unpaid balance due in accordance with NCGS 147-86.23.

## **USE OF POWELL BILL FUNDS**

If the other party to this agreement is a Municipality and fails for any reason to reimburse the Department in accordance with the provisions for payment hereinabove provided, NCGS 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated to Municipality by NCGS 136-41.1, until such time as the Department has received payment in full.

## **ENTIRE AGREEMENT**

This Agreement contains the entire agreement between the parties and there are no understandings or agreements, verbal or otherwise, regarding this Agreement except as expressly set forth herein.

## **AUTHORIZATION TO EXECUTE**

The parties hereby acknowledge that the individual executing the Agreement on their behalf is authorized to execute this Agreement on their behalf and to bind the respective entities to the terms contained herein and that he has read this Agreement, conferred with his attorney, and fully understands its contents.

## **FACSIMILE SIGNATURES**

A copy or facsimile copy of the signature of any party shall be deemed an original with each fully executed copy of the Agreement as binding as an original, and the parties agree that this Agreement can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the Agreement.

## **GIFT BAN**

By Executive Order 24, issued by Governor Perdue, and NCGS 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e. Administration, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

## **22. SUNSET PROVISION**

All terms and conditions of this Agreement are dependent upon, and subject to, the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

IT IS UNDERSTOOD AND AGREED that the approval of the Project by the Department is subject to the conditions of this Agreement, and that no expenditures of funds on the part of the

Department will be made until the terms of this Agreement have been complied with on the part of the Municipality.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

L.S. ATTEST:

TOWN OF TARBORO

BY: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

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

(SEAL)

\_\_\_\_\_  
(FINANCE OFFICER)

Federal Tax Identification Number

\_\_\_\_\_  
Town of Tarboro

Remittance Address:

\_\_\_\_\_  
DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_  
(CHIEF ENGINEER)

DATE: \_\_\_\_\_

APPROVED BY BOARD OF TRANSPORTATION ITEM O: 10/6/2022 (Date)



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

**Subject:** Award Contract - Public Safety Surveillance System

**Date:** 9/12/2022

**Memo Number:** 22-58

---

On July 25, 2022 Town staff released a detailed Request for Qualifications (RFQ) seeking interested and qualified contractors for the design, construction, and maintenance of the approved Public Safety Surveillance System. Once released, the RFQ was advertised and copies were submitted to at least six (6) area contractors for consideration. In accordance with the timeline documented in the RFQ, all proposals were due by August 22, 2022.

The Town received one (1) proposal from the RFQ. The contractor that submitted the proposal was Carolina Video Security, Inc. A review of this proposal indicates that the contractor has the necessary qualifications for performing the required work and has performed similar work for the Town on other projects.

Therefore, it is recommended that Council authorize staff to contract with Carolina Video Security, Inc. for the design, installation, and maintenance of the Public Safety Surveillance System.

### **ATTACHMENTS:**

Description	Upload Date	Type
CVSI Proposal Master Document	9/7/2022	Cover Memo



**Carolina Video Security, Inc.**

# Carolina Video Security Proposal

## Tarboro Public Safety Video Surveillance Request for Qualifications

August 22, 2022

4425 Beryl Road  
Raleigh, NC 27606

**T** 919-838-4960

**F** 919-882-8947

[www.carolinavideosecurity.com](http://www.carolinavideosecurity.com)





**Carolina Video Security, Inc.**

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**Carolina Video Security, Inc.**

## Section 1 – Cover Letter

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**Carolina Video Security, Inc.**

August 19, 2022

Town of Tarboro  
Ms. Elizabeth Revels, Accounting Specialist  
PO Box 220  
500 North Main Street  
Tarboro, NC 27886

Reference: Request for Qualifications – Tarboro Public Safety Surveillance System

Dear Ms. Revels,

Carolina Video Security, Inc. (CVSI) is pleased to provide this response to Tarboro's Request for Qualifications. This document provides evaluative information on our capabilities, experience, and dedication to deliver and support a public safety surveillance system to the Town of Taboro. Our objective is to present a combination of integrated best-in-class video solutions in the area of capture, recording, management, archiving, and retrieval. The end result, is to provide the most reliable, scalable hardware and software solution for this phase as well as a migration path for future application requirements across The Town of Tarboro.

In our efforts, we hope to earn your trust and become a valuable resource and reliable "partner" to call on for this project and for future opportunities. Our proposal will address your requirements contained within the presented RFQ. Our recommendations will be based on a validated project approach, objectives of the stakeholders, detailed installation plans, and a firm understanding of the required infrastructure. Detailed surveys and planning will be required to deliver a highly robust surveillance technology. We appreciate the challenge and the opportunity.

Carolina Video Security, Inc. (CVSI) provides, installs, and maintains commercial and industrial physical security systems including advanced video surveillance, intrusion detection, and access control solutions. We solve challenging requirements and deploy the most advanced -- proven and reliable -- technologies to help protect your employees, facilities, and operations. We are experts in IP networking, wireless communications, information, and physical security technology. Our staff has years of experience in video surveillance technology, products, and solutions and our field engineers are factory certified.

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**Carolina Video Security, Inc.**

CVSI's customer base includes enterprise customers, North Carolina State organizations, municipalities, educational institutions at all levels as well as utilities, and a broad range of commercial clients.

With best regards,

Todd McIntyre  
Director of Sales

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Raleigh, NC 27606

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## Section 2 – Project Approach

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CVSI's approach to the Public Safety Surveillance System development and implementation is a methodical approach that includes a collaborative team with the Town of Tarboro. The first step involves creating the project team, establishing requirements, performing the location surveys, and then in an iterative method planning, designing, costing and optimization.

### **Project Team**

CVSI will select our internal personnel and appoint a responsible team member in each of the following capacities;

- Project Manager - Responsible for communications between CVSI and The Town of Tarboro
- System Engineer-Responsible for system design and the interoperability of components
- Installation Manager-Responsible for installation timeline and all issues from the field

We would also recommend that Tarboro select internal personnel and define liaisons for the Town in the following capacities.

- Law Enforcement-Point of contact during the project
- Facilities-Point of contact, access and infrastructure resource
- Public Services / Public Utilities- Point of contact, support resource
- Procurement / Contract Management-Person responsible for the payment schedule

### **Requirements**

The next step in the project developed is the creation, discussion and documentation around the system requirements. This includes beginning the development of the specifications on the full scope of work. Key areas to be addressed include:

- Objectives- What features do we want the system to provide?
- Locations and Types of Activities- Where do we want to have video surveillance?
- Intersections- Prioritize and define locations, areas of capture
- Public Venues- Public usage locations where safety is a priority
- Sports Facilities- Activities of interest that may present potential threats



**Carolina Video Security, Inc.**

- Critical Infrastructure- Determine the available elements that could support the system.

### **Purpose**

Each camera that is installed in this project will be placed to accomplish a specific goal – monitor intersections for traffic and safety, protect critical infrastructure, protect residents in large public gatherings. The purpose of each camera is essential to select the correct camera and features to accomplish the objective. These objectives should cover:

- Surveillance Capabilities- How granular do we want our video to support our objectives?
- General Observation-Areas where only an overview is required;
- Vehicle Identification/Classification-Brand, make and model, drive, passenger, occupancy;
- License Plate Recognition- Database cross reference subscription, where at speed;
- Object Recognition (Pedestrian Characteristics)-Usage of AI video analytics;
- Facial Recognition-Who, cross reference to database, building of database.

### **Expandability**

Any discussion on the requirements and proposed purposes should include a discussion on Expandability, Growth, Future Capabilities (LPR, Acoustic Analytics, Video Analytics). Object Analytics on a large scale are much more feasible than just a few years ago. Also, what additional areas would you like to cover in the future. These should be factored into the requirements as the system will improve and evolve offering new features and support additional surveillance units.

### **Survey and Planning**

As mentioned before, each location for surveillance is unique in some way and must be addressed in real-world terms. The survey and planning steps should include:

- Field Survey
- Available Municipal Resources
  - Utility, Electrical, Network Points of Presence, Other
- Available Resources at Each Location

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- Mounting Locations
- Power Options
- Communications Options
- Municipal, New Dedicated, and Network Services
- Permitting Requirements

### **Preliminary Design**

The next step on project development is the preliminary design. This is where for the first time to requirements, purpose, and locations specifics come together: The preliminary design will outline the:

- Approach for Each Location
- Products and Technology
- Preliminary Budget
- Value Engineering

### **Detailed Design**

The detailed design is an iterative process based on the preliminary design. Perhaps a mounting location that was proposed is not available or a communications service. Additionally, the initial budget based on the preliminary design may exceed the available budget to steps must be taken to cost reduce the project. The detailed design should include:

- Location by Location Approach
- Mounting, Power and Communications
- Products - Manufacturer and Models
- Single Line Drawings
- Bill of Materials / Costs
- Recurring Costs Estimates
- Labor Estimates

Completion of the detailed design and project budget is a critical milestone in the project. At this point all appropriate stakeholders should have an opportunity to review the details of the project and commit





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to its support. This is essential step before Tarboro can undertake any site preparation steps and CVSI can begin the procurement of material.

### **Project Management**

Complex projects benefit significantly from a project plan that tracks tasks, schedules, milestones and the critical path. Developing that project plan is the step that creates the Work Breakdown Structure (WBS). This can be as detailed as required; it will illustrate the tasks, timeline, key pre-requisites and critical path. Periodic project meetings will assess the project, completion of tasks and progress on the timeline to completion. Project meetings will also address delays and develop approaches to minimize the impact on the overall project.

