



**ELIZABETHTOWN
COUNCIL
REGULAR MEETING**
7:00 PM, Monday, October 4, 2021

October 4, 2021 Town Council Meeting - Virtual (Zoom Meeting) - Members of the public may join the meeting through Zoom from computer, smart phone or dial-in. Special Zoom Meeting instructions are attached and posted on the Town's web page at www.elizabethtownnc.org.

1. OPENING, CALL TO ORDER AND ROLL CALL

1.1 Opening, Call to Order and Roll Call

Mayor Campbell will call the meeting to order and call upon Mayor Pro Tem Rufus Lloyd to give the invocation.

2. APPROVAL OF AGENDA / PREVIOUS MINUTES APPROVAL

2.1 Approval of Agenda / Previous Minutes Approval

Council is requested to adopt the agenda and approve the meeting minutes as presented.

[SEPT MINUTES 2021.docx](#)

[Meeting Minutes - Special Called Town Council - 9.30.2021 at 1 pm.docx](#)

3. PUBLIC HEARINGS

3.1 PUBLIC HEARING: Code of Ordinances Amendment - Truck Route

Council is requested to follow the Public Hearing procedure below:

HEARING PROCEDURE:

a) Open the hearing and call upon Police Chief Tony Parrish for a presentation of the amendment to the Truck Route Ordinance;

b) Solicit for any written comments received from the public since this is a Virtual Meeting; and

c) Close the hearing.

(Note: Town Council will not be able to act on this matter immediately. Consideration by Town Council will take place at the 10/5/2021 Special Called Meeting.)

[Peak Agenda Attachment - Public Hearing Notice - Truck Route Ordinance Amendment - 10.4.2021.pdf](#)

- 3.2 PUBLIC HEARING: To Authorize the Filing of an Application for CDBG-I Funding for the Town of Elizabethtown Regional Sewer Project
Council is requested to follow the Public Hearing Procedure outlined below:

HEARING PROCEDURE:

a) Open the hearing and call upon Town Manager Dane Rideout to present the information; and

b) Solicit relevant public comments and information; and

c) Close the hearing after receiving or not any public comments.

Public Hearing Notice - Make Application for CDBG-I Funding - Elizabethtown Regional Sewer Project - 10.4.2021.docx

4. ORDINANCES/RESOLUTIONS/PROCLAMATIONS

- 4.1 Code of Ordinances Amendment - Ordinance No. 2021-06 - Truck Route

Please note with this being a Virtual Meeting, voting on this agenda item will take place at the October 5th Special Called Town Council Meeting.

Code of Ordinance Amendment - Truck Route - 10.4.2021.docx

- 4.2 Resolution #R-2021-16 - To Recognize Halloween on Saturday, October 30, 2021

Council is requested to approve the Resolution.

Peak Agenda Attachment - Resolution - Halloween - 10.4.2021.docx

- 4.3 Resolution #2021-18 - Surplus Property Declaration - Police Vehicle

Council is requested to approve the Resolution.

Resolution - To Declare Surplus Property - Police Vehicle - 2012 GMC - 10.4.2021.docx

Peak Agenda Attachment - Surplus Property Form - Police Vehicle - 10.4.2021.pdf

5. PRESENTATIONS

- 5.1 Town Manager Update

Council is requested to hear the update from Town Manager Dane Rideout.

6. ADMINISTRATIVE MATTERS

- 6.1 FY 2022 - 2023 Budget Calendar & Budget Committee

It is recommended that council select two members to serve on the Budget Committee.

Budget Activities Calendar.xlsx

- 6.2 Set Date for Dedication of Greene's Lake and Conservation Park

Council is requested to consider a November date for the Dedication of Greene's Lake and Conservation Park.

- 6.3 Formation of Committee to Plan the 250th Anniversary event of the *Town of Elizabethtown*

Council is requested to select six (6) members to plan the 250th Anniversary event of the *Town of Elizabethtown*.

- 6.4 Monthly Financial Report

Council is requested to approve the Monthly Financial Report.

6.5 Budget Amendment #2022-01

Council is requested to approve the Budget Amendment.

[Budget Amendment #2022-01 \(10-4-2021\).xlsx](#)

6.6 Tax Releases

Council is requested to approve the Tax Releases as presented.

[Scan from E-Town_20210928_104755-SEPT TAX RELEASES.pdf](#)

7. OTHER BUSINESS

7.1 "Briefly" (*Reminders and announcements are made at this time*)

Council is requested to hear the reminders and announcements.

[Peak Agenda - Briefly - 10.4.2021.docx](#)

8. CLOSED SESSION

8.1 Closed Session

Mayor Campbell will entertain a motion and second to enter into Closed Session in accordance with NCGS 143-318.11(a)(6) - Personnel.

9. OPEN FORUM

9.1 Open Forum

Town Manager Dane Rideout will advise if any written comments from the public have been received.

10. ADJOURNMENT

10.1 Adjournment

Mayor Campbell will entertain a motion and second to adjourn the meeting.



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COUNCIL AGENDA ITEM REPORT

DATE: October 4, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OPENING, CALL TO ORDER AND ROLL CALL

SUBJECT: Opening, Call to Order and Roll Call

BACKGROUND: With this being a virtual meeting, roll call will need to be made by Mayor Campbell.

SUGGESTED ACTION: Mayor Campbell will call the meeting to order and call upon Mayor Pro Tem Rufus Lloyd to give the invocation.

ATTACHMENTS:



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COUNCIL AGENDA ITEM REPORT

DATE: October 4, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: APPROVAL OF AGENDA / PREVIOUS MINUTES APPROVAL

SUBJECT: Approval of Agenda / Previous Minutes Approval

BACKGROUND: Meeting minutes are provided for Council review.

