



**ELIZABETHTOWN
COUNCIL
REGULAR MEETING
7:00 PM, Monday, April 4, 2022**

1. OPENING AND CALL TO ORDER
 - 1.1 OPENING AND CALL TO ORDER
Mayor Sylvia Campbell will call the meeting to order and call upon Mayor Pro Tem Rufus Lloyd to give the invocation.
2. APPROVE CONSENT AGENDA ITEMS
 - 2.1 Approve Consent Agenda Items
Council is requested to approve the Consent Agenda items presented.
[Revised - Revised Consent Agenda Items and Documentation - 4.4.22.pdf](#)
3. PRESENTATIONS
 - 3.1 Town Manager Update
Council is requested to hear the update.
4. ORDINANCES/RESOLUTIONS/PROCLAMATIONS
 - 4.1 Resolution #R-2022-03 - Acceptance of the American Rescue Plan Grant Offer for Wastewater Treatment Plant Expansion Project
Council is requested to approve the Resolution.
[Resolution - Acceptance of American Rescue Plan \(ARP\) Grant Offer - 4.4.22.docx](#)
5. ADMINISTRATIVE MATTERS
 - 5.1 Recommended Award for Audit Proposal
Council is requested to award the Audit Proposal based on the recommendation of the Budget Committee. Due to the size of the materials, all documents will be given to Council on Monday.
 - 5.2 Budget Amendment - #2022-04
Council is requested to approve the Budget Amendment.
[Peak Agenda Attachment - Budget Amendment - 4.4.22.pdf](#)

5.3 Monthly Financial Report

Council is requested to approve the Monthly Financial Report.

[Peak Agenda Attachment - Monthly Financial Report - 4.4.22.pdf](#)

6. OTHER BUSINESS

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

Council is requested to hear the reminders and announcements.

[Peak Agenda - Briefly - 4.4.2022.docx](#)

[Peak Agenda Attachment - Department Head Updates Report - March 2022.pdf](#)

7. OPEN FORUM

7.1 Open Forum

Council is requested to listen to any public concerns or comments received.

8. ADJOURNMENT

8.1 Adjournment

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



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: April 4, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OPENING AND CALL TO ORDER

SUBJECT: OPENING AND CALL TO ORDER

BACKGROUND: Mayor Sylvia Campbell will call the meeting to order.

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

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: April 4, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: APPROVE CONSENT AGENDA ITEMS

SUBJECT: Approve Consent Agenda Items

BACKGROUND: A Consent Agenda includes several items for approval by the Board in a single motion. Documentation concerning these items are provided in the attached agenda material. Upon request from any one Board member, any item listed under the Consent Agenda shall be removed from the Consent Agenda and considered separately. After any items have been moved and the Consent Agenda is set, the Mayor will state the items on the Consent Agenda and moves to adopt it.

SUGGESTED ACTION: Council is requested to approve the Consent Agenda items presented.

ATTACHMENTS:

Revised - Revised Consent Agenda Items and Documentation - 4.4.22.pdf

TOWN OF ELIZABETHTOWN

Noon Meeting

March 7, 2022

The Elizabethtown Town Council met for its noon session on Monday, March 7, 2022 at 12:00 pm in the Council Chamber. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Rich Glenn, Howell Clark Jr., Herman Lewis, Paula Greene, Ricky Leinwand and Town Manager Dane Rideout. Department Heads in attendance included Finance Director Sharon Penny, Police Chief Tony Parrish, Public Services/Engineering Director Stephen Duffy, Town Clerk Juanita Hester, Director of Communications and Marketing Terri Dennison, Assistant Town Manager Pat DeVane and Fire Chief Hollis Freeman. Representatives from the press included Curt Vincent with the "Bladen Journal."

Mayor Sylvia Campbell opened the meeting and presented Public Services/Engineering Director Stephen Duffy with a Town lapel pin. Mayor Campbell then called upon Mayor Pro Tem Rufus Lloyd to give the invocation.

Item #2.1: Approval of Agenda/Previous Minutes Approval

This agenda item will be presented at the evening meeting.

Item #3.1: Town Manager Update

Assistant Town Manager Pat DeVane noted that the walk thru for the Cemetery project is March 8th. Mostly everything is done, half paved, wall repaired that was leaning, paved 1 more road, the project is under budget and on time for FEMA. The funds are a reimbursement project. Assistant Town Manager noted that the Town may want to have a ceremony. Mayor Campbell suggested to put an article in the newspaper.

Item #4.1: Capital Project Ordinance

Finance Director Sharon Penny noted that Capital Projects are required to have an Ordinance. On Page 11 \$11,700.00 is for engineering fees and resurfacing and repairs to streets \$1,988,300.00. First Bank interest rate is lower than USDA, the total loan is \$2,000,000.00. The Town will use Powell Bill funds to repay the loan.

Item #4.2: Resolution #2022-01 – Drinking Water System and Wastewater System Asset Management Plans Close-Out

Town Manager Dane Rideout noted that there will be a formal briefing at the Budget Retreat.

ATTACH. #B

Item #5.1: Letter of Commitment for Grant Applications for the Live, Work, Play Campus Project, Elizabethtown Industrial Park

Town Manager Dane Rideout noted that the match is \$400,000.00. There will be a Golden Leaf and NC Rural Infrastructure Authority briefing at the Budget Retreat. Isomer did the preliminary report 20% wants to see jobs created childcare and housing. The Town may need to use ABC funds.

Item #5.2: Appointments: Elizabethtown Recreation Commission

This agenda item will be presented at the evening meeting.

Item #5.3: Budget Amendment #2022-03

Finance Director Sharon Penny noted that the amendment is for donations, insurance, reimbursements for off duty security and Kids Day from 2 years ago. This agenda item will be considered at the evening meeting.

Item #5.4: Monthly Financial Report

Finance Director Sharon Penny noted that the year is 66% completed, waiting on insurance reimbursement for the roof and sales taxes are 3 months behind. This agenda item will be considered at the evening meeting.

Item #6.1: "Briefly"

Town Manager briefed on the following:

Hosting the Assistant Secretary of Commerce Kenneth Flowers on March 14th for the live, work play project and the Newtown area to show blighted properties.

Budget Retreat March 15th at Cape Fear Winery.

Annual Chamber Banquet March 10th at Lu Mil at 6:00pm.

Replacing Downtown Lights – look at the streetlight at the clock.

Met with Bladenboro Mayor about wastewater.

With there being no further business to conduct, Council Member Herman Lewis, seconded by Council Member Howell Clark Jr., made a motion to adjourn the meeting (Unanimous).

Sylvia Campbell, Mayor

Beverly Robinson, Admin Asst/CTC

TOWN OF ELIZABETHTOWN
Evening Meeting /Virtual
March 7, 2022

The Elizabethtown Town Council met for its evening meeting on Monday, March 7, 2022 at 7:00 pm in the Council Chamber. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Rich Glenn, Howell Clark Jr., Herman Lewis, Paula Greene, Ricky Leinwand, Town Manager Dane Rideout and Town Attorney Goldston Womble. Department Heads in attendance included Finance Director Sharon Penny, Police Chief Tony Parrish (via Zoom), Public Services/Engineering Director Stephen Duffy (via Zoom), Town Clerk Juanita Hester, Director of Communications and Marketing Terri Dennison, Assistant Town Manager Pat DeVane, Town Planner Rusty Worley and Fire Chief Hollis Freeman. Representatives from the press included Curt Vincent with the "Bladen Journal" and Joy Warren with "Bladen Online" via Zoom.