### **Specifications / Bidding / Procurement**

At this stage of the project Tarboro has the option to undertake a specification and bidding process or directly contract with CVSI for the implementation of the project. CVSI will support which ever approach you require.

### **Implementation**

Implementation is the most straightforward step of the project and includes:

- Site Preparation
- Infrastructure Installation
- Kit Assembly and Test
- Deployment
- System Commissioning
- Training

### **Maintenance and Support**

Once the system commissioning step is complete, the surveillance system will move into the maintenance and support phase. The system will be monitored for errors and performance issues. Preventative maintenance steps will be performed. Software and firmware will be regularly updated.



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## **Section 3 – Description of Contractor**

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**Carolina Video Security, Inc.**

### **Description of Contractor, Management and Team Members**

Carolina Video Security Inc (CVSI) is a North-Carolina-based Physical Security Systems Integrator founded in 2007 and headquartered in Raleigh, NC. CVSI also has a satellite office and permanent staff in Hickory, NC.

CVSI serves customers in the Commercial/Industrial, Municipal, Education, and Law Enforcement market segments. We provide our services throughout North Carolina and to select customers in Virginia and South Carolina.

CVSI's capabilities include video surveillance, access control, emergency communications and , perimeter intrusion detection among others. CVSI also provides security systems assessments, design/engineering, and consulting services

CVSI's Law Enforcement solutions include a wide variety of specialized video surveillance solutions from covert, semi-covert, and overt packaging (for both mobile and fixed applications) to wide-area public facilities coverage and traffic management / LPR capabilities. CVSI also provides interview recording systems for custodial interrogations.

CVSI is a turn-key provider including requirement development, planning, design, engineering, project management, installation, commissioning, and support/maintenance.

CVSI holds a NC Board of Examiners for Electrical Contractors License SP.FV/LV.27375, and a NC Alarm Systems Licensing Board License 1983-CSA / BPN 006202P3M.

Some of the manufacturer's certifications we hold include Axis Gold Level Partner, Milestone Gold Level Partner, and Cisco Certified Partner.

### **Management**

The following staff are key team members at CVSI. The biographies/resumes of three key management personnel are provided in Section 4.

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**Carolina Video Security, Inc.**

- Brad Silvernail, President / Co-Founder
- Nicole Silvernail, CFO / Co-Founder
- Todd McIntyre, Director of Sales
- Jason Walters, Manager, Systems Installations
- Chris Barnes, Manager, NC West
- Daniel Filomena, Manager, Customer Support

### **Video Surveillance Systems Experience / Comparable Projects**

The following list offers CVSI projects that are comparable projects to the plans for the Tarboro Public Safety Surveillance System and includes these similar characteristics - Video Surveillance, Municipal, Wide-Area, and Multiple Communications Technologies Required.

#### **City of Hickory and Hickory Police Department**

Municipal Video Surveillance System

2009 to Present

Current Project - \$ 275,700



Deputy Chief Reed Baer

[rbaer@hickorync.gov](mailto:rbaer@hickorync.gov)

828-217-0636

CVSI first built the Hickory surveillance system in 2009-2010 deploying a city-wide video surveillance system on a dedicated wireless network. The system operated well for more than a decade before requiring a significant upgrade/replacement.

CVSI is currently under contract to re-build the Hickory surveillance system. The new system includes all new recording hardware with Milestone Systems XProtect Professional+, XProtect Rapid Review, all new wireless infrastructure combined with various points of the city network and a variety of Axis PTZ and Panoramic cameras.

Additionally, CVSI provides video surveillance solutions to City Hall, Parks & Recreation Facilities, and the Public Services Department.

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**Carolina Video Security, Inc.**

**Mitchell Community College**

Physical Security Assessment, Consulting and Solutions Design. Emergency  
Operations Plan Consulting  
2018 to Present  
2021 Security Spending w/ CVSI - \$370,466

Gerald Hyde, CFO / VP Accounting  
[ghyde@mitchellcc.edu](mailto:ghyde@mitchellcc.edu)  
704-878-3212



CVSI's relationship with Mitchell Community College began in 2018 with a Security and Safety Assessment of the college including campuses in Statesville and Morrisville. This assessment included a written report and presentation summarizing and prioritizing risks and making recommended actions for improvement to the Dr. Brewer the College President and Executive Team Members. Since 2018, CVSI has been engaged in a security up-fit that recently completed Phase 1. This security up-fit was implemented at all 14 major buildings and included in aggregate more than 280 cameras, 60 access control doors with Lockdown, and more than 400 emergency speakers, horns, and digital signs. CVSI has again been retained for the consulting, engineering, and design of Phase 2.

**City of Raleigh - Public Utilities**

Video Surveillance Systems  
2017 to Present  
Current Project - \$ 176,650

Josh Quinn, Remote Facilities Maintenance Supervisor  
Raleigh Water – Resource Recovery  
[Joshua.quinn@raleighnc.gov](mailto:Joshua.quinn@raleighnc.gov)  
919-996-3678



CVSI is currently under contract with both the City, Crowder Construction and Ulliman-Schultz to provide various design, consulting and video surveillance implementation projects for both the monitoring of processes (including the new BioEnergy Facility) and site security and safety of the various facilities. CVSI has or is working at all major public utility facilities including Neuse River Resource Recovery Facility (NRRRF), E.M. Johnson Water Treatment Plant and the D.E. Benton Water Treatment Plant. CVSI is currently engaged with McKim & Creed providing consulting services as

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subject-matter-expert (SME) for video surveillance systems design and technology at the Raleigh Water Treatment Plants.

**Town of Apex / Apex Police Department**

Security and Safety Systems Design and Implementation  
2009 to Present  
2021 Spend with CVSI - \$427,110



Erika Sacco, CIO, Director of IT

[erika.sacco@apexnc.org](mailto:erika.sacco@apexnc.org)

919-249-3312

CVSI provides a variety of services to the Town of Apex including design and implementation of video surveillance and access control systems. CVSI also provides consulting services for video surveillance and access control systems design and planning for capital projects including – Public Safety Station 5, Mason St Municipal Building, Public Works Electric Utility Operations Center, Public Safety Station 6 and Pleasant Park. Apex's video surveillance systems use a variety of communications technologies including copper, fiber and wireless. Apex's video surveillance systems in aggregate include more than 300 network cameras and 9 recording servers.

**City of Wilson / Wilson Police Department**

City-Wide Video Surveillance System  
2010 to Present  
2021 Security Spending w/ CVSI - \$109,644



Anjelicia Everhart, Police Information Technology Specialist

[aeverhart@wilsonnc.org](mailto:aeverhart@wilsonnc.org)

Office: 252-399-2343

The City of Wilson and Wilson Police Department are long-term customers of CVSI. We have assisted with the design, development and implementation of a city-wide video surveillance capability leveraging a unique relationship with Greenlight. Across Wilson the system now incorporates more than 400 cameras and 6 recording servers. CVSI also provides a dedicated interview recording system to the PD.

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### **Additional CVSI Customers using Milestone Systems VMS and/or Axis Communications Cameras**

Below is an additional list of CVSI video surveillance projects and customers.

East Carolina University  
Multi-Campus Video Surveillance System Infrastructure Upgrade  
2014 to Present  
2021 Spend with CVSI - \$ 60,922



CVSI designed and implemented a new network video surveillance infrastructure to migrate an installed base of more than 1,200 cameras and 65 distributed Network Video Recorders (NVRs) to centralized server/storage clusters – 20+ Iomnis Servers with 44TB or 66TB RAID Arrays. CVSI recommended and implemented a new network video management software (Milestone XProtect). CVSI planned and executed the camera migration and configured custom maps and views to support a variety of users and user needs.

In addition, CVSI leveraged the common architecture and technology to extend the solution to support 200+ cameras in medical/clinical settings with customized features while ensuring HIPAA compliance. Currently the system has over 1,500 cameras and CVSI continues to support firmware upgrades, software renewals and storage solutions.

Bridgestone Americas Tire Operations  
Video Surveillance, Access Control, Process Monitoring  
2010 to Present  
2021 Spend w/ CVSI - \$ 132,027



CVSI has provided a variety of solutions to BATO including security system consulting, video surveillance, access control and manufacturing machine process monitoring. The BFUSA campus in Wilson, NC is one of the largest manufacturing facilities in the state, employing more than 1,000 workers at a 24/7

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operation. Products and technology at BFUAS include nearly 200 doors of Infinias access control and more than 150 cameras in their AXIS / Milestone video surveillance system.

#### **Town of Aberdeen**

Video Surveillance and A/V Systems

2020 to Present

2021 Spend with CVSI - \$80,407



CVSI initially supported the Town of Aberdeen during the Covid pandemic and provided a substantial AV upgrade to remotely broadcast the Town Council Meetings. This initial project opened the door to provide consultative services in the design engineering of their new police departments surveillance system. CvsI installed the necessary network infrastructure for the building, installed the cameras and programmed the new Milestone system server.

#### **Town of Holly Springs**

Video Surveillance Systems / Access Control

2016 to Present

2021 Spend with CVSI - \$103,834



CVSI provides a variety of services to the Town of Holly Springs including the design and implementation of video surveillance and access control systems. Holly Springs's video surveillance systems use a variety of communications technologies including copper, fiber and wireless. Holly Spring's video surveillance systems uses Axis cameras and has in aggregate include more than 200 network cameras. The infrastructure is built on Milestone Systems and includes 3 recording servers.