SUGGESTED ACTION: Council is requested to adopt the agenda and approve the meeting minutes as presented.

ATTACHMENTS:

[SEPT MINUTES 2021.docx](#)

[Meeting Minutes - Special Called Town Council - 9.30.2021 at 1 pm.docx](#)

TOWN OF ELIZABETHTOWN
Rescheduled Meeting – Virtual (Zoom Meeting)
September 13, 2021

The Elizabethtown Town Council met for its rescheduled meeting on Monday, September 13, 2021 at 7:00 p.m. via Zoom. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd (Municipal Building), Council Members Rich Glenn, Howell Clark Jr., Herman Lewis, Ricky Leinwand (Municipal Building), Paula Greene, Town Manager Dane Rideout and Town Attorney Goldston Womble. Department Heads in attendance included Fire Chief Nick West, Police Chief Tony Parrish, Finance Director Sharon Penny, Public Services Director Hugh Bledsoe, Town Clerk Juanita Hester, Assistant Town Manager Pat DeVane and Director of Communications & Marketing Terri Dennison. Representative from the press included Joy Warren.

Mayor Sylvia Campbell opened the meeting and then made a roll call and welcomed everyone. Mayor Campbell called upon Mayor Pro Tem Rufus Lloyd to give the invocation.

Item #2.1: Approval of Agenda/ Previous Minutes Approval

A motion was made by Council Member Herman Lewis, seconded by Council Member Howell Clark Jr., to approve the Agenda (Unanimous). Council Member Howell Clark Jr., made a motion to approve the August 2, 2021 Noon Work Session Meeting Minutes and the Regular Town Council Meeting Minutes, seconded by Council Member Rich Glenn (Unanimous). Copy attached and incorporated herein by reference.

Item #3.1: Presentation: Jennifer Woodard McNeill with Piedmont Natural Gas

Mrs. Jennifer Woodard McNeill, Commercial & Residential Energy Specialist with Piedmont Natural Gas presented information for customers converting from electric to natural gas and the benefits. Mrs. McNeill noted that the gas lines will start at Homer Road to Burger King, then Swanzy, Martin Luther King Drive, Mill Street, Giorgio's and Mercer Mill. This will support residential and commercial customers. If enough customers sign up it will be an opportunity for the Aviation community in the future. Some of the benefits are heats water faster, fewer emissions, safe for the city, savings on cooking and drying clothes and 47% less expensive than electric. Mrs. McNeill will be in the area promoting Natural Gas and asked for support. It's ready for approval and will need 25 businesses to commit.

Item #3.2: Town Manager Update

Assistant Town Manager Pat DeVane gave an update on the Cemetery project, the sheet pile driving is completed, 25% of wall anchors complete, drainage system completed on Queen Street and the headstones are not ready to move. Greene's Lake Conservation Park, the benches are in,

Signlogic is working on the signs, need a date for the opening ceremony in October and the restrooms are not open. Mayor Sylvia Campbell suggested that the restrooms be open on the weekends. The Local Government Commission loan should be approved on 9/14/21 then the Street Paving Project will begin the end of September or early October. Town Manager Dane Rideout noted that Finance Director Sharon Penny and Assistant Town Manager Pat DeVane are working to get this done. Town Manager Dane Rideout noted that Bladen County hosted Fort Bragg work force, 560 soldiers get out of the military every month. The first internship with Fort Bragg will be with Cape Fear Winery, a soldier that spent 24 years in food service.

Item #4.1: Resolution #2021-15 – Surplus Property Declaration – Three Police Vehicles

With no discussion, Council Member Ricky Leinwand, seconded by Mayor Pro Tem Rufus Lloyd, moved to approve Resolution #2021-15 (Unanimous). Copy attached and incorporated herein by reference.

Item #5.1: Formation of Committee to Plan the 250th Anniversary event of the Town of Elizabethtown

Mayor Sylvia Campbell noted that the Town will need input from the community and two Board Members to serve on the Planning Committee. Mrs. Sunday Allen and Mr. Fletcher Collins are interested. Mayor Campbell suggested Mr. Robin Summerlin. Council Member Howell Clark Jr., seconded by Council Member Rich Glenn, made a motion to table Formation of Committee to Plan the 250th Anniversary event of the Town of Elizabethtown (Unanimous).

Item #5.2: Proposal from Image Design, Inc. for Repair and Re-Covering of Awnings at Cape Fear Farmer's Market

Mayor Sylvia Campbell noted that the cost is \$10,180.96 to replace the awnings. Council Member Rich Glenn, seconded by Council Member Howell Clark Jr., moved to approve Proposal from Image Design, Inc. for Repair and Re-Covering of Awnings at Cape Fear Farmer's Market (Unanimous). Copy attached and incorporated herein by reference.

Item #5.3: Demolition Incentive Grant Request for Property located at 1506 East Broad Street

Mr. David Settlemyer submitted a request to Town Council for a Demolition Incentive Grant for demolition at 1506 East Broad Street. The Town will reimburse 50% of the total cost up to \$3,000.00. Council Member Paula Greene, seconded by Council Member Howell Clark Jr., moved to approve the Demolition Incentive Grant Request for Property located at 1506 East Broad Street (Unanimous). Copy attached and incorporated herein by reference.

Item #5.4: Tax Releases

Council Member Howell Clark Jr., seconded by Council Member Herman Lewis, moved to approve the Tax Releases as presented (Unanimous). Copy attached and incorporated herein by reference.

Item #5.5: Monthly Financial Report

Finance Director Sharon Penny noted that the budget expenditures are on track, 44.76% taxes collected as of August 31, 2021 and revenue over expenditures. Council Member Rich Glenn,

seconded by Council Member Howell Clark Jr., moved to approve the Monthly Financial Report (Unanimous). Copy attached and incorporated herein by reference.