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

Item #2.1: Approval of Agenda/Previous Minutes Approval

Council Member Rich Glenn, seconded by Council Member Howell Clark Jr., made a motion to amend the agenda to add February 8, 2022 Closed Session Meeting Minutes (Unanimous).

Council Member Howell Clark Jr., seconded by Mayor Pro Tem Rufus Lloyd, made a motion to approve the February 7, 2022 minutes and February 8, 2022 Open Session Minutes as presented (Unanimous).

Item #3.1: Town Manager Update

Assistant Town Manager Pat DeVane noted that the walk-thru for the Cemetery project is March 8th at 10:00 a.m. Mostly everything is finished and the project is under budget and on time for FEMA. Street paving is \$575,000.00 for street resurfacing and some patching. There are monies left to do some AST- chip sealing. There will be an update at the Budget Retreat on March 15th. Town Manager Dane Rideout welcomed Town Planner Rusty Worley to the Town.

Item #4.1: Capital Project Ordinance – Street Rehabilitation/Improvement Project

Council Member Rich Glenn, seconded by Council Member Howell Clark Jr., moved to approve the Capital Project Ordinance (Unanimous). Copy attached and incorporated herein by reference.

Item #4.2: Resolution #2022-01 – Drinking Water System and Wastewater System Asset Management Plans Close-Out

Council Member Howell Clark Jr., seconded by Mayor Pro Tem Rufus Lloyd, moved to approve

ATTACH. #C

Resolution #2022-01 – Drinking Water System and Wastewater System Asset Management Plans Close-Out (Unanimous). Copy attached and incorporated herein by reference.

Item #5.1: Letter of Commitment for Grant Applications for the Live, Work, Play Campus Project, Elizabethtown Industrial Park

Council Member Paula Greene, seconded by Council Member Herman Lewis, made a motion to table until next week at the Budget Retreat, March 15th (Unanimous).

Item #5.2: Appointments: Elizabethtown Recreation Commission

Council Member Ricky Leinwand, seconded by Council Member Howell Clark Jr., made a motion to reappoint Mark Gillespie, Clarence Butler and Clint Hester to the Elizabethtown Recreation Commission (Unanimous).

Item #5.3: Budget Amendment #2022-03

Finance Director Sharon Penny noted that the amendment is for the Street Improvement project loan, miscellaneous and off duty security. Council Member Rich Glenn, seconded by Council Member Herman Lewis made a motion to approve Budget Amendment #2022-03 (Unanimous). Copy attached and incorporated herein by reference.

Item #5.4: Monthly Financial Report

Finance Director Sharon Penny noted that the year is 66% completed, waiting on insurance reimbursement for the roof and sales taxes are 3 months behind. Council Member Howell Clark Jr., seconded by Council Member Herman Lewis, made a motion to approve the Monthly Financial Report as presented (Unanimous). Copy attached and incorporated herein by reference.

Item #6.1: "Briefly"

Town Manager briefed on the following:

Planning Board Meeting March 22, 2022 at 6:00 pm at the Elizabethtown Airport Terminal.

Budget Retreat March 15th at Cape Fear Winery at 9:00 am.

Annual Chamber Banquet March 10th at Lu Mil at 6:00 pm.

Working on an EPA grant for the Live, Work, Play Project.

Mayor Pro Tem Rufus Lloyd asked about the trees at Mr. Oscar Thompson's house at 505 E. Broad Street. Town Planner Rusty Worley noted that he sent a letter 3 weeks ago.

Item #7.1: OPEN FORUM

There were no written comments received from the public.

Item #8.1: Closed Session

Council Member Howell Clark Jr., seconded by Council Member Herman Lewis, made a motion to enter into closed session in accordance with NCGS 143-318.11(a)(4) – Economic Development (Unanimous).

RETURN FROM CLOSED TO OPEN SESSION:

Council Member Howell Clark Jr., seconded by Mayor Pro Tem Rufus Lloyd, made a motion to leave Closed Session to return to Open Session (Unanimous).

There was no action taken in Open Session.

With there being no further business to conduct, Council Member Howell Clark Jr., seconded by Council Member Herman Lewis, made a motion to adjourn the meeting (Unanimous).

Sylvia Campbell, Mayor

Beverly Robinson, Admin Asst/CTC

"UNOFFICIAL"

**TOWN OF ELIZABETHTOWN
2022 ANNUAL BUDGET RETREAT
March 15, 2022
Cape Fear Vineyard and Winery**

The Elizabethtown Town Council met for its Annual Budget Retreat on Tuesday, March 15, 2022 at the Cape Fear Vineyard and Winery. Those in attendance included Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Howell Clark, Rich Glenn, Paula Greene, Ricky Leinwand, Herman Lewis, Town Manager Dane Rideout and Assistant Town Manager Pat DeVane. Department Heads attending were Finance Director Sharon Penny, Police Chief Tony Parrish, Fire Chief Hollis Freeman, Planning Director Rusty Worley, Director of Public Services/Engineering Steve Duffy and Director of Communications and Marketing Terri Dennison. Town Attorney Goldston Womble briefly joined the group late afternoon. There were no representatives from the press.

Mayor Sylvia Campbell called the meeting to order and thanked all those in attendance for making the arrangements for this important event. She noted she is grateful to live in America. Mayor Campbell called upon Mayor Pro Tem Rufus Lloyd to give the invocation.

Council Member Howell Clark, seconded by Council Member Rich Glenn, moved to adopt the agenda (Unanimous).

Updates and Town Project Overview/Consent Agenda/TOE Master Activity Calendar

Town Manager Dane Rideout briefed on the agenda items for the day's event as well as the GIS work that Director of Public Services/Engineering Steve Duffy is doing. Highlighted were the various types of grants being submitted for the capital projects planned in the Town. Mr. Rideout passed along that he was seeking guidance from Town Council as to decisions that would need to be made for preparation of the Town's FY 2022-2023 budget. It was noted at this meeting, there would need to be one formal decision made by Town Council on the Live, Work and Play project regarding Letter of Commitment approval for the grant application process.

Assistant Secretary of Commerce Kenny Flowers had a four-hour visit at the Town on Monday, March 14th, and received a view of the good and the bad of Elizabethtown. The Town Manager indicated that Secretary Flowers noted he can help with Elizabethtown's challenges. The focus for the CDBG-NR grant monies needs to be on blighted properties in Elizabethtown.

Use of a Consent Agenda for Town Council meetings was explained and general consensus was received from Town Council.

The Town Master Activity Calendar will be presented at a later time.

NCDOT Bridge Update/R-4903 Lighting

Mr. Ken Clark, District Engineer, NCDOT, presented to Town Council an update on the Cape Fear River Bridge Replacement project which is on schedule for May 2024 completion. Girders will

ATTACH. #E

be set starting May 2, 2022 and expected completion date is May 25, 2022 if daytime work. Placement would extend to mid-June if night-time work. There will be intermittent closure of US 701 requested to off-load girders. Will need to close down traffic 30 minutes four times a day with there being no closures on Saturday, Sunday or Memorial Day weekend. The NCDOT is evaluating Planned/Scheduled daily closures from 9 a.m. – 10 a.m. and 2 p.m. – 3 pm weekdays. Special considerations will be to schedule a meeting with Town/County/911 in early April. NCDOT will begin intensive Media efforts and will contract with Law Enforcement regarding traffic control. There will be additional message boards to alert drivers. The emergency response during intermittent closures will need to be handled by contacting on-site inspector to arrange passage of emergency vehicle (will extend closure time). Mr. Clark noted that once the girders are set, the bridge deck will begin to be poured and deck work will last through December 2022. Once the deck is completed, traffic will shift to the new bridge. The existing southbound bridge will be demolished Spring 2023. Phase II construction will begin Summer 2023 – bridge complete by May 2024. Mr. Clark reported that the periphery work, to include paving the Tory Hole Park Access, will be completed by October 2024.