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**Carolina Video Security, Inc.**

**Town of Tarboro / Tarboro Police Department**

Video Surveillance Systems

2019 to Present



CVSI provided Tarboro with consultative system design services and the implementation of surveillance system at Hope Lodge Housing Development. CVSI designed and deployed surveillance camera kits in the intersection project. The project consisted of multi sensor camera kits utilizing a variety of transport mediums back to a central Milestone software recording platform. CVSI has also supported The Town of Tarboro with Wi Fi and point to point services.

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## Section 4 – Key Team Members

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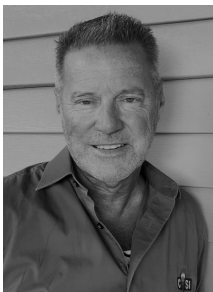


Brad Silvernail – President / Owner. Brad serves as the Principal Engineer and Consultant for CVSI leading customer engagements, large scale system design and planning. Brad has worked in the security and surveillance industry for the past thirteen years and was most recently the Chief Technology Officer of Integrian, a leading provider of mobile digital recording solutions to the law enforcement and transportation industries. Brad has over 30 years of experience in strategy, planning and new product development with industry skills spanning telecommunications, wireless, information technology and utilities. Prior to Integrian, Brad was a principal with TenX Venture Partners, served as CEO of Summus Limited and held a variety of positions in marketing and sales, product line management and business unit management for IBM and ABB. Brad holds an MS in telecommunications from Syracuse University and a BA in Communications from Auburn University.



Nicole Silvernail – CFO / Owner. Nicole has more than 20 years of experience in the Information Technology industry having held a variety of executive, management and technical positions during her career. She currently provides finance, accounting and operations related services to a number of small businesses in the Raleigh-Durham area including one of the fastest growing pharmaceutical marketing communications firms. Her previous clients also include the Wake Education Partnership and a precision machine importer.

Nicole began her career at IBM in 1987 and later held management positions at ABB (Asea Brown Boveri Inc.) and Comptia. She expanded her entrepreneurial experience with executive positions at start-ups Summus and Brightpod. Nicole is also active with non-profits currently serving as treasurer of the Ashley Angel Fund and the on board of the Follow The Child Montessori School. Nicole holds a BSCS from Pace University, New York, NY and an MBA from Meredith College, Raleigh, NC.



Todd McIntyre, Director of Sales – Todd joined the CVSI team, in late 2015. Todd manages many facets of our operation and is committed to a quality customer experience with all our staff. Todd has over 35 years of field experience in customer sales and support, spanning five different industries. He brings a wealth of knowledge in developing customer requirements, building viable solutions and managing successful implementations. Most recently Todd served multiple roles over an 18 year period with the Wesco Internationals Anixter Division. Todd holds a BS in Business Administration from Elon University.

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## **Section 5 – Description of Subcontractors**

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### **Subcontractors**

CVSI currently has no plans to include subcontractors on its planning or installation team.

CVSI is a turn-key provider of physical security systems and specifically video surveillance systems. As a result, we rarely use subcontractors.

CVSI is capable of planning, designing, engineering, assembly and test, field installation and maintenance and support.

CVSI's fleet includes two (2) bucket trucks for aerial work.

If for any reason, CVSI requires the services of a commercial electrician or a utility company, CVSI will use the City of Tarboro's recommended and approved contractors.



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## Section 6 – Expectations of the Town

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### **Contractor's Expectations of the Town of Tarboro**

CVSI will look for support from the Town of Tarboro in the following areas:

- Participate in collaborative requirements and planning (with a primary point of contact) process;
- Provide the permission to mount to and connect to Town Resources (Utility, light and traffic poles, and Town buildings where appropriate);
- Provide support from Information Systems (including internet connectivity, provision of wireless broadband or internet broadband services);
- Facilitate permitting approval and inspections if required;
- Provide timely review and approval of pre-construction plans;
- Participate in a collaboration in value engineering process.



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## Section 7 – Project Schedule

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Task / Activity	Duration (Days)	Comments
Contract Negotiation, Review and Execution	21	
Project Team / Kick-Off	5	
Requirements Development	10	
Survey and Planning	10	
Engineering and Design	15	
Project Plan	10	
Specifications / Cost Estimates for Bidding	10	
Vendor Bid / Contract	30	
Implementation - Site Preparation	15	
Implementation - Network / Power Installation	15	
Implementation - Procurement and Kit Assmbly	20	
Implementation - Deployment	15	
System Commissioning / Test	15	
Training	10	
Contingency / Inclement Weather	20	
<b>Project Duration</b>	<b>221</b>	
Maintenance and Support	N/A	On-Going



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## Section 8 – Past Litigation

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**Carolina Video Security, Inc.**

### **Past Litigation**

Carolina Video Security, Inc., a North Carolina corporation ("CVSI"), and its Officers have not been party to any litigation in the past five years.

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## Section 9 – Contract Termination

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**Carolina Video Security, Inc.**

### **Contract Termination**

Carolina Video Security, Inc., a North Carolina corporation ("CVSI") has no contract terminations for cause since incorporating and beginning operations in 2007 to the present.

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## Section 10 – Copyright Release

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### **Copyright Release**

Carolina Video Security, Inc., a North Carolina corporation ("CVSI") certifies that it owns the copyright for the material contained in the CVSI Response to Tarboro Request for Qualifications documents under U.S. Copyright laws excluding those materials identified by other copyrights, e.g. Axis Product Datasheets.

CVSI hereby grants the Town of Tarboro permissions to use, copy and distribute the CVSI Copyright materials in conjunction with the evaluation and selection of a Public Safety Surveillance Systems contractor on a royalty-free basis to Town of Tarboro employees.

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## Section 11 – Technical Features

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### Technical Features of Proposed Products and Services

<p>11.a. Describe your firm's knowledge of national and local building codes, and other security system requirements, including but not limited to those that govern the installation of cabling, grounding, bonding, and electronic connections.</p>	<p>CVSI's co-owner and principal engineer holds both an NC Electrical License and NC Alarm Licensing Board License. CVSI is also a registered alarm company.</p> <p>Qualifying for these licenses and maintaining these licenses on an annual basis requires up to date knowledge of the NFPA 70 National Electrical Code 2022 and NFPA 72 National Fire Alarm and Signaling Code. This includes the North Carolina Electrical Code (Current Version NEC 2019) with amendments.</p> <p>We regularly take continuing education which includes among other topics up to date changes in the electrical code and best practices for grounding and bonding.</p> <p>CVSI's installation manager and two of our lead technicians have more than a decade of experience in structured cabling and this includes holding various BISC certifications.</p> <p>Three CVSI technicians also have more than a decade of experience in fiber splicing including holding Corning and OCC certifications.</p>
<p>11.b. Is the system fully BACnet compliant, designed for open architecture, and compatibility/connectivity with other low voltage systems? Is the system designed to accept other inputs?</p>	<p>Milestone Systems XProtect supports communications and integration with BACnet through a Plug-In. Support is for BACnet/IP unless an additional communications device, e.g., RS-485 is available. Activity on the BACNet is shown in the Alarm / Event manager and can be integrated with the Rules Manager to trigger other events.</p>



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	<p>In addition to the native BACnet plug-in, a Milestone Partner - Conexao offers the O-Insights BACnet tool that enables two-way communication over BACnet between systems including building management, smart grids, SCADA, and Milestone VMS. The plugin is integrated, tested, and implemented with all the leading BMS systems in the market.</p> <p>Milestone Systems is a leading provider of open platform video management software. Based on an open platform, its video management software enables integration with the industry's widest choice in cameras and best-in-class business solutions.</p>
11.c. Are the software tools, firmware upgrades, and product training free?	<p>The Video Management Systems (VMS) software add-on tools recommended for this solution have no costs such as the AXIS Optimizer for Milestone.</p> <p>The AXIS camera firmware updates have no costs.</p> <p>Initial product training on all aspects of the systems will be included in the scope of the purchase contract. Additional training is available with an ongoing maintenance and support agreement.</p> <p>Always available and for free is Milestone eLearning which includes both role-based and functional training.</p> <p>(There is a modest cost to take the tests for certification if desired).</p>
11.d. What if any of the devices used by your firm are proprietary?	<p>None.</p> <p>The primary products in the CVSI recommended solutions include AXIS for network cameras and</p>



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	<p>Milestone Systems for video management software.</p> <p>The open standard for video surveillance and security devices is ONVIF. Axis and Milestone are founding members of ONVIF and have been supporting it since 2008.</p> <p>ONVIF conformant products and profiles guarantee interoperability and compatibility between products from different manufacturers.</p>
11.e. What is the industry standard for warranty on parts and labor for components used by your firm? How does your firm's extended warranty measure against this industry standard?	<p>The recommended products for the Public Safety Surveillance System are AXIS and Milestone Systems. The standard manufacturer's limited warranty for hardware by both Axis and Milestone is five (5) years.</p> <p>Software support plans called "CarePlus" are available from Milestone Systems on an annual renewal for periods from one (1) to five (5) years.</p> <p>CVSI plans to include the five (5) year CarePlus pricing in it's budgetary estimate for the best value and to reduce any recurring costs.</p> <p>CVSI's standard warranty for workmanship is typically 90 days and can be extended up to one (1) year with a support and maintenance agreement.</p>
11.f. Does your firm have a sales and support office within one hundred (100) miles of Tarboro, NC?	<p>Yes.</p> <p>CVSI main office at 4425 Beryl Road, Raleigh, NC 27606 is approximately 78 miles from Tarboro NC.</p>
11.g. Does your firm have IT certified personnel assigned to programming systems or support the field programmers?	<p>CVSI staff hold all the necessary certifications to install and support the offered products including Axis Certified Professional, Milestone Certified Design Engineer (MCDE) and Milestone Certified Integration</p>