Item #6.1: "Briefly:

Town Manager Dane Rideout briefed on the following:

Watching COVID closely- numbers are not getting better.

Town Staff recommends cancelling the Pork and Beats Festival for 2021.

Town Staff recommends moving Halloween to Saturday, October 30th and follow CDC guidelines.

Item #7.1: Open Forum: Three (3) Minutes Per Citizen...Should State Name/Address

Notice was given to the public that written comments could be submitted to Town Clerk Juanita Hester by email: jhester@elizabethtownnc.org or placed in the Town's Drive-Thru Drop Box due to this being a virtual meeting. No written comments were received.

For the record, Town Attorney Goldston Womble noted that Mr. Paul Butler from White Lake had been sworn in as a Board Member on the Local Government Commission.

Item #8.1: CLOSED SESSION

Council Member Howell Clark Jr., seconded by Council Member Herman Lewis, moved to enter into Closed Session in accordance with NCGS 143-318.11(a)(3) – Attorney-Client Privilege; NCGS 143-318.11(a)(4) – Economic Development; and NCGS 143-318.11(a)(5) – Professional Engineering Contract.

RETURN FROM CLOSED SESSION TO OPEN SESSION:

Council Member Rich Glenn, seconded by Council Member Herman Lewis, made a motion to leave Closed Session to return to Open Session (Unanimous).

In Open session, a motion was made by Council Member Paula Greene, seconded by Council Member Herman Lewis, to award the Professional Engineering Services for the Town of Elizabethtown Regional Sewer Project to E.L. Robinson Engineering (Unanimous).

With no further business to conduct, Council Member Howell Clark, seconded by Council Member Herman Lewis, moved to adjourn the meeting (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson
Administrative Assistant/CTC

**Town of Elizabethtown
Special Called Meeting – Virtual Meeting
September 30, 2021**

The Elizabethtown Town Council met in a Special Called meeting (Zoom Call - Virtual) on Thursday, September 30, 2021 at 1:00 p.m. Those participating in the Zoom Call Virtual meeting included: Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd (at Municipal Building), Council Members Howell Clark, Rich Glenn, Paula Greene and Herman Lewis. Town Manager Dane Rideout and Town Attorney Goldston Womble also joined the Zoom Call. Town Manager Dane Rideout indicated prior to the meeting that it would not be necessary that Department Heads join the Special Called Meeting. Administrative Assistant Beverly Robinson administered the Zoom Call. Town Clerk Juanita Hester joined the Zoom meeting as well as Mr. Michael Futch with the “Bladen Journal”. Council Member Ricky Leinwand was absent due to being out of town.

Mayor Sylvia Campbell called the meeting to order and asked Mayor Pro Tem Rufus Lloyd to give the invocation.

AGENDA ADOPTION:

Council Member Paula Greene, seconded by Council Member Herman Lewis, moved to adopt the agenda as presented (Unanimous).

The purpose of the meeting was to consider a Resolution Authorizing E.L. Robinson Engineering to file an application on behalf of the Town for CDBG-I funding for the Town’s Regional Sewer Project. Mayor Campbell called upon Town Manager Dane Rideout to present the details. Mr. Rideout noted the main reason of selecting this engineering firm was to move quickly to file for CDBG-I funding (\$2 million). Today, September 30th, at 4 p.m. is the deadline to file CDBG-I grant applications. In addition, there is \$13 million available for the Town to apply for in true grants for the WWTP system expansion.

Council Member Herman Lewis, seconded by Council Member Howell Clark, moved to approve Resolution #2021-17 to grant authorization to E.L. Robinson Engineering to file application on behalf of the Town for CDBG-I funding for the Town’s Regional Sewer Project (Unanimous). Copy of Resolution #2021-17 attached and incorporated herein by reference.

OPEN FORUM:

Town Manager Dane Rideout reported there were no written comments from the public.

At this time, Town Manager Dane Rideout reminded Council Members of the 10/4/2021, 7 pm, Virtual Town Council Meeting as well as the 10/5/2021 Special Called Council Meeting being held from 5:30 pm – 8:30 pm at the Airport Terminal Building for Land Use Plan Update. In addition, Mr. Rideout noted that on the dates of October 6th and 7th, there will be a major military exercise taking place at the Elizabethtown Airport.

With there being no further business to conduct, Council Member Rich Glenn, seconded by Council Member Howell Clark, moved to adjourn the meeting (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk



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COUNCIL AGENDA ITEM REPORT

DATE: October 4, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Public Hearing

AGENDA SECTION: PUBLIC HEARINGS

SUBJECT: PUBLIC HEARING: Code of Ordinances Amendment - Truck Route

BACKGROUND: Chief Tony Parrish presents this Truck Route ordinance amendment for Town Council's consideration. A new item will be added to the Truck Route Ordinance - *(E) Swanzy Street shall be used as an alternate truck route for all trucks traveling between Peanut Road and US 701.*

SUGGESTED ACTION: Council is requested to follow the Public Hearing procedure below:
HEARING PROCEDURE:
a) Open the hearing and call upon Police Chief Tony Parrish for a presentation of the amendment to the Truck Route Ordinance;
b) Solicit for any written comments received from the public since this is a Virtual Meeting; and
c) Close the hearing.
(Note: Town Council will not be able to act on this matter immediately. Consideration by Town Council will take place at the 10/5/2021 Special Called Meeting.)

ATTACHMENTS:

Peak Agenda Attachment - Public Hearing Notice - Truck Route Ordinance Amendment - 10.4.2021.pdf

TOWN OF ELIZABETHTOWN NOTICE OF PUBLIC HEARING

"Bladen Journal"
Published: 9/28/21
"BladenOnline"
Posted: 9/24-10/4/21

The public will take notice that the Elizabethtown Town Council will be conducting a Public Hearing at 7:00 p.m. on Monday, October 4, 2021 for an amendment to the Code of Ordinances. The ordinance amendment will be for the Truck Route, Chapter 70, Section 70.51 Routes, adding new item (E).