Then presentation led to the US.Hwy.701/Hwy. 87 Bypass Interchange where no street lighting was included in the plans and it was noted that the area is very dark at night. Therefore, Lighting by Encroachment project for this area will be for outdoor lighting. DOT will be responsible for underground conduit work and Town will determine light fixture style and pay a monthly fee.

Next, Mr. Ken Clark and Assistant Manager Pat DeVane briefed on the current street paving project. The street patching work has started and in one month, the crack-seal work will begin. Mr. Clark noted that in early May, DOT work will begin on the Town streets in the Industrial Park and the DOT will coordinate with the Town.

Live, Work, Play (LWP) Project Discussion

Presentation from Bladen's Bloomin' Director Chuck Heustess noted the critical need for housing and how development of properties would benefit our area. Mr. Heustess outlined that if the Town receives the EDA grant for Live, Work, Play Project, this water/sewer project will create jobs. The next phase of the project will be roads and housing so a grant application needs to be completed quickly. The Town can expect an estimated \$62,500 of property taxes annually. Mr. Heustess briefed on the various grants and the funding cycles.

The Manager had provided in the Budget Retreat notebooks, a copy of the Preliminary Engineering Report (PER) as prepared by ISOMER outlining the Live, Work, Play project description.

After Mr. Heustess's presentation, Town Manager Dane Rideout presented the Letter of Commitment request that had been tabled at the March 7, 2022 Council meeting. With the information presented regarding the Live, Work, Play project, Town Council felt comfortable to approve the Letter of Commitment. Therefore, a motion was made by Council Member Howell Clark and seconded by Mayor Pro Tem Rufus Lloyd to approve the attached Letter of Commitment (Unanimous). This will be the match commitment for the grants that will be applied for on this project. As noted by the Manager, the risk is low with high payoff for the Town.

Following Council's approval, Council Member Howell Clark expressed his feelings about the Letter of Commitment (\$400,000 match approved) for the Live, Work, Play project. Council Member Ricky Leinwand thanked Mr. Rideout for giving clarification to the importance of approving the Letter of Commitment for the grant application process.

Downtown Repairs/Lighting Discussion

Assistant Manager Pat DeVane provided information on downtown lighting. In order to brighten the core of downtown, new lights could be purchased for \$1850 per light which includes the double-head style from Sternberg Lighting and installed from Pine Street to Hwy. 701. Mr. DeVane will obtain sample of the light fixture so that Town Council may decide on the style to be installed.

Regarding the sidewalk repair work and tree replacement for downtown, Assistant Town Manager Pat DeVane briefed on the sidewalk damage caused by the tree roots along with the concrete deterioration in the brickwork. Mr. Brian Jammer with Green Biz Nursery was in attendance to provide advice on tree replacement types for the downtown. It was noted that crape/crepe myrtle tree replacements would be better than the maples. Mr. Jammer noted that the Ginkgo tree species would also be suitable.

Throughout the day, Communications and Marketing Director Terri Dennison and Director of Public Services/Engineering Steve Duffy did a marvelous job at controlling the computer for the PowerPoint presentations.

WWTP Expansion and Upgrades Update

While the group enjoyed a working lunch, Mr. Paul Mattox and Mr. David Brandes of E.L. Robinson Engineering gave a very detailed PowerPoint presentation on the Wastewater Treatment Plant Expansion project. Some questions and explanations followed about the project.

Mr. Rideout thanked the E.L. Robinson engineers for the presentation.

Budget Presentation/Discussion

Town Manager Dane Rideout presented information on the Neutral Tax Rate with 2023 being the Revaluation year for Bladen County. In detail, Finance Director Sharon Penny explained the Neutral Tax Rate process and referenced material contained in the agenda binder. There was general consensus by Town Council that the tax rate for FY 2022-23 remain at the current rate of 0.615 cents per \$100 valuation. The Revenue Neutral Tax Rate will be included in the FY 2022-23 Budget Ordinance for adoption.

Finance Director Sharon Penny gave a PowerPoint presentation which touched on the following budget-related items:

Revenues and Expenditures; ARPA Funding; Revenue Neutral Tax Calculation; Rate Increases for Sanitation Fees and Utilities.

For ARPA Funding recommendations from Finance Director Sharon Penny, there was general consensus to accept as follows:

\$701,623.60 – Increase Fund Balance;

\$57,000.00 - \$1,000 One-time bonus in lieu of COLA and three additional Federal holidays;
\$100,000.00 – Downtown lighting and repairs;
\$30,000.00 – Police Dept. (Flock Safety cameras, bulletproof vests and storage racks);
\$38,000.00 – Fire Dept. (Turnout gear, outside storage, station repairs and components for brush truck);
\$100,000.00 – Public Works Dept. (Stormwater camera, GIS field equipment and water infrastructure equipment); and
\$50,000.00 – Administration (AV and Technology upgrades to Council Chambers and Airport Classroom).

\$1,076,623.60 – Total Allotment Town will receive from ARPA Funding – Traunch 2 expected July 2022.

Mayor Campbell thanked Mrs. Penny for her very informative presentation.

With the information gathered from the Budget Retreat meeting, Budget Committee Members Ricky Leinwand, Rich Glenn, Dane Rideout and Sharon Penny will move forward with preparation of the FY 2022-2023 proposed budget. It is planned to have a contingency line item built into the budget for emergencies.

Water and Sewer AIA Rate Discussion

At 3 p.m., Ms. Jean Klein and Mr. Jim Perry with the Lumber River Council of Governments provided details to Council reference the Water and Wastewater Asset Management project funded by grants. Town Council approved a Resolution at the March 7, 2022 Town Council meeting to close out the AIA grant project. The LRCOG was retained by the Town to conduct asset mapping and to develop the Asset Management Plan.

Mr. Jim Perry explained the asset mapping system and distributed maps as an example.

Following Mr. Perry's explanation, Ms. Jean Klein gave a very detailed PowerPoint presentation whereby it was learned that the Town of Elizabethtown's water and sewer rates are not keeping pace with inflation – well below state level, she indicated. In an effort to bring the Town's utility rates in-line, recommendation received from Ms. Jean Klein was to develop a new water and sewer rate structure over multi-years.

Mr. Rideout thanked Ms. Klein and Mr. Perry for their presentations.

Departmental Updates

Brief reports were given by the Department Heads. Planning Director Rusty Worley touched on the following plans and projects for the Town:

The Land Use Plan is ready to be finalized and presented for adoption at Town Council's June meeting. In May, the required community in-put will be obtained by use of a survey.

Manager passed along his thanks to Planning Board Member Michael Leinwand for the in-depth review he had made of the drafted Land Use Plan.

A layer of information for Derelict Housing in Town has been placed into the GIS.

In 30 days, the old Currie House on West Broad Street will be demolished.

At the Accent Dyeworks property on West Broad Street, there is to be done a Phase I Environmental Assessment because the property may be suitable for construction of apartments.

The C.A. Nails building downtown is close to being sold.