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	Technician (MCIT).
11.h. Does your firm provide company vehicles and equipment to technicians performing field installation or repair services?	CVSI has a full fleet of vehicles including two bucket trucks, and multiple vans, pickup trucks and a construction trailer. We prefer that our employees do not operate personal vehicles for CVSI business, but on occasion may arrive at a customer job site in their own vehicle due to personal reasons such as a delayed start.
11.i. Are the technicians to be used on this project factory certified on the equipment supported by the firm?	CVSI staff hold all the necessary certifications to install and support the offered products including Axis Certified Professional, Milestone Certified Design Engineer (MCDE) and Milestone Certified Integration Technician (MCIT).
11.j. Does your firm have a dedicated service department or are technicians shared among installations and service work?	<p>CVSI has a dedicated customer support department, however we use a team approach to customer support and will re-deploy other installation and engineering resources as may be required by customer service issues.</p> <p>CVSI's customer support team use a shared mailbox, phone extension and voicemail box.</p> <p>Email: <a href="mailto:support@carolinavideosecurity.com">support@carolinavideosecurity.com</a></p> <p>Phone: 919-838-4960 x114</p> <p>CVSI is also developing an online service portal for our customers with support and maintenance agreements.</p>

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### Network Communications

Network communications for remote security devices in a wide area deployment require the flexibility to support a variety of network communication types.

Network communication types should include:

- Broadband Services (Cable TV)
- Wireless 4G/LTE
- Wireless 5G (New)
- Fiber Optic Communications and Powered Fiber
- Long Range Ethernet / Ethernet Extenders (100m to 500m)
- Long Reach Ethernet (LRE) 10BaseT1L (200m to 1000m)
- Dedicated Point-to-Point and Point-to-MultiPoint Terrestrial Wireless

During the survey and planning phase of the project, each camera location will be evaluated for available communications options, feasibility, and lowest cost.

The following table illustrates estimates of average costs for comparison. Not all communication types will be feasible at each end-point. Specific costs will vary by site conditions and location. This information along with performance characteristics, pros / cons is an example of the comparative analytics that would be provide to Tarboro during the project in planning and design.

Network Type	Transceivers / Media Converters / Modems Per Link	Cable Materials (if Applicable) / (Including Terminations, Connectors and Patch Panels	Installation Costs  OTC = One Time Charges	Monthly Recurring Costs
Broadband Services	\$1000	N/A	\$ 500	\$ 60
Wireless 4G/LTE	\$ 1000	N/A	\$ 500	\$50
Wireless 5G	\$ 1,300	N/A	\$ 500	\$ 40



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<b>Fiber Optic Cable</b>	\$ 1,500	\$ 5 / Ft	\$2,000 OTC + \$4 / Ft	N/A
<b>Fiber Optic Cable / Powered Fiber</b>	\$ 2,000	\$ 7 / Ft	\$2,000 OTC + \$4 / Ft	N/A
<b>Long Range Ethernet</b>	\$ 1,500	\$3 / Ft	\$1,000 OTC + \$3 / Ft	N/A
<b>Long Reach Ethernet</b>	\$ 1,800	\$3 / Ft	\$1,000 OTC + \$3 / Ft	N/A
<b>Pt-to-Pt Wireless Up to 10Km</b>	\$ 1,500	N/A	\$ 1,000	N/A
<b>Pt-to-MPt Wireless Up to 5Km</b>	\$ 1,000	N/A	\$ 1,000	N/A

Note: Pricing Assumptions

1. Power is available at both end-points.
2. Equipment Enclosure at End-Point is Included in Material Cost.
3. Aerial Cable Installation right-of-way and pole attachment rights are available and allowed. (No costs for "Make-Ready" are included)
4. All fiber optic and copper cables are rated for Outside-Plant (OSP) Applications.
5. Broadband Services are already available at the end-point. No broadband service "last-mile" costs are included.
6. Wireless 5G assumes 5G services are available in the area.
7. All network communications options provide a minimum of 10 Mbps to each end-point.
8. Pt-to-Pt and Pt-to-MP wireless links require line-of-site (LOS)

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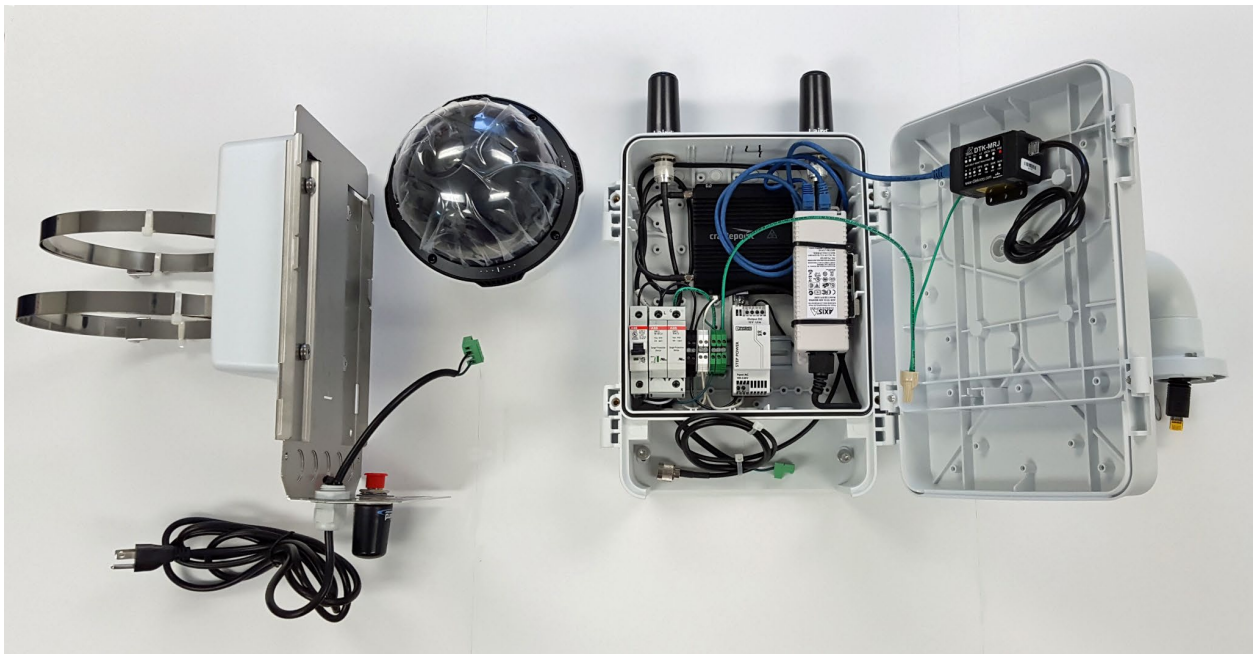
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### **CVSI Wireless Remote Kit**

CVSI first developed a Remote Surveillance Kit in 2012. The kit has undergone many revisions and refinements and now supports multiple camera types, and power and communications options.

The pictures below show a recent version of the wireless kit with a 4G modem configured for easy installation by a single technician in a one-man bucket truck.

Features of the kit include - AC Power Surge Protection, Diversity Antennas for 4G/LTE, Optional WIFI, LED Pilot Light, LED Strokes and Network Surge Protection.



*Figure 1 - CVSI Wireless Remote Surveillance Kit w/ PTZ*

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*Figure 2 - Examples of CVSI Wireless Remote Surveillance Kit with Various Cameras*

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*Figure 3 - CVSI Wireless Remote Surveillance Kit with Optional Strobe Lights*

### **Recommended Cameras**

CVSI is a Gold Level Partner with Axis Communications, the leading provider of network cameras worldwide. Axis offers a variety of camera types, models, and price points. Many now include video object recognition with AI and Deep Learning technology. The recommended models for the Tarboro Public Safety Surveillance Systems are listed below. Additional models may be recommended after the requirements development and site survey and planning phases.

### **PTZ with Optional Panoramic**

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#### Q6075-E / 1080P Full HD with 40X Optical

The Axis Q6075-E is an outdoor-ready Pan-Tilt-Zoom (PTZ) camera with HDTV 1080p resolution and 40X Optical Zoom. Additional features include Lightfinder 2.0, Zipstream, Autotracking 2, Built-in Analytics, and Wide Dynamic Range. This camera will perform well in low-light and offer an excellent capability to view large areas.



*Figure 4 - Axis Q6075-E PTZ Camera*

#### Optional Q6010-E Panoramic Network Camera



*Figure 5 - Q6010-E Panoramic Camera*



*Figure 6 - Q6075-E with Q6010-E Panoramic as an Integrated Unit*

The Q6010-E is a complimentary accessory for the Q6075-E PTZ camera. Combined the two units offer full-time 360 degree camera overview with one-click PTZ control to target a detailed view of any activity. The Q6010-E incorporates four (4) 5 mega-pixels sensors for a total of 20 MP.