With the Town Council meeting being a Virtual Meeting, written comments from the public for the Public Hearing may be made by submitting the comments to Town Clerk Juanita Hester via email – jhester@elizabethtownnc.org or by placing the written comments in an envelope appropriately marked and left in the Town's Drive-through Drop-Box. Written comments may be submitted at any time between the Notice of Public Hearing and 24 hours after the public hearing. Action on this Virtual Meeting agenda item will take place at the October 5, 2021 Special Called Town Council Meeting.

Sylvia Campbell, Mayor



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COUNCIL AGENDA ITEM REPORT

DATE: October 4, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Public Hearing

AGENDA SECTION: PUBLIC HEARINGS

SUBJECT: PUBLIC HEARING: To Authorize the Filing of an Application for CDBG-I Funding for the Town of Elizabethtown Regional Sewer Project

BACKGROUND: For the Town's Regional Sewer Project, E.L. Robinson Engineering needs to be authorized to make application on behalf of the Town for CDBG-I grant funding. Town Manager Dane Rideout will be the Authorized Official for this grant process.

The Town has need for and intends to construct and upgrade a wastewater treatment works project described as replacement of outdated and more than 40 years old treatment facility to include general demolition; replacement of the entire headworks to include a new equalization basin, new bar screen, new screw pump, new grit chamber and new electrical wiring; new blower motors; new diffuser piping; replacement of the emergency generator; construction of new sludge drying beds and a sludge press; removal of the two outdated aerator basins and clarifiers; and installation of a new SBR treatment unit.

SUGGESTED ACTION:

Council is requested to follow the Public Hearing Procedure outlined below:

HEARING PROCEDURE:

- a) Open the hearing and call upon Town Manager Dane Rideout to present the information; and
 - b) Solicit relevant public comments and information; and
 - c) Close the hearing after receiving or not any public comments.
-

ATTACHMENTS:

Public Hearing Notice - Make Application for CDBG-I Funding - Elizabethtown Regional Sewer Project - 10.4.2021.docx

TOWN OF ELIZABETHTOWN
NOTICE OF PUBLIC HEARING

The public will take notice that the Elizabethtown Town Council will be conducting a Public Hearing at 7:00 p.m. on Monday, October 4, 2021 (Virtual Meeting) for the Town to authorize the filing of an application for Community Development Block Grant – Infrastructure (CDBG-I) funding.

With the Town Council meeting being a Virtual Meeting, written comments from the public for the Public Hearing (*To Authorize the Filing of an Application for CDBG-I Funding for the Town of Elizabethtown Regional Sewer Project*) may be made by submitting the comments to Town Clerk Juanita Hester via email – jhester@elizabethtownnc.org or by placing the written comments in an envelope appropriately marked and left in the Town’s Drive-through Drop-Box.

Sylvia Campbell, Mayor

PUBLICATION DATES:

“Bladen Journal” – 10/1/2021

“BladenOnline” – Posted 9/27/21 – 10/4/2021



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COUNCIL AGENDA ITEM REPORT

DATE: October 4, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Code of Ordinances Amendment - Ordinance No. 2021-06 - Truck Route

BACKGROUND: With this being a virtual meeting, voting on this ordinance amendment will take place at the October 5th Special Called Meeting. Written comments may be submitted at any time between the Notice of Public Hearing and 24 hours after the public hearing.

Copy of Ordinance No. 2021-06 attached.

SUGGESTED ACTION: *Please note with this being a Virtual Meeting, voting on this agenda item will take place at the October 5th Special Called Town Council Meeting.*

ATTACHMENTS:

Code of Ordinance Amendment - Truck Route - 10.4.2021.docx

**TOWN OF ELIZABETHTOWN
CODE OF ORDINANCES AMENDMENT**

Ordinance No. 2021-06

**AN ORDINANCE OF THE TOWN OF ELIZABETHTOWN PROVIDING THAT THE CODE OF
ORDINANCES BE AMENDED FOR:**

***TITLE VII. TRAFFIC CODE, CHAPTER 70. GENERAL PROVISIONS (TRUCK ROUTE),
§ 70.51 ROUTES - ADD NEW ITEM (E)***

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ELIZABETHTOWN, NORTH
CAROLINA THAT:**

Section 1. **For § 70.51 Routes – Add new Item (E) Swanzy Street shall be used as an alternate
truck route for all trucks traveling between Peanut Road and US 701.**

Section 2. This ordinance shall become effective upon adoption by Town Council and its
subsequent publication.

Adopted this the 4th day of October, 2021.

TOWN OF ELIZABETHTOWN

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk



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COUNCIL AGENDA ITEM REPORT

DATE: October 4, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Resolution

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Resolution #R-2021-16 - To Recognize Halloween on Saturday, October 30, 2021

BACKGROUND: With October 31, 2021 being on Sunday this year, Town Council made a decision for "Trick or Treat" activities to take place on Saturday, October 30th. "Trick or Treat" will be allowed between the hours of 5:30 p.m. and 9:00 p.m., and children under the age of 9 must be supervised and accompanied by an adult. No one over the age of 12 will be permitted to solicit gifts ("treats") from residents and/or businesses.

Resolution to Recognize Halloween on Saturday, October 30th is provided.

SUGGESTED ACTION: Council is requested to approve the Resolution.