There will be 14 lights installed down US Hwy. 701 on 30-foot black poles to be installed 250 feet apart. The Town will be paying \$125 for 15 months for the lighting system at 701/87 Interchange.

New audio-visual equipment and technology upgrades will be purchased for Council Room with ARPA Funding as well new equipment purchase for the Classroom space at the Airport Terminal Building.

For the West End of Town development, Planning Director Rusty Worley briefed on the plan for multi-family housing – 50 units – expected \$30,000 tax revenue - \$145,000 for sewer and water installation and developer takes care of out-of-town road. Golden Leaf Foundation Board Member Bo Biggs has been contacted about some Golden Leaf grant funding for the proposed project.

Council Member Ricky Leinwand thanked the Chamber's Executive Director, Terri Dennison, for the great job she did in arranging the 2022 Chamber Banquet at Lu Mil. At that event, Mayor Sylvia Campbell was presented the 2022 Honorary Lifetime Membership Award.

Communications and Marketing Director Terri Dennison had to leave the Budget Retreat for another evening meeting so her presentation will be scheduled for the April 4, 2022 Town Council meeting. Mrs. Dennison made distribution of the 2022-2024 Strategic Plan for the Elizabethtown-White Lake Area Chamber of Commerce.

Council Member Howell Clark, seconded by Council Member Rich Glenn, made a motion to adjourn (Unanimous). Meeting adjourned at 5:15 p.m.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

805 West Broad Street
Post Office Box 716
Elizabethtown, NC 28337

TOWN OF
ELIZABETHTOWN

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Sylvia Campbell
Mayor

Rufus Lloyd
Mayor Pro Tem

Howell Clark
Council Member

Rich Glenn
Council Member

Paula Greene
Council Member

Ricky Leinwand
Council Member

Herman Lewis
Council Member

Ms. Hillary Sherman, North Carolina, EDR
Economic Development Administration
US Department of Commerce
401 W. Peachtree Street, N.W.
Suite 1820
Atlanta, GA 30308-3510

March 15, 2022

Re: Local Match Funding for Elizabethtown Industrial Park Live, Work, Play Campus Project

Dear Ms. Sherman,

The Elizabethtown Industrial Park Live, Work, Play Campus Project identifies a request from EDA of \$2,000,000 and a local source of cash match of \$400,000. This letter certifies that Elizabethtown commits \$400,000 in cash match that will be available and unencumbered for the Elizabethtown Live, Work, Play Project. Elizabethtown is currently developing a grant application to Golden LEAF Foundation for \$200,000 which will be considered at the foundation's board meeting in early 2022, and a \$200,000 grant application with the N.C. Rural Infrastructure Authority. In the event that Golden LEAF and N.C. Rural Infrastructure Authority do not award the full request, the Elizabethtown Council has ensured that the \$400,000 local match to the project is available. Town funds will be available and unencumbered.

Sincerely,



Sylvia Campbell
Mayor

TOWN OF
ELIZABETHTOWN

805 West Broad Street
Post Office 700
Elizabethtown, NC 28337

TOWN MANAGER'S OFFICE

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Email drideout@elizabethtownnc.org

April 4, 2022

Department of State Treasurer
State & Local Government Finance Division
3200 Atlantic Avenue
Raleigh, NC 27604

RE: Response to Auditor's Findings, Recommendations & Fiscal Matters

I. Financial Performance Indicators

The fund balance available for appropriation in the General Fund has declined to 18.02% of expenditures because the unit expended funds in the amount of \$1,480,685 during FY 2020-2021 for repairs to the town cemetery damaged during Hurricane Florence. The unit expects to rebuild the fund balance available by FEMA reimbursements of project receivables in the amount of \$513,963. The unit estimates the fund balance available for appropriation to increase to approximately \$900,000 by June 30, 2022.

II. Auditor's Findings of Significant Deficiencies

1. Segregation of Duties –

Condition – Key duties and functions are not segregated among Town personnel. This is especially a concern in cash management, accounts receivable, purchasing and payroll functions in all departments.

Auditor Recommendation – The duties should be separated as much as possible by possibly training and utilizing non-financial personnel and utilizing alternative controls. The governing board should provide some of these controls.

Corrective Action Plan – The finance director and town manager will immediately review duties and functions to determine where segregation needs to occur. The duties will be separated as much as possible and alternative controls will be implemented to compensate for the inability to segregate. Nonfinancial employees will be trained and provide some assistance.

"The mission of the Town of Elizabethtown is to deliver services that promote public health and safety and enhance the quality of life."

ATTACH. #F

2. Prior Period Adjustment –

Condition – A 2020 year-end reimbursement expected in FY 2021 did not occur. The scope of a capital project increased and was determined to be a capital asset.

Auditor Recommendation – Town management will review all anticipated subsequent collections to determine the accuracy and availability of funding.

Corrective Action Plan – The finance director will implement a more rigorous review process of revenue received in July, August and September each year to more accurately determine accounts receivable to be recorded at year end.

Sincerely,

Mayor of Elizabethtown and Town Council Members

Mayor, Sylvia B. Campbell

Mayor Pro-Tem, Rufus Lloyd

Member, Herman Lewis

Member, Howell Clark

Member, Richard C. Glenn, Jr.

Member, Richard Leinwand

Member, Paula Greene

"The mission of the Town of Elizabethtown is to deliver cost effective services that promote public health and safety and enhance the quality of life of all citizens."

Town of Elizabethtown
Grant Project Budget Amendment #2022-01
Coronavirus State and Local Fiscal Recovery Funds (CSLFRF)

Section 2 of the CSLFRF Grant Project Ordinance is hereby amended as follows:

The Town has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its CSLFRF funds for the provision of government services. CSLFRF Project funds appropriated to Replace Lost Revenue as follows:

Internal Project Code	Project Description	Expenditure Category	Cost Object	Appropriation of CSLFRF Funds
0001	Law Enforcement Services for period of	6.1	Salaries	\$775,000.00
	July 1, 2021 through December 31, 2024		Benefits	\$301,559.97
				\$1,076,559.97