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Q6135-LE / 1080P Full D with 32X Optical and Integrated Long-Range Optimized IR

The Axis Q6135-LE PTZ camera combines the capabilities of the Q6075 and adds Laser Focus (for crystal clear images after rapid movement) and enhanced nighttime image-capability in total darkness up to 820 ft with Optimized IR LED.

Optional Q6100-E Panoramic Network Camera

The Q6100-E is a complimentary accessory for the Q6135-LE PTZ Camera. Combined the two units offer full-time 360 camera overview with one-click PTZ control to target a detailed view of any activity. The Q6100-E incorporates four (4) 5 mega-pixels sensors for a total of 20 MP.



*Figure 7 - Axis Q6135-LE PTZ Camera with IR*



*Figure 8 - Q6100-E Panoramic Camera*

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*Figure 9 - Axis Q6135-LE with Q6100-E Panoramic as an Integrated Unit*

#### **Panoramic (Stand-Alone)**

The AXIS P3719-PLE Panoramic / 15MP / Multi-Sensor / Mutli-Directional with IR / Remote Zoom and Focus / Vari-Focal Camera Heads / Flexible Positioning of Each Camera Head (Requires only one IP Address and one Milestone Systems Device License)



*Figure 10 - Axis P3819-PLE Panoramic Camera - Multi-Sensor / Multi-Direction*

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The Axis P3818-PVE network camera offers a seamless 180 degree coverage with 13MP resolution. Flexible installation tools including seamless pan/tilt/roll support optimal installation. Two (2) Axis P3818-PVE network cameras can be placed back-to-back with the optional T94V01C Dual Camera Mount.



*Figure 11 - Axis P3818-PVE Panoramic Camera - Seamless 180 Degree*

### **Network Video Management System**

CVSI is a Gold Level Partner with Milestone Systems and both our engineers and technicians hold Milestone Professional Certifications. As the Tarboro Police Department is already using the Milestone Systems XProtect Professional+ platform it is not necessary to summarize the benefits of this product. We would recommend that as part of the implementation of this project that the installed system be upgraded to XProtect Professional+ 2022R2 Release along with an update of all other device firmware and settings.

### **Hybrid Secure Recording**

Video surveillance systems implemented within a single building or group of buildings can operate on reliable hard-wired network infrastructure. Video surveillance systems that are implemented over a wide area or a range of communications technologies (which may experience periodic interruptions) require a recording solution/technology that can overcome the risks of occasional outages.

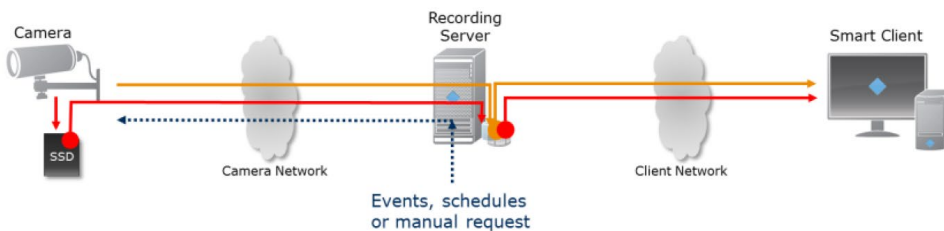
Most video surveillance systems utilize either centralized recording or edge recording. Edge recording uses an SD-type Flash memory card installed within the camera for local recording. Both centralized and edge recording solutions have their merits, but with Milestone Systems XProtect Professional+, the design of the Tarboro Public Video Surveillance System will benefit from a hybrid solution that combines the benefits of both recording technologies increasing the overall reliability and security of the system.

Milestone Systems XProtect Scalable-Video-Quality-Recording (SVQR) is a unique hybrid recording technology that enhances both recording and live streaming. SVQR uses an SD-type Flash memory in



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the camera for high-quality full resolution recording while simultaneously streaming a lower resolution image to the central server for live monitoring. The lower resolution image is also recorded in the central server to facilitate search and identification of events that can be marked for high-quality full resolution retrieval from the camera storage.



*SVQR enables efficient video storage by seamlessly combining edge and centrally stored video*

Milestone's unique SVQR technology increases the fault tolerance in all types of installations and conserves network bandwidth.

### **Video Analytics**

Video Analytics is a powerful technology that will significantly enhance the utilization and productivity of a video surveillance system. Milestone Systems now offers XProtect Rapid REVIEW powered by Briefcam. XProtect Rapid Review (XRR) is a fully featured intelligent video analytics solution that enables you to quickly review and analyze forensic video content to find what you are looking for, fast.

XProtect Rapid Review is licensed separately on a per camera basis in addition to XProtect Professional+. XProtect Rapid Review includes these tools:

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### Case Management

Organize all video assets of an investigation in a single container, bookmark objects of interest, and summarize case findings (including all relevant exhibits) in an exportable report, while dynamically collaborating on cases with other users.



### VIDEO SYNOPSIS®

Simultaneously present objects that have appeared at different times within the video. The result is a dramatically shorter video segment that fully preserves the viewer's ability to analyze the scene, enabling the review of hours of video in minutes and sometimes seconds



### Multi-Camera Search

Advanced multi-camera search powerfully identifies men, women, children and vehicles of interest with speed and precision, using face recognition, appearance similarity, apparel, color, size, speed, path, direction, dwell time and illumination change filters.



### Face Recognition

Accurate face recognition rapidly pinpoints people of interest using digital images extracted from the video or from external sources.



### License Plate Recognition

Differentiated license plate recognition, designed especially for "in the wild" surveillance scenarios and ease of operation in finding license plates through watchlists, existing video or data uploads.



### Appearance Similarity

Instantly locate people, vehicles, and other items of interest by searching for objects with similar attributes.



### Face Mask Detection

Apply Face Mask attribute filter to search and identify face mask usage across video.



### Proximity Identification

Search and identify the distance between individuals over time and location for compliance with physical distancing and for contact tracing.



### Line Crossing

Detect, filter and count objects that cross a demarcation in a pre-defined direction to drive perimeter protection and directional object count.



### Visual Layers

Create visual analytics and heatmaps for activity, dwell time, common paths and background changes.



### Filter Tolerance

Adjust tolerance levels to refine search results for class, attributes, color, dwell time, direction, area, path, face recognition and appearance similarity.



### Density & Speed Control

Increase or decrease the number and speed of events shown at once.



### Sort Control

View events by relevance or by order of occurrence and easily zoom in on items of interest.

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

**Subject:** Award Contract - Braswell Multipurpose Court

**Date:** 9/12/2022

**Memo Number:** 22-59

---

An RFP for the Braswell Park Multipurpose Court Project was issued on June 13, 2022 and advertised in the Rocky Mount Telegram. The RFP was sent directly to companies known to perform such work, and it was also posted on the Town's website, the NCRPA website, and the NC Historically Underutilized Business website.

Responses were due on July 27, 2022 at 12:00 pm, and at that time only two sealed proposals had been received. As such, the process was reopened and advertised on July 29, 2022, in accordance with State law.

The second process for the RFP closed on August 17, 2022 at 12:15 pm. Attached is a copy of the bid tabulation.

It is recommended that Council award a contract to Musco Lighting and authorize staff to negotiate the terms and to execute the necessary documents.

### **ATTACHMENTS:**

Description	Upload Date	Type
Bid Tabulation and Department Recommendation	9/6/2022	Backup Material



# Memo



To: Anne Mann, Finance Director  
Troy Lewis, Town Manager  
From: Cameron Barber, Supervisor of Recreation Maintenance  
Date: August 17, 2022  
Re: Braswell Multipurpose Court RFP Contract Recommendation

This project was posted as an RFP to gather bids. The RFP was posted in the Rocky Mount Telegram and ran on June 13, 2022. As required, the RFP was open at least 14 days after the ad was run. The RFP was also posted to the Town's website, NCRPA, and the NC Historically Underutilized Business website. Questions posed were responded to and sent to all respondents on July 5, 2022. The bid process was closed on July 27, 2022 at 12:00 PM. Two sealed bids were received.

In accordance with NC law two bids does not satisfy the requirements for a project of this value. Therefore, the RFP was reopened on July 29, 2022. Previous bidders were contacted and informed of the reopening to summon more bids. Both companies asked to use their previously submitted bid for this opening. No further questions were raised by other respondents and the bid process closed on August 17, 2022 at 12:00 PM as advertised. The original two sealed bids are the only two that were submitted.

On August 17, 2022 at 12:15 PM, the bids were opened at the EL Roberson Center with Travis Stigge (Director) and myself present. Both bids were examined for content and price to determine the lowest responsible bidder. The following table shows the bid content summarized and their final prices.

Vendor	Multipurpose Court System	Responsible	Price
Musco Lighting	✓	✓	\$175,000.00
Bliss Products	✓	✓	\$209,928.87

After two cycles of open RFP and only two submitted bids, the department would request to move forward with awarding a contract for this project. A third bid was not able to be obtained even after diligent effort to further summon more bids. As a result, the department recommends awarding the contract for the design and build of the Braswell Multipurpose Court to Musco Lighting as they are the lowest, responsible respondent.

*Cameron Barber*  
Parks and Recreation  
Maintenance Supervisor



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

**Subject:** NCDOT - New Year's Eve Event

**Date:** 9/12/2022

**Memo Number:** 22-60

---

Town staff is currently working on the 2022 New Year's Eve Event in Downtown Tarboro. In order to receive approval from NCDOT to close Main Street and St Andrew Street for the New Year's Eve Event, it is necessary to adopt an ordinance declaring the road closures.