ATTACHMENTS:

Peak Agenda Attachment - Resolution - Halloween - 10.4.2021.docx

**A RESOLUTION CONCERNING HALLOWEEN
IN THE TOWN OF ELIZABETHTOWN**

RESOLUTION # R-2021-16

WHEREAS, the date being set for soliciting treats on Halloween in Elizabethtown is scheduled for Saturday, October 30, 2021; and

WHEREAS, to provide for the safety and welfare of the citizens of Elizabethtown, certain rules will be in effect; and

NOW, THEREFORE, BE IT RESOLVED that:

- 1) Only children age 12 and under shall be allowed to solicit gifts ("treats) from residents and/or businesses of this community;
- 2) Children under the age of 9 must be accompanied by an adult;
- 3) "Trick or Treating" activities will begin at 5:30 p.m. and end at 9:00 p.m. on Saturday, October 30th for children and youth in Elizabethtown;
- 4) A curfew will be in effect for all youth between the ages of 13 and adult age after 11:00 p.m. on October 30, 2021 until 6 a.m. on October 31, 2021 (which does not preclude the Town of Elizabethtown Youth Protection Ordinance); and
- 5) The provisions of this resolution do not apply to those collecting for UNICEF or for church groups, except that a responsible adult must accompany the solicitors.

BE IT FURTHER RESOLVED that all motorists and pedestrians exercise extreme caution during the Halloween activities.

Adopted this the 4th day of October, 2021.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk



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COUNCIL AGENDA ITEM REPORT

DATE: October 4, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Resolution

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Resolution #2021-18 - Surplus Property Declaration - Police Vehicle

BACKGROUND: The Police Department has a 2012 GMC Terrain that is no longer needed by that department. Therefore, Council is being asked to declare the 2012 GMC Terrain as surplus property. The attached Resolution #2021-18 authorizes the sale by internet auction. Copy of the Surplus Property form also attached.

SUGGESTED ACTION: Council is requested to approve the Resolution.

ATTACHMENTS:

Resolution - To Declare Surplus Property - Police Vehicle - 2012 GMC - 10.4.2021.docx
Peak Agenda Attachment - Surplus Property Form - Police Vehicle - 10.4.2021.pdf

TOWN OF ELIZABETHTOWN

Resolution Authorizing Sale of Personal Property by Internet Auction

RESOLUTION #R-2021-18

Whereas, GS 160A-270(c) allows the Town Council to sell personal property at electronic auction upon adoption of a resolution or order authorizing the appropriate official to dispose of the property at electronic auction; and

Whereas, the Town Manager has recommended that the following property be sold at electronic auction as surplus property:

2012 GMC Terrain, VIN #2GKALUEK6C6232308, Mileage 99,315

Now, therefore, be it resolved, by the Elizabethtown Town Council that the Town Manager or his designee(s) (Police Chief Tony Parrish and/or Public Services Director Hugh Bledsoe) are authorized to sell at electronic auction, the surplus property above-described in accordance with G.S. 160A-270(c). The terms of the sale shall be net cash. The Town Clerk is directed to publish at least once and not less than 10 days before the date of the auction, a copy of this resolution or a notice summarizing its content as required by NCGS 160A-270(c).

Adopted this the 4th day of October, 2021.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

DISPOSITION OF TOWN OF ELIZABETHTOWN PROPERTY

Requesting Department: Elizabethtown Police Department

Vehicle or Equipment: Vehicle

Year / Model / Make: 2012 GMC Terrain

Serial Number: 2GKALUEK6C6232308

Present Mileage: 99315

Estimated Value: \$ 7000

Remarks: (Brief justification of why property needs to be disposed of)

No longer need vehicle

Recommended minimum disposition price (optional): \$ 7000

BY:

AT Parnis

DATE:

9/20/21



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COUNCIL AGENDA ITEM REPORT

DATE: October 4, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Town Manager Update

BACKGROUND: The Town Manager will present an update on important matters.

SUGGESTED ACTION: Council is requested to hear the update from Town Manager Dane Rideout.

ATTACHMENTS:



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COUNCIL AGENDA ITEM REPORT

DATE: October 4, 2021

SUBMITTED BY: Juanita Hester, Town Manager

ITEM TYPE: Discussion Item

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: FY 2022 - 2023 Budget Calendar & Budget Committee

BACKGROUND: Mr. Rideout will present the budget calendar for FY 2022 - 2023 and request Mayor Campbell to establish a Budget Committee and appoint two members from Council to serve on the committee.

SUGGESTED ACTION: It is recommended that council select two members to serve on the Budget Committee.

ATTACHMENTS:

[Budget Activities Calendar.xlsx](#)

TOWN OF ELIZABETHTOWN
CALENDAR OF BUDGET ACTIVITIES
FY 2022 - 2023

DATE(S)	ACTIVITY	NOTES
October 5, 2021	Meeting with Council to review land use plan and to appoint two members to the B	Local procedure
November 10	Initial budget meeting with department heads at weekly staff meeting to review budget process by and expectations to include Capital Improvement Requests.	Local procedure
November 15 - 18	Department meetings with Town Manager and Finance Director	Local procedure
December 7 - 9	Meeting with County Manager and County Board Chairman to discuss fire district.	Local procedure
January - March 2022	Town Manager conducts detailed budget work sessions with Budget Committee.	NCGS 159.11 & Local procedure
February ?	Council Retreat - to be held at airport. Presentation of proposed FY 2022 - 2023 Capital Improvement Plan to Council.	Local procedure
March 7 - March 31	Department meetings with Town Manager and Finance Director.	NCGS 159.10
March ?	Town Manager & Finance Director to meet with Fire District Board	Town/Fire District Agreement
April 4	Presentation of proposed FY 2021 - 2025 Capital Improvement Plan to Council.	Local procedure
May 2	1. Submit proposed budget and budget message to Council. 2. Budget made available to public and press. 3. Publish budget statement and public hearing date.	▪ NCGS 159.11 ▪ NCGS 159.12 ▪ NCGS 159.12
May 3	Present proposed fire budget to County Commissioners and notify Town of Dublin and Bladen County on any possible wastewater or water rate changes for July.	Local Agreement 60 day notice on water/sewer rate changes
June 6	Manager's budget presentation as part of regular Council Meeting.	NCGS 159.12
June 6	Public hearing on budget as part of regular Council Meeting.	NCGS 159.12
June 6	Council adopts FY 2022 - 2023 budget ordinance including tax rate levy and fee schedule.	NCGS 159.13
June 7 - June 30	Called meeting to adopt FY 2022 - 2023 budget ordinance if needed.	NCGS 159.13