/s/ _____
Sylvia Campbell, Mayor

/s/ _____
Juanita Hester, Town Clerk

ATTACH.#G

TOWN OF ELIZABETHTOWN														
GREENE'S LAKE DAM REPAIR AND CONSERVATION PARK														
FUND:		121												
Total														
NO.	REVENUE ACCT. #121-3000	Original Budget	Revised Total Budget	Amend #4	Amend #5	Revised Budget	ACTUAL 06/30/2017	ACTUAL 06/30/2018	ACTUAL 06/30/2019	ACTUAL 06/30/2020	ACTUAL 06/30/2021	ACTUAL 06/30/2022	TOTAL	BALANCE REMAINING
323	Local Match	512,000.00	301,380.00	46,979.28	7,873.40	356,432.68	42,504.42	20,000.00	20,000.00	20,000.00	244,162.40	9,765.86	356,432.68	0.00
	Land Donation (Mary Greene)		312,000.00			312,000.00	312,000.00						312,000.00	0.00
	Borrowed from Water Fund					0.00							0.00	0.00
330	FEMA Reimbursement-Dam		613,382.00	7,970.01		621,352.01			460,036.04	161,315.97			621,352.01	0.00
332	PARTF Grant	326,620.00	500,000.00			500,000.00				500,000.00			500,000.00	0.00
	Revenue Total	838,620.00	1,726,962.00	54,949.29	7,873.40	1,789,784.69	354,504.42	20,000.00	20,000.00	480,036.04	905,478.37		1,789,784.69	0.00
NO.	EXPEND. ACCT. #121-8140	Original BUDGET	Revised Total Budget	Amend #4	Amend #5	Revised Budget	ACTUAL 06/30/2017	ACTUAL 06/30/2018	ACTUAL 06/30/2019	ACTUAL 06/30/2020	ACTUAL 06/30/2021	ACTUAL 06/30/2022	TOTAL	BALANCE REMAINING
520	Site Furnishings	23,600.00	15,000.00	4,745.00	5,108.60	24,853.60					19,745.00	5,108.60	24,853.60	0.00
521	Match Trail	47,600.00	680,582.00	#####		0.00							0.00	0.00
522	Accessible Sidewalk	36,500.00	35,600.00	(34,123.33)		2,376.67					2,376.67		2,376.67	0.00
528	Accessible Trail	27,900.00	27,800.00	19,546.59		47,546.59					47,546.59		47,546.59	0.00
530	Dam Repairs - FEMA	0.00	0.00	615,035.37		615,035.37			600,656.49	4,065.60			615,035.37	0.00
531	Gravel Parking Lot	32,120.00	32,120.00			32,120.00					10,313.28		32,120.00	0.00
532	Site Preparation	29,000.00	29,000.00	17,365.00		46,365.00	3,360.00		4,700.00	547.50	37,617.50		46,365.00	0.00
533	Open Space	22,800.00	22,800.00	(18,719.50)		4,080.50					4,020.50		4,020.50	0.00
534	Planted Meadow	1,100.00	1,100.00	382.10		1,482.10				1,236.00	246.10		1,482.10	0.00
535	Signage	13,900.00	13,900.00	1,500.00	2,764.80	18,164.80					13,507.54	4,657.26	18,164.80	0.00
536	General Landscape	25,000.00	25,000.00	(6,608.25)		18,391.75					18,391.75		18,391.75	0.00
537	Utilities	20,000.00	20,000.00	(19,764.10)		235.90					235.90		235.90	0.00
538	Const. Mgmt, Site Planning, Design	33,130.00	61,700.00	(25,268.71)		38,331.29	14,404.80		2,235.69	6,875.00	14,815.80		38,331.29	0.00
539	Land Acquisition	512,000.00	512,000.00			512,000.00	510,000.00	2,000.00					512,000.00	0.00
540	Contingency	13,970.00	25,700.00	12,970.99		38,670.99					38,670.99		38,670.99	0.00
541	Nature Play Area		99,000.00	6,666.00		105,666.00					105,666.00		105,666.00	0.00
542	Boardwalk Crossing & Trail Access		44,660.00	(43,997.00)		663.00					663.00		663.00	0.00
543	Boardwalk Connection Winery		80,000.00	203,861.13		283,861.13					283,861.13		283,861.13	0.00
	Expenditure Total	838,620.00	1,726,962.00	54,949.29	7,873.40	1,789,784.69	527,904.80	2,000.00	607,592.18	12,724.10	629,797.75	9,765.86	1,789,784.69	0.00
		APPROVED 05/01/2017	AMENDED 09/19/2019	AMENDED 06/29/2021	Amended #####								0.00	(0.00)
Project and Fund Closed 4/4/2022														

ATTACH. #H



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: April 4, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Town Manager Update

BACKGROUND: Either Town Manager Dane Rideout or Assistant Manager Pat DeVane may be called upon to present updates and other important matters of the Town.

SUGGESTED ACTION: Council is requested to hear the update.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: April 4, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Resolution

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Resolution #R-2022-03 - Acceptance of the American Rescue Plan Grant Offer for Wastewater Treatment Plant Expansion Project

BACKGROUND: The Town has received an earmark for the American Rescue Plan (ARP) funded from the State Fiscal Recovery Fund established in S.L. 2021-180 to assist eligible units of government with meeting their water/wastewater infrastructure needs. The N.C. Department of Environmental Quality has offered American Rescue Plan (ARP) funding in the amount of \$13.6 million for the Wastewater Treatment Plant Expansion project.

Resolution #R-2022-03 is provided.

Town Manager Dane Rideout may be called upon to present this agenda item.

SUGGESTED ACTION: Council is requested to approve the Resolution.

ATTACHMENTS:

[Resolution - Acceptance of American Rescue Plan \(ARP\) Grant Offer - 4.4.22.docx](#)

TOWN OF ELIZABETHTOWN
RESOLUTION BY GOVERNING BODY OF RECIPIENT

#R-2022-03

WHEREAS, the Town of Elizabethtown has received an earmark for the American Rescue Plan (ARP) funded from the State Fiscal Recovery Fund established in S.L. 2021-180 to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered American Rescue Plan (ARP) funding in the amount of \$13,600,000.00 to perform work detailed in the submitted application, and

WHEREAS, the Town of Elizabethtown intends to perform said project in accordance with the agreed scope of work,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF ELIZABETHTOWN:

That the Town of Elizabethtown does hereby accept the American Rescue Plan Grant offer of \$13,600,000.00.

That the Town of Elizabethtown does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Dane Rideout, Town Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the 4th day of April, 2022 at Elizabethtown, North Carolina.

Sylvia Campbell, Mayor

Date: _____



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: April 4, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Recommended Award for Audit Proposal

BACKGROUND: Questions may be directed to Finance Director Sharon Penny.

SUGGESTED ACTION: Council is requested to award the Audit Proposal based on the recommendation of the Budget Committee. Due to the size of the materials, all documents will be given to Council on Monday.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: April 4, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Budget Amendment - #2022-04

BACKGROUND: Finance Director Sharon Penny brings forth Budget Amendment #2022-04. If there are questions, please call upon Mrs. Penny for further explanation.

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

ATTACHMENTS:

[Peak Agenda Attachment - Budget Amendment - 4.4.22.pdf](#)

TOWN OF ELIZABETHTOWN
BUDGET AMENDMENT #2022-04
April 4, 2022

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>	<u>Justification</u>
Revenue			
10-3300-980	FEMA Reimbursements	\$ 60,727.00	Close out prior FEMA projects
10-3000-421	2021 Ad Valorem Taxes	\$ 33,000.00	2021 Ad Valorem Taxes
10-3500-320	Insurance Reimbursements	\$ 22,500.00	Final Ins. Reimbursement on Town Hall roof
10-3900-301	Fund Balance Appropriated	\$ (22,500.00)	Ins. Reimbursed more than originally budgeted
10-3500-320	Insurance Reimbursements	\$ 16,174.00	Ins. Reimbursement for repairs to fire truck
10-3500-311	Miscellaneous Police Revenue	\$ 120.00	Charges for police reports
TOTAL		<u><u>\$ 110,021.00</u></u>	
Expenditures			
10-6170-690	Special Approp. - Interfund Transfers	\$ 60,000.00	Local Match for airport grant projects that were budgeted in Airport Fund by mistake
10-6170-690	Special Approp. - Interfund Transfers	\$ 9,766.00	Additional local match for Greene's Lake Park project
10-6170-693.02	Special Approp. - Performance Incentives	\$ 15,092.00	Performance tax incentives
10-4190-357	Public Facilities - R & M Town Hall	\$ 8,869.00	Repairs caused by sewer backup not covered by insurance
10-4340-351	Fire Dept. - Repairs - Vehicle	\$ 16,174.00	
10-4310-260	Police Dept. - Office Supplies	\$ 120.00	
TOTAL		<u><u>\$ 110,021.00</u></u>	

DULY ADOPTED this 4th day of April, 2022 by the Elizabethtown Town Council at Elizabethtown, North Carolina

Sylvia Campbell, Mayor

Dane D. Rideout, Town Manager/Budget Officer

ATTEST: _____
Juanita Hester, Town Clerk



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: April 4, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Monthly Financial Report

BACKGROUND: Finance Director Sharon Penny brings forth a financial report for March (as of 3/28/22). Mrs. Penny may be called upon to give a brief presentation of same.