It is recommended that Council adopt the attached ordinance declaring the closure of N. Main Street (NC 33) between St. James Street and Pitt Street, the 300 block of N. Main Street, and the 300 block of St. Andrew Street for the 2022 New Year's Eve Event.

### **ATTACHMENTS:**

Description	Upload Date	Type
New Year's Eve Event	9/2/2022	Cover Memo

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

**AN ORDINANCE DECLARING A ROAD CLOSURE FOR A  
NEW YEAR'S EVE EVENT**

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

**WHEREAS**, the Town Council of the Town of Tarboro has a desire to establish a New Year's Eve event in the Town to attract visitors and provide entertainment for residents; and

**WHEREAS**, the Town Council of the Town of Tarboro acknowledges its citizens realize a social and economic benefit from holding such events; and

**WHEREAS**, the Town Council of the Town of Tarboro acknowledges this event requires approximately two (2) hours to install traffic control, and also requires approximately two hours for removing traffic control and litter;

**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: Saturday, December 31, 2022 – Sunday, January 1, 2023

Time: 7:00 PM – 2:00 AM (Event from 9:00 PM to 12:00 AM)

Route Description: N. Main Street (NC 33) between St. James Street and Pitt Street

Time: 3:00 PM – 2:00 AM

Route Description: 300 block of N. Main Street and 300 block of St. Andrew Street

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

Adopted this 12<sup>th</sup> day of September, 2022.

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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:** Field of Honor Request - Tarboro Rotary Club

**Date:** 9/12/2022

**Memo Number:** 22-61

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The Rotary Club of Tarboro is preparing to launch its third annual Field of Honor from November 3rd - 19th. The days surrounding Veterans Day were chosen as an appropriate time to honor members of our armed forces, first responders, and all who are or have been heroes in our lives.

Because of the local support and hard work of Rotary Club members and volunteers, the inaugural event enabled the Rotary Club of Tarboro to contribute over \$30,000 to local causes and charities including first responder scholarships and high school R.O.T.C. programs in the area. Last year 350 flags were displayed on the Town Common and many citizens expressed their appreciation for the display. This year 500 flags have been planned for display.

The Board of the Rotary Club of Tarboro would like to request that the Tarboro Town Council again allow the flags to be displayed on the section of Town Common flanking Main Street on both sides so that both drivers and pedestrians may enjoy this visual display.

It is recommended that Council give the Tarboro Rotary Club permission to install flags on the Town Common from November 3rd - 19th, 2022 and to allow staff to grant permission for each coming year depending on any conflicts with other events, for a Field of Honor display as described above.



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

**Subject:** Special Event - Brewgrass Festival

**Date:** 9/12/2022

**Memo Number:** 22-62

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Tarboro Development Corporation is requesting the road closure of River Road for the Brewgrass Festival event to take place on Sunday, November 6, 2022 at Riverfront Park from 9 am to 7 pm.

It is recommended that Council agree to the road closure of River Road for this event.



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

**Subject:** Minimum Housing Code Enforcement - 614 Martin Luther King Jr. Drive

**Date:** 9/12/2022

**Memo Number:** 22-63

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On April 14, 2022, the Town's Building Inspector inspected the above-referenced dwelling unit owned by Lillie B. G. Aldave and found it to be unfit for human habitation. On June 7, 2022 following a required hearing, an order was issued directing the owner(s) to repair or demolish the structure within sixty (60) days of the order. The order expired on August 7, 2022. To date, the owner(s) have failed to comply with the Inspector's order to repair or demolish the structure.

It is recommended that Council adopt the attached Ordinance giving the owner(s) 30 days to comply with the Inspector's order. If the owner fails to comply with the Inspector's order, the Ordinance authorizes the Inspector to remove or demolish the dwelling at 614 Martin Luther King Jr. Drive. The cost of removal shall be a lien against the real property.

### **ATTACHMENTS:**

Description	Upload Date	Type
614 Martin Luther King Jr. Drive MHC Ordinance	9/2/2022	Cover Memo

TOWN OF TARBORO  
ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE ORDERING THE BUILDING INSPECTOR OF THE TOWN OF TARBORO TO EFFECTUATE THE PURPOSES OF ARTICLE II OF CHAPTER 9 ("MINIMUM HOUSING STANDARDS") OF THE TOWN CODE AS TO THE BUILDING AT 614 MARTIN LUTHER KING JR. DRIVE IN THE TOWN OF TARBORO, NORTH CAROLINA OWNED BY LILLIE B. G. ALDAVE.

WHEREAS, the State Legislature has found and declared that the existence and occupation of dwellings in this State that are unfit for human habitation are inimical to the welfare and dangerous and injurious to the health, safety, and morals of the people of this State and that a public necessity exists for the repair, closing or demolition of such dwellings; and

WHEREAS, the State Legislature has given municipalities the power to exercise their police powers to repair, close, or demolish such dwellings; and

WHEREAS, on May 17, 2022, pursuant to Complaint and Notice of Hearing duly issued on May 17, 2022, and served upon the owner(s) of record of property at 614 Martin Luther King Jr. Drive in the Town of Tarboro, Building Inspector Brandon Keel found that the building at 614 Martin Luther King Jr. Drive failed to comply with the standards of fitness for human habitation prescribed in the Housing Code of the Town of Tarboro due to conditions listed in the Order signed June 7, 2022; and

WHEREAS, the Building Inspector ordered that the owner(s) repair, alter, or improve the building at 614 Martin Luther King Jr. Drive so as to render it fit for human habitation in accordance with the standards of fitness prescribed in the Housing Code of the Town of Tarboro; or to demolish the building; and

WHEREAS, the building's owner(s) has not repaired, altered, or improved such building so as to render it fit for human habitation, or demolished the same;

NOW, THEREFORE, the Town Council of the Town of Tarboro hereby ordains:

Section 1. The Town Council of the Town of Tarboro has reviewed the actions of the Building Inspector relating to the dwelling at 614 Martin Luther King Jr. Drive, in the Town of Tarboro, parcel number 4738-47-8672-00 on the city-county tax maps, and the order dated June 7, 2022, requiring that the building's owner(s), Lillie B. G. Aldave, repair, alter, or improve such dwelling so as to render it fit for human habitation in accordance with the standards of fitness prescribed in the Building Code of the Town of Tarboro or to demolish that dwelling, and the Town Council has found that the owner(s) has neglected and failed to either repair, alter or improve such housing so as to render it fit for habitation in accordance with the standards of fitness, and has also failed, in the alternative, to demolish the same, and has thereby failed to comply with the order of the inspector.

Section 2. The Town Council of the Town of Tarboro has found that the continuation of the dwelling in its current status would be inimical to the health, safety, morals, and welfare of the Town of Tarboro in that the dwelling would continue to deteriorate, would create a fire and safety hazard, would be a threat to children and vagrants, would attract persons intent on criminal activities, would cause or contribute to blight and the deterioration of property values in the area, and would render unavailable a property and a dwelling which might otherwise be made available to ease the persistent shortage of decent and affordable housing in this State.

Section 3. The Town Council of the Town of Tarboro has found that the repair, alteration, and improvement of said dwelling cannot be made at a reasonable cost in



relation to the value of the dwelling (the cost of such repairs being in excess of 50% of its present economic value).

Section 4. The above-mentioned owner(s) of the property at 614 Martin Luther King Jr. Drive shall have sixty (60) days from the effective date of this ordinance within which to comply with the order of the Building Inspector dated June 7, 2022, and should said owner(s) fail to comply with the order within this period, then and in that event, the Building Inspector of the Town of Tarboro is hereby ordered to proceed to effectuate the purpose of Article II of Chapter 9 of the Code of Ordinances of the Town of Tarboro and N.C.G.S. 160D with respect to said property. The Inspector is hereby specifically authorized and directed to remove or demolish or to cause to be removed or demolished the dwelling at 614 Martin Luther King Jr Drive.

Section 5. Pending compliance with this ordinance or demolition of the building, the Building Inspector is hereby ordered to cause to be posted on the main entrance of said dwelling a placard with the following words: "This building is unfit for human habitation; the use or occupation of this building for human habitation is prohibited and unlawful."

Section 6. The amount of the costs of removal or demolition by the Building Inspector shall be a lien against the real property upon which the cost was incurred, which lien shall be filed, have the same priority, and be collected as a lien for special assessment. Upon removal or demolition, the building inspector shall sell or cause to be sold the salvageable materials of the dwelling, and any personal property, fixtures, or appurtenances found in or attached to the dwelling, and shall credit the proceeds of the sale against the cost of removal or demolition.

Section 7. This ordinance shall be effective upon its adoption and recordation of the same in the office of the Register of Deeds of Edgecombe County, and a copy of the same shall be forwarded to all owner(s) by certified mail, with return receipt requested.

Adopted this 12<sup>th</sup> day of September 2022.

Town of Tarboro

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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 September - Downtown Grant Review Committee

**Date:** 9/12/2022

**Memo Number:** 22-64

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Due to the expansion of Tarboro's downtown grant programs, the Downtown Grant Review Committee was approved at the last Council meeting to expand from three (3) to five (5) members.

The following individuals are interested in serving on this committee and their applications are attached:

Trey Cherry  
Eleanor Redhage Gilroy  
Jennifer Shearin

It is recommended that Council appoint two (2) additional members to serve on the Downtown Grant Review Committee at the September Council meeting.