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COUNCIL AGENDA ITEM REPORT

DATE: October 4, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Set Date for Dedication of Greene's Lake and Conservation Park

BACKGROUND: With the Greene's Lake and Conservation Park project now complete, it is time to plan the dedication event. Staff does suggest the date of Friday, November 5th, or a later date. Town Council may determine a date and time that will best suit their schedules.

Director of Communications and Marketing Terri Dennison will be planning this event.

SUGGESTED ACTION: Council is requested to consider a November date for the Dedication of Greene's Lake and Conservation Park.

ATTACHMENTS:



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COUNCIL AGENDA ITEM REPORT

DATE: October 4, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Formation of Committee to Plan the 250th Anniversary event of the *Town of Elizabethtown*

BACKGROUND: This agenda item was tabled at the September 13th Town Council meeting.

For event planning, in addition to Mayor Campbell, Town Manager Dane Rideout and Mrs. Dennison, six (6) committee members will be needed - two (2) Town Council members and four (4) from the community. At last month's Town Council meeting, the names of the following were mentioned as to having an interest in the planning process: Sunday Allen, Fletcher Collins and Robin Summerlin. Two (2) Council Members may volunteer.

Director of Communications and Marketing Terri Dennison may be called upon to present this agenda item.

SUGGESTED ACTION: Council is requested to select six (6) members to plan the 250th Anniversary event of the *Town of Elizabethtown*.

ATTACHMENTS:



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COUNCIL AGENDA ITEM REPORT

DATE: October 4, 2021

SUBMITTED BY: Juanita Hester, Finance

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Monthly Financial Report

BACKGROUND: Finance Director Sharon Penny provides the financial report for month ending September 30, 2021. Mrs. Penny may be called upon to give a brief presentation of the report.

SUGGESTED ACTION: Council is requested to approve the Monthly Financial Report.

ATTACHMENTS:
[September 2021 Financial Summary.pdf](#)

ELIZABETHTOWN as of September 30, 2021 BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2021-2022 REVENUES

% YEAR COMPLETED: 25 %

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 9-27-2021	% of Budget
GENERAL FUND			
Ad Valorem & BID Taxes	1,546,750	891,155.63	57.6%
Vehicle Taxes	180,000	15,722.29	8.7%
Local Option Sales Taxes	700,000	0.00	0.0%
Utility Franchise Taxes	311,000	0.00	0.0%
ABC Revenue	105,000	0.00	0.0%
Powell Bill	111,000	0.00	0.0%
Bladen Fire District	206,000	14,083.30	6.8%
Solid Waste fees	1,032,300	265,623.00	25.7%
Permits & Fees	26,815	11,340.36	42.3%
FEMA reimbursement	0		0.0%
Rental Income	43,800	9,909.09	22.6%
Interfund transfers	283,680	68,831.11	24.3%
Miscellaneous Expenses	105,900	15,818.92	14.9%
General Fund Balance Approp.	167,569		0.0%
TOTAL GENERAL FUND	4,819,814	1,292,483.70	26.8%
WATER FUND			
Water fees	683,400	195,341.49	28.6%
Sewer fees	836,400	207,738.63	24.8%
Miscellaneous fees	155,300	42,313.17	27.2%
Utility Fund Balance Approp.	101,482		0.0%
TOTAL WATER FUND	1,776,582	445,393.29	25.1%

FINANCIAL REPORT

As indicated in the table to the left, Elizabethtown has received \$1,292,484 of its General Fund budgeted revenues during the reporting period, which began July 1, 2021.

\$445,393 of the Water Fund budgeted revenues has also been received. As of September 30, 2021, 58.06% of the current year appropriation for property taxes has been collected.

The total percentage of revenue received in the general fund and the water/sewer fund combined is 27%.

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2021-2022 EXPENDITURES

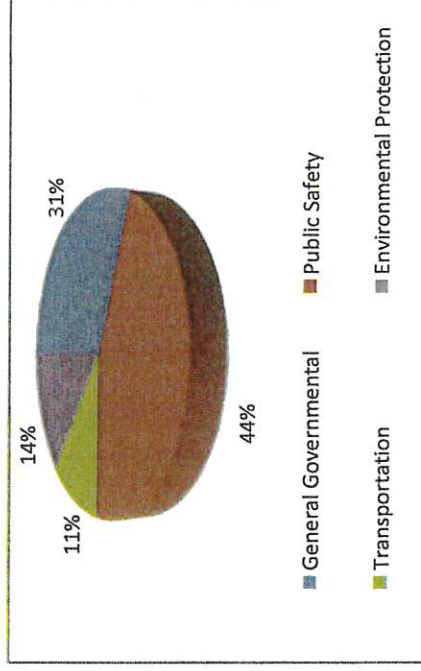
Department	Fiscal Year Budget	Actual Y-T-D as of 9-27-2021	% of Budget
Governing Body	40,769	7,351.77	18.0%
Administration	523,352	206,467.16	39.5%
Finance	248,920	73,188.65	29.4%
Public Services	225,595	81,284.92	36.0%
Public Facilities	96,775	23,133.94	23.9%
Police	1,374,759	317,315.96	23.1%
Fire	871,422	228,866.51	26.3%
Streets	475,638	126,899.23	26.7%
Powell	100,000	3,820.00	3.8%
Solid Waste	562,000	96,256.17	17.1%
Planning & Economic Develop.	87,210	8,213.67	9.4%
Recreation	41,125	11,624.48	28.3%
Special Appropriations	93,569	41,000.00	43.8%
Airport	78,680	18,329.90	23.3%
GENERAL FUND TOTAL	4,819,814	1,243,752.36	25.8%
WATER FUND			
Water	796,518	140,050	17.6%
Sewer	675,064	119,009	17.6%
Tank Maintenance & Transfer Out	305,000	75,586	24.8%
WATER FUND TOTAL	1,776,582	334,645.72	18.8%

REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	0	\$	48,731
WATER FUND	0	\$	110,748

TOTAL COMBINED FUNDS

0	\$	159,479
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As of September 30, 2021, Elizabethtown has expended \$1,243,752 of this fiscal year's \$4.8 million General Fund operating budget and \$334,645 from it's Water Fund budget. The total expenditures for the combined funds equate to approximately 24 % of the current operating budget.

The fiscal year-to-date expenditures are shown by area of function in the pie chart above. The largest expenditures for the Town is related to the provision of Public Safety & General Government.



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COUNCIL AGENDA ITEM REPORT

DATE: October 4, 2021

SUBMITTED BY: Juanita Hester, Finance

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Budget Amendment #2022-01

BACKGROUND: Finance Director Sharon Penny brings forth a budget amendment for the general fund. If there are questions, please call upon Mrs. Penny for further explanation.

SUGGESTED ACTION: Council is requested to approve the Budget Amendment.

ATTACHMENTS:

[Budget Amendment #2022-01 \(10-4-2021\).xlsx](#)

TOWN OF ELIZABETHTOWN
BUDGET AMENDMENT #2022-01
October 4, 2021

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>	<u>Justification</u>
Revenue			
10-3200-363	DONATIONS - FIRE DEPT	\$ 1,000.00	Donation to purchase rescue trailer for ATV
10-3200-364	DONATIONS - POLICE DEPT	\$ 10,700.00	Donations to purchase flock cameras
10-3300-395	MISCELLANEOUS REVENUE - FIRE DEPT	\$ 375.00	Reimb for replacement of supplies used on fire dept call
10-3900-301	FUND BALANCE APPROPRIATED	\$ 1,448.00	Reimb received 6/30/21 for replacement of supplies used on fire dept call
10-3900-301	FUND BALANCE APPROPRIATED	\$ 12,741.00	Rebudget laptops for police dept ordered in June not received till end of August
10-3900-301	FUND BALANCE APPROPRIATED	\$ 3,900.00	Downtown tree trimming not included in budget
10-3900-301	FUND BALANCE APPROPRIATED	\$ 10,181.00	Repair & recover awnings at Farmers' Market not included in budget
10-3900-301	FUND BALANCE APPROPRIATED	\$ 37,000.00	Janitorial services for Town Hall & public restrooms
TOTAL		<u><u>\$ 77,345.00</u></u>	
Expenditures			
10-4340-200	FIRE DEPT - OPERATIONS & SERVICES	\$ 1,000.00	
10-4310-500	POLICE DEPT - CAPITAL OUTLAY	\$ 10,700.00	
10-4340-200	FIRE DEPT - OPERATIONS & SERVICES	\$ 375.00	
10-4340-200	FIRE DEPT - OPERATIONS & SERVICES	\$ 1,448.00	
10-4310-500	POLICE DEPT - CAPITAL OUTLAY	\$ 12,741.00	
10-4510-359	STREETS - M & R - GROUNDS	\$ 3,900.00	
10-4190-358	PUBLIC FACILITIES - M & R - FARMERS' MARKET	\$ 10,181.00	
10-4190-394	PUBLIC FACILITIES - CLEANING SERVICES	\$ 37,000.00	
TOTAL		<u><u>\$ 77,345.00</u></u>	

DULY ADOPTED this 4th day of October, 2021 by the Elizabethtown Town Council at Elizabethtown, North Carolina

Sylvia Campbell, Mayor

Dane D. Rideout, Town Manager/Budget Officer

ATTEST:

Juanita Hester, Town Clerk



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COUNCIL AGENDA ITEM REPORT

DATE: October 4, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Tax Releases

BACKGROUND: Certified Tax Collector Beverly Robinson has requested Council approve the Tax Releases presented.

SUGGESTED ACTION: Council is requested to approve the Tax Releases as presented.

ATTACHMENTS:

[Scan from E-Town_20210928_104755-SEPT TAX RELEASES.pdf](#)

MEMORANDUM

TO: Mayor and Town Council
FROM: Beverly Robinson, Certified Tax Collector *BR*
SUBJECT: Tax Releases
DATE: September 8, 2021

Tax collector Beverly Robinson has requested the following tax releases:

		<u>Account No.</u>
1	2021 Willard Mixon III	<u>0547898</u>
	Reason Not In City - White Lake	
	Release Value \$5,000.00	
	Personal Property	
	Tax Released	\$30.75
2	2021 Rocky Watson	0547974
	Reason Not In City Limits	
	Released Value \$ 500.00	
	Personal Property	
	Tax Released	\$3.08
3	2021 Systel Business Equip Com INC	0515768
	Reason Incorrect Schedule	
	Release Value \$ 76,219.00	
	Personal Property	
	Tax Released	\$468.75
	Council is requested to grant the above tax releases	<u><u>\$ 502.58</u></u>



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COUNCIL AGENDA ITEM REPORT

DATE: October 4, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OTHER BUSINESS

SUBJECT: "Briefly" (*Reminders and announcements are made at this time*)

BACKGROUND: Mayor Campbell may call upon Town Manager Dane Rideout for a formal report. In addition, Director of Communications and Marketing Terri Dennison will provide information on current and/or planned events taking place in town.

SUGGESTED ACTION: Council is requested to hear the reminders and announcements.

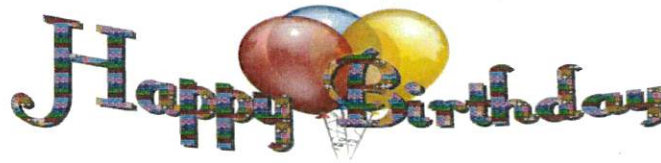
ATTACHMENTS:

[Peak Agenda - Briefly - 10.4.2021.docx](#)

To: Mayor and Town Council
From: Dane Rideout, Town Manager
Subject: "Briefly"
Date: October 4, 2021

The following items are provided as information to Council:

- For the month of October, there will not be an Elizabethtown Planning Board meeting.
- For Town Council, a Special Called Meeting is planned for October 5, 2021 at 5:30 p.m. at the Airport Terminal Building. The purpose of this meeting will be to work on updating the Town's Land Use Plan. The public will be asked to join via Zoom Call.
- October 7th at 5:30 p.m. – Liberty Hospice will be hosting a Memorial Tree Planting in Tory Hole Park.
- The East Bladen High School Homecoming Parade is Friday, October 8th, at 4:00 p.m. Line-up will be at San Jose's and Council Members should be there about 3:30 p.m. Mayor Campbell will need to know at the Monday night meeting how many Council Members will be participating in the Parade so that parade vehicle arrangements can be made.
- October 12th at 12 Noon – Chamber of Commerce Monthly Member Meeting at the Farmer's Market. Jason Williams will be presenting the expanded service of Dreamworks. The Chamber will update members on new projects and upcoming projects. Lunch will be served.
- October 14th at 5:30 p.m. – Quarterly meeting of the Elizabethtown Downtown Business and Merchant Meeting at Farmer's Market.
- October 23rd – E-town Ramp Massacre Skateboard Competition at Skate Board Park.
- Director of Communications and Marketing Terri Dennison was notified that Elizabethtown will be mentioned in an article in the 2022 NC Visitor Guide which highlights the Cape Fear River.
- Sunset Jams Concert Series: North Tower Band will be performing at the Cape Fear Farmer's Market on Friday, 10/1/2021, from 7 p.m. – 10 p.m.



For the Month of October

10/02 – Council Member Paula Greene
10/08 – Marshal Beard – Police Officer
10/08 - Horace Wyatt – Part-Time Meter Reader
10/11 - Ricky Smith – Utilities Technician II
10/17 - Robert Duggan – Police Officer
10/30 - Chris Avant – Police Officer
10/30 - Anthony Norris – Deputy Fire Chief
10/31 - Brenda Valentine – Utilities Specialist



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COUNCIL AGENDA ITEM REPORT

DATE: October 4, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: CLOSED SESSION

SUBJECT: Closed Session

BACKGROUND: For Remote Meetings, a Public Body is not required to provide access to the remote meeting while it is in Closed Session.

SUGGESTED ACTION: Mayor Campbell will entertain a motion and second to enter into Closed Session in accordance with NCGS 143-318.11(a)(6) - Personnel.

ATTACHMENTS:



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COUNCIL AGENDA ITEM REPORT

DATE: October 4, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OPEN FORUM

SUBJECT: Open Forum

BACKGROUND:

SUGGESTED ACTION: Town Manager Dane Rideout will advise if any written comments from the public have been received.

ATTACHMENTS:



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COUNCIL AGENDA ITEM REPORT

DATE: October 4, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADJOURNMENT

SUBJECT: Adjournment

BACKGROUND:

SUGGESTED ACTION: Mayor Campbell will entertain a motion and second to adjourn the meeting.

ATTACHMENTS:

**ZOOM CALL INFORMATION
FOR THE
10/4/2021 TOWN COUNCIL
MEETING AT 7:00 P.M.**

**TOWN OF ELIZABETHTOWN
PUBLIC NOTICE**

In accordance with the N.C. Governor's Executive Order, this is notice to the public that the Town of Elizabethtown's regular October 4, 2021 Town Council meeting will be a Virtual Meeting. The virtual meeting will allow the Mayor and Council Members to conduct the important business of municipal government while protecting the health and safety of the council members, the public and town staff.

For the October 4, 2021 Town Council meeting, the meeting time will be 7:00 p.m., and there will be no Noon Work Session. Members of the public may join the meeting through Zoom from computer, smart phone or dial-in. Please see the following information in order to connect to the October 4, 2021 Town Council Virtual meeting:

Join Zoom Meeting – October 4, 2021 at 7:00 p.m.

<https://us02web.zoom.us/j/88240012533?pwd=SHFMR2ovcWxUekF6QmtPeFJ1M0JhQT09>

Meeting ID: 882 4001 2533

Passcode: 312920

One tap mobile

+13017158592,,88240012533#,,,,*312920# US (Washington DC)

+13126266799,,88240012533#,,,,*312920# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 882 4001 2533

Passcode: 312920

Find your local number: <https://us02web.zoom.us/j/keDosyDrgZ>

For the Open Forum item of the Virtual Meeting, written comments from the public may be addressed to Town Clerk Juanita Hester by emailing jhester@elizabethtownnc.org or by including the written comments in an envelope addressed to the Town Clerk and leaving the envelope in the Town's Drive-through Drop-Box at 805 W. Broad Street.

Sylvia Campbell, Mayor