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

ATTACHMENTS:

[Peak Agenda Attachment - Monthly Financial Report - 4.4.22.pdf](#)

ELIZABETHTOWN as of March 28, 2022
BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2021-2022 REVENUES

75% YEAR COMPLETED

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 3-28-2022	% of Budget
GENERAL FUND			
Ad Valorem & BID Taxes	1,546,750	1,572,901.73	101.7%
Vehicle Taxes	180,000	123,812.49	68.8%
Local Option Sales Taxes	700,000	991,066.70	141.6%
Utility Franchise Taxes	311,000	151,774.41	48.8%
ABC Revenue	405,000	52,500.00	13.0%
Powell Bill	114,000	114,239.63	100.2%
Street Improvement Project Loan	2,000,000	669,523.67	33.5%
Bladen Fire District	206,000	139,542.92	67.7%
Solid Waste Fees	1,032,300	793,996.07	76.9%
Permits & Fees	26,815	29,827.36	111.2%
FEMA Reimbursement	0	50,727.58	0.0%
Rental Income	43,800	27,370.27	62.5%
Salary & Admin. Reimbursements	283,680	168,424.98	59.4%
Miscellaneous Reimbursements	261,969	228,328.89	87.2%
General Fund Balance Approp.	344,047		0.0%
TOTAL GENERAL FUND	7,172,361	4,528,207.09	63.1%
WATER FUND			
Water fees	683,400	560,984.73	82.1%
Sewer fees	836,400	606,147.09	72.5%
Miscellaneous Revenue	155,300	118,430.02	76.3%
Utility Fund Balance Approp.	101,482		0.0%
TOTAL WATER FUND	1,776,582	1,285,561.84	72.4%

FINANCIAL REPORT

As indicated in the table to the left, Elizabethtown has received \$4,528,207 of its General Fund budgeted revenues during the reporting period, which began July 1, 2021. \$1,285,562 of the Water Fund budgeted revenues has also been received. As of March 28, 2022, 98% of the current year appropriation for property taxes has been collected.

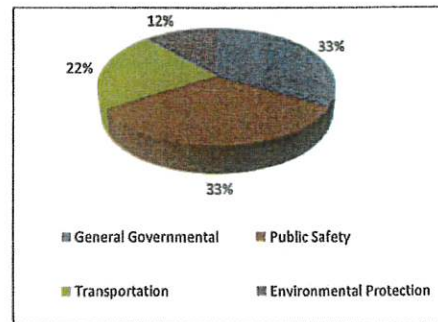
The total percentage of revenue received in the general fund and the water/sewer fund combined is 74%.

Notes:

- 1 - As of February 28, 2022, we have received monthly Local Option Sales Tax for July - December and Utility Franchise Taxes for quarter ending December 31, 2021.
- 2 - Received FEMA reimbursements in the amounts of \$59,903 to close out Elizabeth St. Culvert project from Hurricane Florence and \$824,566 to close out Admin. Costs for Hurricane Dorian.

BUDGET & FINANCE SNAPSHOT
FISCAL YEAR 2021-2022 EXPENDITURES

Department	Fiscal Year Budget	Actual Y-T-D as of 3-28-2022	% of Budget
Governing Body	41,669	29,353.90	70.4%
Administration	561,864	326,524.04	58.1%
Finance	257,420	181,817.41	70.6%
Public Services	230,095	190,173.00	82.6%
Public Facilities	300,956	219,989.15	73.1%
Police	1,451,110	959,113.43	66.1%
Fire	887,125	629,535.76	71.0%
Streets	479,538	355,806.18	74.2%
Powell	100,000	40,835.66	40.8%
Street Improvement Project	2,000,000	663,624.67	33.2%
Solid Waste	562,000	381,632.50	67.9%
Planning & Economic Develop.	87,210	10,078.65	11.6%
Recreation	41,125	22,236.64	54.1%
Special Appropriations	93,569	99,259.66	106.1%
Airport	78,680	56,679.40	72.0%
GENERAL FUND TOTAL	7,172,361	4,166,660.05	58.1%
WATER FUND			
Water	796,518	503,842	63.3%
Sewer	675,064	392,812	58.2%
Tank Maintenance & Transfer Out	305,000	184,603	60.5%
WATER FUND TOTAL	1,776,582	1,081,256.43	60.9%



As of February 28, 2022, Elizabethtown has expended \$4,166,660 of this fiscal year's \$7.1 million General Fund operating budget and \$954,865 from it's Water Fund budget. The total expenditures for the combined funds equate to approximately 66% 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.

REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	0	\$	361,547
WATER FUND	0	\$	204,305
TOTAL COMBINED FUNDS	0	\$	565,852



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: April 4, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OTHER BUSINESS

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

BACKGROUND: Town Manager Dane Rideout may be called upon to present the "Briefly" items.

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

ATTACHMENTS:

[Peak Agenda - Briefly - 4.4.2022.docx](#)

[Peak Agenda Attachment - Department Head Updates Report - March 2022.pdf](#)

To: Mayor and Town Council
From: Dane Rideout, Town Manager
Subject: "Briefly"
Date: April 4, 2022

The following items are provided as information to Council:

- The Department Head Update Report for March 2022 is provided as a separate attachment.
- Downtown business, "Sweeter Than Hunny" in Cross Plaza, will have a ribbon-cutting on April 8, 2022 at Noon. Council Members are encouraged to attend.
- Dixie Youth Opening Ceremony is planned for April 9th at 11 a.m.
- On April 12, 2022 at 10:00 a.m. at the Farmer's Market - Ribbon-Cutting for Coastal Horizon Mobile Integrated Care Unit. Council Members are encouraged to attend.
- In observance of Easter, the Town offices will be closed on Good Friday, April 15th.
- Kids Appreciation Day will be Saturday, May 7, 2022.
- The White Lake Water Festival Parade is scheduled for Saturday, May 21st at 10:00 a.m.



For the Month of April

4/05 – David Beyer – Public Services
4/07 – Dwight Davis – Public Services
4/11 – Pat Devane – Asst. Town Manager
4/15 – Allston Freeman – Firefighter
4/22 – Julius Powell – Public Services
4/28 – Dane Rideout – Town Manager



Department Head Updates

March 2022

COMMUNICATION AND MARKETING

Terri Dennison



NEW BUSINESSES IN ELIZABETHTOWN

We celebrated the opening of Speech Solutions on West Broad Street with a ribbon cutting on March 2.

LEADERSHIP BLADEN

T. Dennison is representing the Town and the Chamber in a partnership to reinvigorate a Leadership Program in Bladen County. Fourteen applicants were accepted into the program.

COFFEE, CARS & CROISSANTS

Fourteen classic and show cars came out to the inaugural event held on March 26. Organizers were pleased with the event and plan to offer again next month (April 30).