### **ATTACHMENTS:**

Description	Upload Date	Type
Trey Cherry Application	9/6/2022	Cover Memo
Eleanor Gilroy Application	9/6/2022	Cover Memo
Jennifer Shearin Application	9/6/2022	Cover Memo



## Town of Tarboro Application for Boards and Commissions

Please print or type the following information:

Name: TREY CHERRY Daytime Telephone: 252-903-8029  
Address: 101 E. CHURCH ST. APT 301, TARBORO NC Zip Code: 27886  
Email: CHERRY.TREY@YAHOO.COM  
Length of Residence in Tarboro: 38+ YRS

Please indicate in priority order the two boards, commissions, or committees on which you would like to serve:

1. DOWNTOWN GRANT REVIEW COMMITTEE 2. \_\_\_\_\_

Why would you like to serve? CURRENTLY CHAIR THE ECONOMIC VITALITY COMMITTEE OF THE TARBORO DEVELOPMENT CORPORATION, AND WORKED CLOSELY WITH TINA PARKER, TARBORO DEVELOPMENT AND DOWNTOWN COORDINATOR TO DEVELOP AND IMPLEMENT NEW GRANTS.

Please describe how your education, work experience, and community activities are relevant to your selections: MY SERVICE ON THE ECONOMIC VITALITY COMM., AND INVOLVEMENT IN THE GRANT EXPANSIONS GIVE ME UNIQUE INSIGHT INTO THE EV COMM.'S, AND TDC'S INTENT FOR THE GRANTS

Community Activities: TARBORO DEVELOPMENT CORPORATION, ECONOMIC VITALITY COMMITTEE - MEMBER SINCE AUG. 2020, CHAIR SINCE SEPT. 2021

Employment History: 1996 - PRESENT - EDBECOMBE COMMUNITY COLLEGE, CURRENTLY SERVE AS CHAIR OF THE INFORMATION TECHNOLOGY STUDIES DEPARTMENT

Education: MS - TECHNOLOGY SYSTEMS (DIGITAL COMMUNICATIONS), ECU - GRADUATE CERTIFICATE (NETWORKING), ECU - BSBA (MANAGEMENT INFORMATION SYSTEMS) ECU - AA, EDBECOMBE COMMUNITY COLLEGE

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

TARBORO DEVELOPMENT CORPORATION - ECONOMIC VITALITY CHAIR

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: 06 SEPT 2022

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: Eleanor Redhage Gilroy Daytime Telephone: 252-904-3181  
Address: 204 E Park Avenue, Tarboro Zip Code: \_\_\_\_\_  
Email: ergilroy8@gmail.com  
Length of Residence in Tarboro: 25+ years

Please indicate in priority order the two boards, commissions, or committees on which you would like to serve:

1. building and improvement grant committee 2. \_\_\_\_\_

Why would you like to serve? My family has an enduring interest in improving Tarboro, but especially Main Street. My husband and I want our family, and all Tarboro families, to be proud of where they live. Main Street has so much potential. I have an appreciation for balancing the historic charm of Tarboro with modern conveniences and interests of the public.

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

My background in law enables me to navigate ordinances and statutes and explain any nuances to peers. I have a "high aesthetic" personality lending me to have a passion for environments looking the best possible.

Community Activities: Nash, Edgecombe, Wilson Bar Association (2nd vice president); Calvary Episcopal Church Women United Way Tar River Region (former Board Member - 2016-2019)

Employment History: Cranfill Sumner LLP, Attorney, 2019-present; Battle Winslow Scott & Wiley PA, attorney, 2016-2019

Education: Campbell University School of Law; NC State University

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

NC Bar Association; Nash, Edgecombe, Wilson Bar Association

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.

/s/ Eleanor Gilroy

Signature of Applicant: \_\_\_\_\_ Date: 9/5/22

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: Jennifer Shearin Daytime Telephone: 252-558-6274  
Address: 810 Saint Andrew St, Tarboro NC Zip Code: 27886  
Email: jshearin@fathomrealty.com  
Length of Residence in Tarboro: 15 years

Please indicate in priority order the two boards, commissions, or committees on which you would like to serve:

1. Building Improvement Grant Committee 2. Architectural Design Grant Committee

Why would you like to serve? I have adopted Tarboro as my home and I want to contribute to my community in a way that is meaningful and long-lasting. I have an interest in the downtown area and historic preservation, and I believe I have valuable insight to offer.

Please describe how your education, work experience, and community activities are relevant to your selections: I bought my first rental

property in Tarboro in 2007, and I became a small business owner in 2008 with The Main Street Cafe, now known as Tarboro Coffee house. I was involved in the original committee that started Second Saturdays in 2008 as well. Last year, I completed a successful historic preservation project at 1201 N Main St, and I completed the historic preservation tax credit process myself, which gave me a good understanding of the state and Federal rehabilitation standards.

Community Activities: TDC Economic Vitality Committee, volunteer at TDC events.

Employment History: Registered Nurse since 1995. Formerly worked at Vidant Edgecombe for 15 years, now in the healthcare insurance industry.

I have past experience as a real estate agent and residential investor, and just reinstated my broker license and joined Fathom Realty as a Realtor.

Education: Associate Degree in Nursing, 1995. Bachelors Degree in Nursing, 2012. MBA, 2017. Masters in Nursing Administration and Management, 2022.

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

TDC Economic Vitality Committee, National Association of Realtors, Rocky Mount Area Association of REALTORS®.

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: Jennifer Shearin Date: 9/5/22

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 for October - Parking Authority

**Date:** 9/12/2022

**Memo Number:** 22-65

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The five (5) year term for Bud Woolard will expire in October 2022 for the Parking Authority. Mr. Woolard does not wish to serve another term.

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



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

**Subject:** Appointment for October - Redevelopment Commission

**Date:** 9/12/2022

**Memo Number:** 22-66

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The one (1) year term for Robert Cherry will expire in October 2022 for the Redevelopment Commission.

Mr. Cherry is interested in serving another five (5) year term and his application is attached.

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

### **ATTACHMENTS:**

Description	Upload Date	Type
Robert Cherry's Application	9/2/2022	Cover Memo



# Town of Tarboro

## Application for Boards and Commissions

Please print or type the following information:

Name: Robert Cherry Daytime Telephone: 252-883-7402  
Address: 1401 CAPTAINS Rd Ward: 8 Zip Code: 27886  
Email: robertcherry38@gmail.com  
Length of Residence in Tarboro: 46 years

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

Redevelop Commission

Why would you like to serve?

Because I worked with the Commission while serving as  
Chief of Police and was involved with helping Public Housing  
A safe place for their tenants.

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

familiar with operation of the Housing Authority from my career  
in law enforcement in Tarboro, and worked with commission during his time

Community Activities: Trash Pickup in Tarboro, volunteered at local Hospital,  
coached Girls softball team

Employment History: Retired from Tarboro Police Dept serving in positions  
of Police Officer, Narcotic Officer, Detective Sgt, Police Master,  
Chief of Police

Education: ASSOCIATE DEGREE IN CRIMINAL JUSTICE, studies  
in Police Science at NC Shaw University & Wesleyan College

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

Not at this time

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: Robert Cherry Date: 9-1-2022

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 for October - Edgecombe County Tourism Development Authority

**Date:** 9/12/2022

**Memo Number:** 22-67

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The three (3) year term for the Edgecombe County Tourism Development Authority will expire in October 2022 for the following individuals:

June Leland  
C.B. Brown

Both individuals have confirmed their interest in serving another term.

It is recommended that Council appoint (2) two individuals to fill the expired terms for the Edgecombe County Tourism Development Authority at the October Council meeting.



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

**Subject:** Appointment for October - Citizens Advisory Recreation Committee

**Date:** 9/12/2022

**Memo Number:** 22-68

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The two (2) year term for the Citizens Advisory Recreation Committee will expired in October 2022 for the following individuals:

Adrian Brown - Ward 1  
Jarvis Pettaway - Ward 2  
George Whitehurst - Ward 3  
Dwayne Owens - Ward 4  
Mears Pitt - Ward 5  
Karl Joyner - Ward 6  
Ricky Phillips - Ward 7  
Rick Mann - Ward 8  
Al Braxton - At Large

All members are interested in serving another term and their applications are attached.

It is recommended that Council appoint individuals to fill the expired terms for the Citizen Advisory Recreation Committee at the October Council meeting.

### **ATTACHMENTS:**

Description	Upload Date	Type
Adrian Brown Application	9/7/2022	Cover Memo
Jarvis Pettaway's Application	9/2/2022	Cover Memo
George Whitehurst's Application	9/2/2022	Cover Memo
Dwayne Owens' Application	9/2/2022	Cover Memo
Mears Pitt's Application	9/2/2022	Cover Memo
Karl Joyner's Application	9/2/2022	Cover Memo
Ricky Phillips' Application	9/2/2022	Cover Memo
Rick Mann's Application	9/2/2022	Cover Memo
Al Braxton's Application	9/2/2022	Cover Memo

# Town of Tarboro Application for Boards and Commissions

Please print or type the following information:

Name Adrian D Brown

Daytime Telephone: (252)314-7604

Ward: 1

Zip Code: 27886

Address: 405 Cantongate Road Email:

adrian.brown.ab@gmail.com

Orown ab

Length of Residence in Tarboro: 36 years

**Please indicate which board, commission, or committee on which you would like to serve:** Citizen Advisory Recreation Committee

**Why would you like to serve?** I would like to serve to be able to help provide best recreation activities for the youth in my area.

**Please describe how your education, work experience, and community activities are relevant to your selections:** I work daily with youth in sports who use them as a physical, mental and emotional outlet I also have an educational background in the recreation field which in return helps with understanding the working of the recreation department.

**Community Activities:** 14 years of coaching football at two of our local middle schools as well as coaching basketball at Tarboro High School for the last 8 years. I also spend time volunteering and subbing in our local schools.

**Employment History:** Edgecombe County Public Schools 2008-present

**Education:** 2004 Tarboro High School Graduate, Studied Physical Education and Sports and Recreation at Fayetteville State University 2004-2008.

**Are you currently a member of any state, federal, or local board, commission, or committee? If so, please list below:** Currently serving on the Citizen Advisory Recreation 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:** Adrian Brown **Date:** September 6, 2022

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 Earl Pettaway

Daytime Telephone: 252-813-7935

Address: 602 Shiloh Road

Ward: 2

Zip Code: 27886

Email: 2008twinspapa@gmail.com

Length of Residence in Tarboro: 40 years

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

Recreation Advisor

Why would you like to serve? I would like to serve because I will bring experience and knowledge to the Recreation field. Having worked and supervised in this area, I understand what is needed to provide suitable recreation to all members of the community.

Please describe how your education, work experience, and community activities are relevant to your selections: After attending Chowan College, I began working with the Tarboro Recreation maintenance department. As my roles and responsibilities increased, I became very knowledgeable of all facets of recreation and its importance in our community. My levels of responsibility increased throughout my tenure within the recreation department and I retired as Tarboro Parks and Recreation Director.

Community Activities: A member of Kiwanis Club (Salvation Army annual "Bell Ringing"). I also volunteer in the following areas: Tarboro High Athletic Booster Club; Special Olympics; Mentor Edgecombe County Schools; Coach Youth Sports; Relay for Life; and Flag Raising committee. I am a part of the Tarboro High School Hall of Fame committee which targets individuals to be selected into the Hall of Fame.

Employment History: Retired January 1, 2011 with 35 years of service with the Town of Tarboro.

Education: Graduated Tarboro High School in 1973 and attended Chowan College.

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

Date: 9/1/2022

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: George F. Whitehurst, Jr Daytime Telephone: 252-813-0188

Address: 1600 Westhills Dr Ward: 3 Zip Code: 27886

Email: Softballdadwhitehurst@yahoo.com

Length of Residence in Tarboro: 55 yrs

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

Citizens Advisory Recreation Committee

Why would you like to serve? I Love to help my Community.

Please describe how your education, work experience, and community activities are relevant to your selections: I am a retired Environmental Health Specialist (30yrs). I have coached Softball at Tarboro High for 20yrs & Refereed or Umpired for the Town of Tarboro 15yrs.

Community Activities: I have served on this board for 2yrs & Tarboro High coach

Employment History: Retired 30yrs in Environmental Health. I am now working Part time for Edgecombe Environmental Health

Education: BS from East Carolina University in Public Health with a Concentration in Environmental Health.

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

N/A

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: George F. Whitehurst Date: 9/6/22

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: DWAYNE OWENS Daytime Telephone: 252-412-4891

Address: 2003 ELIZABETH ST Ward: 4 Zip Code: 27886

Email: dcowens13103@gmail.com

Length of Residence in Tarboro: 50

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

CITIZENS ADVISORY COMM.

Why would you like to serve? I'VE ALWAYS HAD A PASSION FOR OUR REC  
DEPT AS WELL AS POSSIBLY ~~BE~~ HAVING A PLATFORM TO  
HELP MOLD YOUNG MINDS.

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

12 YRS IN LEO IN THIS COMMUNITY I KNOW A LOT OF  
THE COMMUNITY + SAW THEIR NEEDS

Community Activities: WORK W/ CALLING BASEBALL GAMES + EASTER CLASSIC

Employment History: WELDER, US ARMY, WELDER, LAW ENFORCEMENT, + RETIRED

Education: 12 grad w/ SOME COLLEGE

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

CRISIS INTERVENTION TEAM STATE OF 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: [Signature] Date: 9-2-2022

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: Mears Pitt Daytime Telephone: 252-8903-4141

Address: 200 Saint Patrick St. Ward: 5 Zip Code: 27886

Email: Mears Pitt 100@yahoo.com

Length of Residence in Tarboro: 22 years

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

Parks & Rec Advisory Board

Why would you like to serve? To give back to my community,

Please describe how your education, work experience, and community activities are relevant to your selections: I would be a good fit with my experience from Ace Hardware.

Community Activities: Swim Team President

Employment History: Ace Hardware for ever.

Education: AD

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

Tarboro Savings Bank board member

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: Mears Pitt Date: 9-3-22

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: Karl B. Joyner Daytime Telephone: (252) 314-7485  
Address: 508 E. St. James St. Ward: D. Ward Zip Code: 27864  
Email: KarlJoyner@gmail.com  
Length of Residence in Tarboro: 51.5 years

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

Why would you like to serve? To help the community get better, and more informed about whats been offered

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

Worked for Tarboro Parks & Recreation  
Volunteered as a ref, coach, and events in center  
Community Activities: \_\_\_\_\_

Employment History: Town of Tarboro 20 years

Education: Tarboro High School - Diploma  
North Carolina Central University - Durham N.C. 2 yrs.

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: [Signature] Date: 9-6-22

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: Ricky Phillips Daytime Telephone: 252-885-5460

Address: 1002 Edmondson Av Ward: \_\_\_\_\_ Zip Code: 27886

Email: ruleerrick959@gmail.com

Length of Residence in Tarboro: 22 yrs

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

Recreation

Why would you like to serve? To help community

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

College Basketball. Finish High School,  
went College 2 yrs.

Community Activities: Church

Employment History: Rocky Mount Cord Co.

Education: Finished High School

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: Ricky Phillips Date: 9-10-22

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: Rick Mann Daytime Telephone: 252-544-0760

Address: 602 Clark Dr Ward: 8 Zip Code: 27886

Email: rmann@tarboro-nc.com

Length of Residence in Tarboro: 17 years

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

Parks and Recreation Citizen Advisory Board

Why would you like to serve? \_\_\_\_\_

Would like to influence town's direction in impacting tomorrow's youth.

Please describe how your education, work experience, and community activities are relevant to your selections: I have coached baseball and wrestling since moving to Tarboro in 2005. I continue to work with the youth in my community.

Community Activities: Youth Wrestling Coach

Employment History: Town of Tarboro Employee Since 2005

Education: B.S. Criminal Justice Degree from Western Carolina University

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

Board Member of North Carolina Wrestling Association for Youth

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: 9/8/22

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: Alfred S. Braxton Jr. (AI) Daytime Telephone: 252-904-8213  
Address: 2406 Deane Ave. Tarboro, NC Zip Code: 27886  
Email: al34ti1207@gmail.com  
Length of Residence in Tarboro: 31 years

Please indicate in priority order the two boards, commissions, or committees on which you would like to serve:

1. Citizens Advisory Recreation Committee 2. \_\_\_\_\_

Why would you like to serve? I want our town to promote a healthy lifestyle for its citizens. This starts with recreation and this committee is a driving force in pursuing activities that will benefit our youth and adult population.

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

During my years with the police dept. I was active as a coach and parent, and participant in our recreational activities. I am also a State certified physical fitness instructor, and the

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

Employment History: Retired (Town of Tarboro Police Dept.)

Currently employed-NC Farm Bureau

Education: B.S. Criminal Justice Administration

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: [Signature] Date: 8/31/22

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 for October - Planning Board and Zoning Commission

**Date:** 9/12/2022

**Memo Number:** 22-69

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The four (4) year term for the Planning Board and Zoning Commission will expire in October 2022 for the following individuals:

Robert Farmer - Ward 1

Rick Norville - Ward 3

LeShaun Jenkins - At Large Member

Mr. Norville is interested in serving another term and his application is attached and Mr. Farmer has confirmed his interest in serving another term.

Mr. Jenkins has decided to no longer serve on the Planning Board and Zoning Commission leaving a vacant position.

It is recommended that Council appoint (3) three individuals to fill the expired terms for the Planning Board and Zoning Commission at the October Council meeting.

### **ATTACHMENTS:**

Description	Upload Date	Type
Rick Norville Application	9/7/2022	Cover Memo



## Town of Tarboro

### Application for Boards and Commissions

Please print or type the following information:

Name: MARTIN R. NORVILLE Daytime Telephone: 252-908-5225  
Address: 311 SOUTH HOWARD CIRCLE Ward: \_\_\_\_\_ Zip Code: 27886  
Email: RICKNORVILLE@YAHOO.COM  
Length of Residence in Tarboro: 62 YEARS

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

PLANNING BOARD AND ZONING  
Why would you like to serve? TO HELP THE TOWN DEVELOP THE RIGHT THINGS

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

I HAVE LIVED IN TARBORO MOST OF MY LIFE  
WORKED FOR THE TOWN OF TARBORO FOR MORE THAN 30 YEARS

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

Employment History: WORK FOR THE TOWN OF TARBORO MORE THAN 30 YEARS  
BEFORE RETIRING

Education: HIGH SCHOOL DIPLOMA

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

PLANNING BOARD TOWN OF TARBORO

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: Martin R. Norville

Date: 9/7/22

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