DENNISON ATTENDS VISIT NC 365 CONFERENCE

Terri Dennison attended the Visit NC 365 Conference in Durham. As a result, Elizabethtown, White Lake and Bladen County will get more exposure on the official tourism website for the state and will participate in several program being offered to promote destinations. Dennison also learned of several grant and technical assistance programs that the Towns, County and Chamber will be able to use in the coming year.



NICA RETURNS TO BROWNS CREEK

The North Carolina Interscholastic Bicycling Association returned to Brown's Creek Bike Park from March 18 – 20 this year. Around 390 student mountain bikers participated. Practice races were held on Saturday with the big races on Sunday. Many people either tent camped or dry camped in an RV. Many of the town's departments worked with NICA to make this event a success.

250th ANNIVERSARY COMMITTEE:

The Committee will meet on Thursday, March 31 to discuss several events.

MEETING WITH ASSISTANT SECRETARY OF COMMERCE KENNY FLOWERS

Several members of town staff had the opportunity to meet with Kenny Flowers, Assistant Secretary of Commerce. Dane Rideout and Rust Worley toured Flowers around to critical neighborhoods, dilapidated structure, and potential new housing sites. Mayor Campbell, Mayor Pro-Tem Lloyd, Councilman Lewis, BCC President Lee and a few other staffers joined the Secretary at lunch to discuss economic development, downtown revitalization, tourism, and potential funding. Afterward, Flowers toured the Topsy Toad gift shop and Cape Fear Distillery.



DOWNTOWN BUSINESS MEETING

White Lake Town Administrator Sean Martin presented the Main Street concept to the Downtown Businesses Committee. Martin was instrumental in Whiteville being designated a Main Street Community recently. The committee would like to hold an informative meeting that all Downstreet businesses are encouraged to attend before committing to the pursuing the program.

CHAMBER ACTIVITIES:

Membership and Business Promotion: As of March 30, the Chamber has 129 members. All members will be listed in an Activity Guide that is currently being produced.



Potential, Possibilities and Praise was the theme of the Annual Meeting and Awards Program held on Thursday, March 10. Several speakers including Town Manager Dane Rideout gave up dates on local and regional projects that highlighted the “Potential” of working together to improve the quality of life for everyone. Terri Dennison spoke on behalf of NC Director of Outdoor Recreation, Amy Allison, about the “Possibilities” of outdoor recreation making an impact on the area’s economy. Under the “Praise” portion of the evening, several awards were presented including the Chamber’s “Lifetime Membership” to Mayor Sylvia Campbell.

White Lake Water Festival: “Make a Splash.” Planning is underway for the event on May 20 and 21. New this year is a Miniature Golf Tournament on Friday afternoon and Goldston’s Beach, a grandstand and float contest for the parade, and a surprise water activity.

ELIZABETHTOWN AIRPORT

Mitch Taylor

Stats for the month of March 2022

Recorded Aircraft Operations	432
Aviation Gasoline Sales	1596 Gallons
Jet Fuel Sales	3887 Gallons
Sales Revenue	\$23,066

FIRE DEPARTMENT

Hollis Freeman



- **Community Events** (Organizational meetings, public speaking, teaching):
- Attended the Chamber of Commerce Annual Banquet 03/10/2022
- Attended Town of Elizabethtown Budget Retreat 03/15/2022
- Assisted with the Bike Park Race 03/20/2022
- **Professional Development** (Certification and training classes, formal education, seminars)
- Departmental Total of 354 hours of training was completed in March.
- **Operations** (Logistics and training reports, response times, incident reports)
- Fire Calls- 30 Most were Brush/Woods Fires
- EMS Calls for Assistance- 12
- Service Calls- 2
- All Other Calls- 5
- Total of 49 Call for the Month of March
- 60 Hydrants were serviced for the Month of March
- 30 Inspections were completed with only 3 violations found

Fire in White Oak, with tires and pallets



Woods Fire in Dublin



Using our new rescue trailer at the Bike Park



Outside Storage Building Fire



POLICE DEPARTMENT

Tony Parrish

2/28/22 - 3/27/22	
Calls for Service	356
Reports Taken	56
Arrests	24
Traffic Collisions	7
Traffic Citations	62
Warning Tickets	15

The chief has received notification from Flock Safety that all ALPR Cameras will be installed by Friday, 4/1/22.

PUBLIC WORKS

Stephen Duffy

Hugh Bledsoe

Utility Services – Water & Sewer - Don Edwards, Ricky Smith, Jerimey Sykes, Sherry Lanier & Horace Wyatt (PT)

All routine daily sampling, testing, monitoring, and documentation requirements were completed for both the drinking water and wastewater operations. Staff responded and remediated 3 leaks and assisted with clean up and diagnosis at Town Hall sewer backup. Additionally, there were approximately 14 service disconnections/reconnections and 50-meter re-reads executed. MTU replacement is at a standstill until we receive replacement units from Aclara. They are reporting 12-18 weeks turnaround on resupply. Utility Services staff has also helped Mr. Stephens at the Wastewater Treatment Plant (WWTP) to address plant upset by using the hydro-excavator to pull material from the SBR system. Asset locations were provided for the fiber optic line being installed down Peanut Road up to the Broad Street intersection. Two employees (Sherry Lanier & Jerimey Sykes) successfully passed their Collections I examination.



Figure 1 Swanzy Street Sewer Repair



Figure 2 Leak Repair at Smith Circle

Wastewater Treatment Plant - Brian Stephens

All routine sampling, testing and general plant operating processes were executed as required. Plant equipment preventative maintenance completed as required. Chlorine gas to liquid bleach conversion is complete including the permanent holding tanks. We are looking into how to enclose the three open sides around the tank storage, but they are under-roof. The WWTP Annual Performance Report has been completed and submitted for 2021. Repairs were performed on a 2" water/CL2 line at the contact chamber. Surveyors were onsite March 21st through the 23rd collecting data for the WWTP upgrade design phase. A motor on the Influent Ram Press failed on March 29th. A replacement should be ordered by the end of the week and installed early April.

Streets/Parks - George Hopkins, Pascal Munoz, James Faulk, Julius Powell, David Beyer (PT) & Dwight Davis (PT) The Streets and Parks grass mowing and landscape efforts are rapidly gaining momentum. The crews have started placing mulch around Town as part of ongoing maintenance. Grass cutting has been initiated at the Lock Dam, Tory Hole, along 87, Greene's Lake and other Town owned properties. The crew provided setup and cleanup assistance for the NICA Bike Races, which were very well received. Brown's Landing was closed several days during the month due to high water levels. Clean up around the boat launch has commenced.

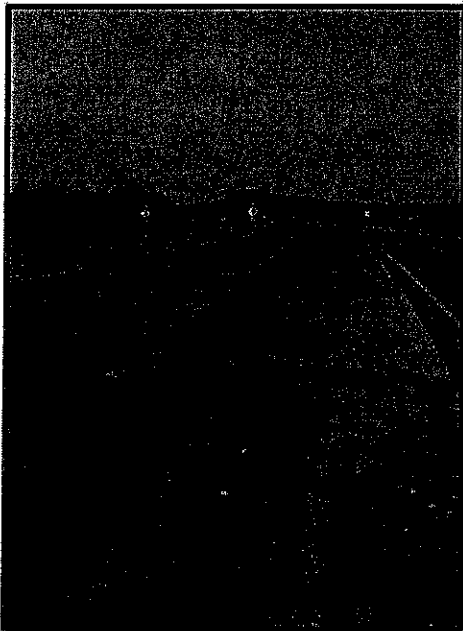


Figure 3 Mowing along 87

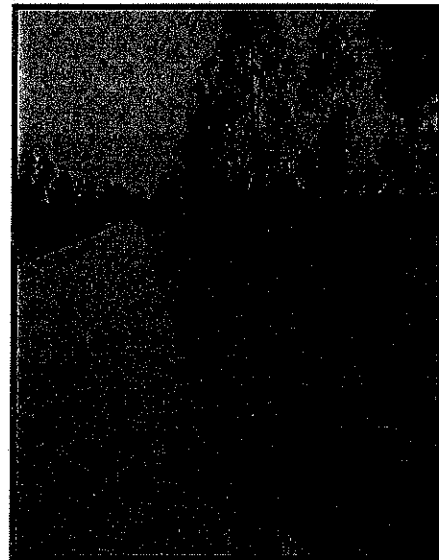


Figure 4 Mowing @ Industrial Park

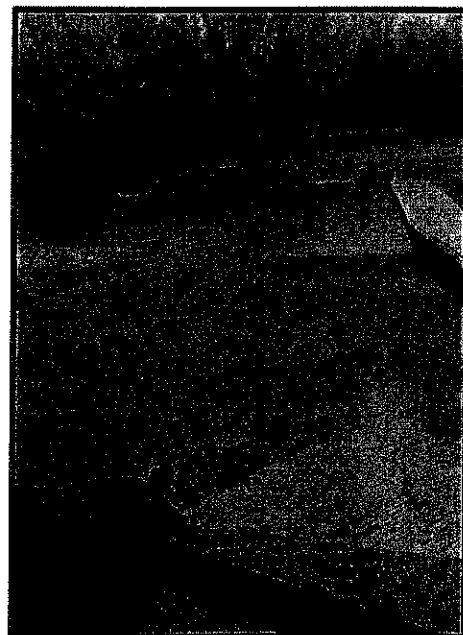
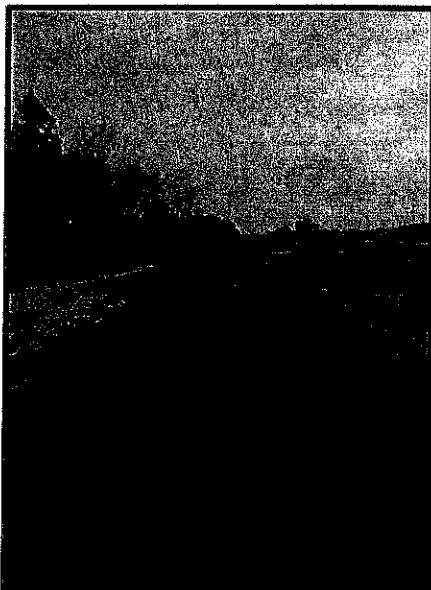


Figure 6 Cleanup @ Brown's Landing

Fleet Maintenance - Tracy Priest

Mr. Priest performed preventative maintenance on 6 Town owned tractors, 3 zero turn mowers, Bobcat Mini-Excavator, and Ditch Witch Hydro Excavator for the Public Works Department in March. 4 Police vehicles were also serviced for preventative maintenance, including one transmission service. A radiator was installed on the Fire Departments GMC 2500. The S150 Snapper had 2 belts snap, which lead to all 3 spindles on the deck being replaced. Public Works Truck 15 experienced transmission issues. The transmission was serviced and a new wiring harness was installed. The truck is back in service.

Janitorial Services - LT McClain (Contracted to Joan Tew)

Janitorial responsibilities at each of the park's restroom facilities, the Farmers Market, Town Hall, Airport and the Public Works facilities have been complete as assigned. By request, LT McClain has been reassigned to the Streets and Parks Department. Mrs. Joan Tew has been contracted to address the janitorial responsibilities going forward. Due to the staffing changes, painting has been rescheduled for April.

TOWN CLERK REPORT

Juanita Hester

- New Police Officer Preston Scott Locklear was sworn in by the Clerk on March 3, 2022.
- Clerk prepared and distributed signed documents for action items of the March 7, 2022 Town Council meeting and prepared March 7, 2022 Closed Session meeting minutes.
- In coordination with the Manager and Assistant Manager, the Clerk prepared the March 15th agenda binders for the 2022 Annual Budget Retreat, prepared the meeting minutes and placed notice in the newspaper of the event.
- Prepared and distributed the meeting notice for the rescheduled March 22, 2022 Planning Board meeting that was held at the Airport Terminal Building.
- In coordination with the Manager, the Clerk prepared the April 4th Town Council agenda material and made distribution of meeting notice and agenda material.
- Friday Memos was prepared and information emailed to Town Council and department heads.
- Completed Voting Delegate process for the 2022 NCLM Annual Conference to be held on April 26-April 28 in Wilmington. Mayor Pro Tem Rufus Lloyd will vote electronically on the slate of candidates for the NCLM Board of Directors.
- Clerk received request to have Town of Elizabethtown proclaim June 4th as Tourette Syndrome Awareness Day, and the information has been shared with the Mayor. Arrangements are being made for the proclamation to be presented at Town Council's May 2, 2022 meeting.

Town Planner

Rusty Worley

- Zoning permit has been issued to MCV Properties for Urgent Care on West Broad Street however they are having an issue complying with the Town's Storm Water Plan
- CA Nails building negotiating final details with Chad Devane
- Recommendations for Land Use plan, have been published for Public Comments
- John Currie home was foreclosed on in October 2021, Freddie Mac now holds the mortgage, the contract has been let to 4 Seasons Demolition and scheduled to start March 28 to April 10, 2022. Once that is complete the property will be offered for sale.

- David Settlemyer Property, he has agreed that the house located at 1508 Broad Street will be demolished by Eddie Sutton)
- Contact has been made conversation has begun with the trustee of Rico Daniels Property (Old Accent Dyes). The Daniels family would like to sell the property to the Town which funds could be used from a grant from the Department of Commerce. The Planning Department is in the process of determining the value of the property and cost of demolition and testing.
- Conversation has begun with Henry Cashwell about his property on East Broad Street, at this time he has had the asbestos removed but is looking for assistance in removing the structure. The Planning Department is looking for options to have the house removed.
- The property located at 502 Kemp Street has received five complaints from locate neighbors regarding the abandon property. We are in the process on contacting the owner to see what their intent is to either demo the property or repair.
- Special Use Permit is being requested by Elizabethtown Christian Academy on West Broad Street has removed their request for Special Use Permit
- Removed 20 temporary signs from right of way
- In Planning Board meeting March 22, we discuss Temporary Sign Ordinance, Alternative Construction Types in Business area for Restaurants and the Downtown Business District, they were no action taken due to lack of quorum.
- Zoning Declarations Issued 18
- Zoning Permit Issued 10
- Certificate of Occupancy Issued 3
- Enforcement Actions Complied 2- Blanche Street abandon cars (10 days to remove)
- Complied 111 W McKay Street, Trash (10 days) Cars (30 days)
- Investigations: Complainant Nature
- 102 Craig Street Yard Debris



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COUNCIL AGENDA ITEM REPORT

DATE: April 4, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OPEN FORUM

SUBJECT: Open Forum

BACKGROUND: Three (3) Minutes Per Citizen.....Should State Name/Address.

SUGGESTED ACTION: Council is requested to listen to any public concerns or comments received.

ATTACHMENTS:



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COUNCIL AGENDA ITEM REPORT

DATE: April 4, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADJOURNMENT

SUBJECT: Adjournment

BACKGROUND:

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

ATTACHMENTS: