



**ELIZABETHTOWN
COUNCIL
REGULAR MEETING**
7:00 PM, Monday, October 3, 2022

1. OPENING AND CALL TO ORDER

1.1 Opening and Call to Order

Mayor Sylvia Campbell will call the meeting to order.

2. PRESENTATION OF COLORS, PLEDGE OF ALLEGIANCE AND INVOCATION

2.1 Presentation of Colors, Pledge of Allegiance and Invocation

Cadets from the Paul R. Brown Leadership Academy will present the Colors and all will join in reciting the Pledge of Allegiance.

Invocation will be given by Mayor Pro Tem Rufus Lloyd.

3. APPROVE CONSENT AGENDA ITEMS

3.1 Approve Consent Agenda Items

Council is requested to approve the Consent Agenda items presented.

[Peak Agenda Attachment - Consent Agenda Documentation - Revised - 10.3.2022.pdf](#)

4. PRESENTATIONS

4.1 Presentation to Elizabethtown Police Department Sergeant Joseph (Joe) Butler IV

Mayor Sylvia Campbell will make a presentation to Sergeant Butler to recognize him for exceptional courage and performance in saving two human lives on August 4, 2022.

4.2 Town Manager Update

Council is requested to hear the update.

5. ADMINISTRATIVE MATTERS

5.1 Paving and Patching Update

Council is requested to review the update information provided.

[Peak Agenda Attachment - Paving and Patching Update - 10.3.22.pdf](#)

5.2 Appointment: Bladen Housing Authority

Council is requested to make the Appointment.

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 - 10.3.22.docx](#)

[Peak Agenda Attachment - Departmental Update Report - October 3, 2022.pdf](#)

7. OPEN FORUM

7.1 Open Forum

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

8. CLOSED SESSION

8.1 Closed Session

Mayor Campbell will entertain a motion and a second to enter into Closed Session in accordance with NCGS 143-318.11(a)(3) Attorney-Client Privilege and NCGS 143-318.11(a)(5) Real Estate.

9. ADJOURNMENT

9.1 Adjournment

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



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: October 3, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OPENING AND CALL TO ORDER

SUBJECT: Opening and Call to Order

BACKGROUND:

SUGGESTED ACTION: Mayor Sylvia Campbell will call the meeting to order.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: October 3, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATION OF COLORS, PLEDGE OF ALLEGIANCE AND INVOCATION

SUBJECT: Presentation of Colors, Pledge of Allegiance and Invocation

BACKGROUND: Cadets from the Paul R. Brown Leadership Academy will present the Colors and all will join in reciting the Pledge of Allegiance.

SUGGESTED ACTION: Cadets from the Paul R. Brown Leadership Academy will present the Colors and all will join in reciting the Pledge of Allegiance.

Invocation will be given by Mayor Pro Tem Rufus Lloyd.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: October 3, 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 removed 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:

[Peak Agenda Attachment - Consent Agenda Documentation - Revised - 10.3.2022.pdf](#)



**October 3, 2022 Regular Town Council Meeting
Consent Agenda Items**

- A. Proposed Agenda – Agenda considered *proposed* until approved by the Board.
ACTION RECOMMENDED: Approval
- B. September 12, 2022 Rescheduled Noon Work Session Meeting Minutes **ATTACH. #B**
ACTION RECOMMENDED: Approval
- C. September 12, 2022 Rescheduled Evening Meeting Minutes **ATTACH. #C**
ACTION RECOMMENDED: Approval
- D. Tax Releases **ATTACH. #D**
ACTION RECOMMENDED: Approval
- E. Resolution of Recognition (#R-2022-10) - Police Sergeant Joseph (Joe) Butler IV **ATTACH. #E**
ACTION RECOMMENDED: Approval
- F. Resolution (#R-2022-11) – To Recognize Halloween on Monday, October 31st **ATTACH. #F**
ACTION RECOMMENDED: Approval

TOWN OF ELIZABETHTOWN

Noon Rescheduled Meeting

September 12, 2022

The Elizabethtown Town Council met for its noon session on Monday, September 12, 2022 at 12:00 pm in the Council Chamber. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Rich Glenn, Paula Greene, Ricky Leinwand, Herman Lewis, Howell Clark Jr. and Town Manager Dane Rideout. Department Heads in attendance included Finance Director Sharon Penny, Police Chief Tony Parrish, Assistant Town Manager Pat DeVane, Planner Rusty Worley, Director of Communications & Marketing Terri Dennison and Fire Chief Hollis Freeman. Representative from the press included Alex Brooks with the "Bladen Journal."

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

Item #3.1: Approve Consent Agenda Items

This agenda item will be considered at the evening meeting.

Item #4.1: Citizen Request to Appear

This agenda item will be presented at the evening meeting.

Item #5.1: Town Manager Update

Assistant Town Manager Pat Devane noted that 5 wells were tested for PFAS chemicals, 4 wells are perfect and 1 is 5% lower than the requirements but there is nothing to be concerned about. The wells will be tested every 6 months. The Town is working with W. K. Dickson on the Storm Water Project. The State has 82 million dollars available for Storm Water funding.

Item #6.1: Resolution #2022-09 – To Establish Policy for Town of Elizabethtown Remote/Virtual Meetings

This agenda item will be considered at the evening meeting.

Item #7.1: Approval of Stormwater Grant Application

Council will consider at the evening meeting.

Item #7.2: Live Work Play Land Transfer

This item has been removed from the agenda.

Item #7.3: Property Acquisition by Town – 403 Martin Luther King Drive

Council will consider at the evening meeting.

Item #7.4: Appointments – Local Firefighters' Relief Fund Trustee and Bladen Housing Authority

This agenda item will be considered at the evening meeting.

Item #7.5: Proposed Facility & Park Rental Fee Change

Council will consider at the evening meeting.

Item #7.6: Monthly Financial Report

Council will consider at the evening meeting.

Item #8.1: "Briefly"

Town Manager briefed on the following:

The Accent Dye project will not take place. The owners wanted more than the Town was offering. They will be at the November meeting to give the Town an update on when they will clean up the property.

A letter was sent to the County asking them to help with the 10% match for the Airport project. The project is \$4.2 million and the match is \$420,000.00. The Town is asking the County for \$350,000.00. Two County Commissioners are on board with the request.

Airport Road Project has started.

Lock and Dam lift station electricity is fixed temporarily.

Mayor, Town Manager and Town Planner met with Senator Britt to discuss priorities for Elizabethtown.

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

Sylvia Campbell, Mayor

Beverly Robinson, Admin Asst/CTC

TOWN OF ELIZABETHTOWN
Rescheduled Meeting
September 12, 2022

The Elizabethtown Town Council met for its rescheduled meeting on Monday, September 12, 2022 at 7:00 pm in the Council Chamber. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Rich Glenn, Paula Greene, Ricky Leinwand, Herman Lewis, Howell Clark Jr., Town Manager Dane Rideout and Attorney Goldston Womble. Department Heads in attendance included Finance Director Sharon Penny, Police Chief Tony Parrish, Assistant Town Manager Pat DeVane, Planner Rusty Worley and Director of Communications & Marketing Terri Dennison.

Mayor Sylvia Campbell opened the meeting and welcomed Paul R. Brown Leadership Academy Cadets. The presentation of Colors and the Pledge of Allegiance were given by Paul R. Brown Leadership Academy Cadets. Mayor Campbell then called upon Mayor Pro Tem Rufus Lloyd to give the invocation.

Item #3.1: Approve Consent Agenda Items

Upon a motion by Council Member Howell Clark Jr., seconded by Council Member Ricky Leinwand, the Board unanimously approved the following Consent Items as presented: A. Proposed Agenda, B. August 1, 2022 Noon Work Session Minutes, C. August 1, 2022 Evening Meeting Minutes, D. August 1, 2022 Closed Session Meeting Minutes, E. Tax Releases, F. Resolution #2022-07 – To Adopt the October 1, 2021 Records Retention and Disposition Schedule Issued by the NC Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section, G. Proclamation – To Terminate Local State of Emergency.

Item #4.1: Citizen Request to Appear

Mr. Andrew Robinson noted that he has an event center on Martin Luther King Drive that has events for the community but there is no parking available. Mr. Robinson wants to know why have gates been installed at the Martin Luther King Park. He noted there are 20 no parking signs on Martin Luther King Drive. The businesses on Martin Luther King Drive have no where to park but extra parking spaces were added downtown. Mr. Robinson noted that he has parking space in the back of the building that will be accessed through Slingsby Street which is in a neighborhood and goes through Public Services. He also noted that he has 2 events coming up and wanted to know if he can use the parking lot. Mayor Sylvia Campbell and Town Manager Dane Rideout noted that the gates were installed due to a \$750,000.00 CBDG grant the Town received to rebuild the MLK playground and rehab 2 houses. The construction will start soon. Mayor Campbell noted that he can use the parking lot and Town staff will contact him.

ATTACH. #C

Item #5.1: Town Manager Update

Assistant Town Manager Pat DeVane noted that 5 wells were tested, 4 wells are perfect and 1 is 5% lower than the requirements but there is nothing to be concern about. The wells will be tested every 6 months. Mr. DeVane noted that the water is good.

Item #6.1: Resolution #2022-09 – To Establish Policy for Town of Elizabethtown

Remote/Virtual Meetings

Council Member Howell Clark Jr., seconded by Mayor Pro Tem Rufus Lloyd, made a motion to Approve Resolution #2022-09 – To Establish Policy for Town of Elizabethtown Remote/Virtual Meetings (Unanimous). Copy attached and incorporated herein by reference.

Item #7.1: Approval of Stormwater Grant Application

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

Item #7.2: Live Work Play Land Transfer

This item has been removed from the agenda.

Item #7.3: Property Acquisition by Town – 403 Martin Luther King Drive

Mayor Pro Tem Rufus Lloyd, seconded by Council Member Herman Lewis, moved to approve Property Acquisition by Town – 403 Martin Luther King (Unanimous).

Item #7.4: Appointments – Local Firefighters' Relief Fund Trustee and Bladen Housing Authority

Council Member Rich Glenn, seconded by Council Member Paula Greene, made a motion to re-appoint Mr. Larry Richards to the Local Firefighters' Relief Fund Trustee Board (Unanimous).

Council Member Rich Glenn, seconded by Council Member Howell Clark Jr., made a motion to appoint Mr. John McCoy to the Bladen Housing Authority Board (Unanimous).

Item #7.5: Proposed Facility & Park Rental Fee Change

Council Member Rich Glenn, seconded by Mayor Pro Tem Rufus Lloyd, moved to approve Proposed Facility & Park Rental Fee Change (Unanimous). Copy attached and incorporated herein by reference.

Item #7.6: Monthly Financial Report

Finance Director Sharon Penny noted the general fund is in the positive, 44.8% taxes collected and the water fund is 19.2%. Council Member Howell Clark Jr., seconded by Council Member Rich Glenn, moved to approve Monthly Financial Report (Unanimous). Copy attached and incorporated herein by reference.

Item #8.1: "Briefly"

Town Manager briefed on the following:

Take a look at the Department Head Updates.

Lift station #2 power problems.

Happy Birthday to Rich Glenn.

Item #9.1: Open Forum

Ms. Mary McMillian noted that she relocated back to Elizabethtown in 1997 and the Town Board noted that there will be big plans for Newtown but it has gotten worse. Ms. McMillian has a business on Martin Luther King Drive that she wants to repair/install tires but it is not permitted. Ms. McMillian asked for some clarification of when she can repair/install tires. Additionally, Ms. McMillian noted she had asked the Town Board for street lights.

Ms. Deloris McKoy noted that her trash was not serviced for 3 weeks. The citizens are complaining and wants to know what is going to be done about it. The cost went from \$32.00 to \$34.00. Ms. McKoy noted that there should be no recycling cart because everything is recyclable.

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

Sylvia Campbell, Mayor

Beverly Robinson, Admin Asst/CTC

MEMORANDUM

TO: Mayor and Town Council

FROM: Beverly Robinson, Certified Tax Collector *BR*

SUBJECT: Tax Releases

DATE: September 14, 2022

Tax Collector Beverly Robinson has requested the following tax releases:

		<u>Account No.</u>	
1	2022 Stephen Burden (DEC)	5003745	
	Reason Mobile Home Incorrectly List		
	Release Value \$54,400.00		
	Real Property		
	Tax Released		\$ 334.56
2	2022 Marlin Leasing	5012919	
	Reason Value and Schedule Change		
	Release Value \$ 5,413.00		
	Personal Property		
	Tax Released		\$ 33.29
3	2022 Associated Pathologists LLC	0542874	
	Reason Schedule Correction		
	Release Value \$ 1,575.00		
	Personal Property		
	Tax Released		\$ 9.69
4	2022 Cape Fear Transport INC	5012432	
	Reason Sold Aircraft		
	Release Value \$ 142,500.00		
	Personal Property		
	Tax Released		\$ 876.38
	Late Listing		\$ 87.64
	Council is requested to grant the above tax releases		<u><u>\$ 1,341.56</u></u>

DISCOVERY

2022 Manyell Burden		
Reason Discovery	0542452	
Value \$ 50,210.00		
Real Property		\$ 308.79

ATTACH. #D

TOWN OF ELIZABETHTOWN
RESOLUTION OF RECOGNITION

#R-2022-10

WHEREAS, on the morning of August 4, 2022, Police Sergeant Joseph (Joe) Butler IV was on duty and dispatched by Bladen County Central Communications to Lock & Dam #2; and

WHEREAS, the incident involved a father and son being at the Wildlife Commission boat ramp on that morning, but there was trouble in that the son had fallen into the river; and

WHEREAS, with his son in trouble, the father jumped into the water, but was overtaken by the river's strong current; and

WHEREAS, immediately upon arrival at Lock and Dam #2 and without hesitation, Sergeant Butler grabbed a life jacket from the boat launch area and leaped into the river. Sergeant Butler was able to reach the son and give him a life jacket to keep afloat as he assisted to get him to the riverbank. Sergeant Butler then located the boy's father in the water and helped him to the riverbank – a successful rescue made with the quick response and training of Police Sergeant Joseph (Joe) Butler IV.

NOW, THEREFORE, BE IT RESOLVED that Mayor and Town Council Members this evening recognize Sergeant Joe Butler for a successful effort in saving two human lives on August 4, 2022 which involved exceptional courage and performance.

This the 3rd day of October, 2022.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

ATTACH. #E

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

RESOLUTION #R-2022-11

WHEREAS, the date being set for soliciting treats on Halloween in Elizabethtown is scheduled for Monday, October 31st; 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 Monday, October 31st 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 31, 2022 until 6 a.m. on November 1, 2022 (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 3rd day of October, 2022.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

ATTACH. #F



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: October 3, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Presentation to Elizabethtown Police Department Sergeant Joseph (Joe) Butler IV

BACKGROUND: Sergeant Joe Butler is being recognized for a successful effort in saving two human lives on August 4, 2022.

SUGGESTED ACTION: Mayor Sylvia Campbell will make a presentation to Sergeant Butler to recognize him for exceptional courage and performance in saving two human lives on August 4, 2022.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: October 3, 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: October 3, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Paving and Patching Update

BACKGROUND: Public Services Director/Engineering Steve Duffy may be called upon to present the Paving and Patching update. Four proposals have been obtained, and explanation is provided.

This work would be part of the original paving project.

SUGGESTED ACTION: Council is requested to review the update information provided.

ATTACHMENTS:

[Peak Agenda Attachment - Paving and Patching Update - 10.3.22.pdf](#)

Town of Elizabethtown, NC

Patching and Paving Fall 2022

The Public Works Department with the assistance of Mr. Pat DeVane has procured four (4) proposals for the patching and paving of streets within Elizabethtown. The scope of the proposals presented here is intended to complete all necessary patching and some overlooked paving remaining from the previously executed NCDOT contracts. The approved quote is to be funded using monies from the \$2,000,000 loan that was obligated in 2021 and repaid using future Powell Bill funds. The overall paving rehabilitation project, scoped by SEPI Engineering, will not be completed until spring 2023 which is the next intended target date for NCDOT to execute contracted Chip Seal operations. The attached quotes are not necessarily like for like; so they are broken down to a cost per square yard of material as a means of comparison.

DATE RECEIVED	CONTRACTOR	COST / SQUARE YARD
08/17/22	Smith Brothers Paving, Inc.	\$144.00
08/22/22	Sykes Paving, LLC	\$149.75
09/01/22	Highland Paving Company, LLC	\$45.40
09/16/22	Simmons Public Utility Site Work, Inc	\$60.75

While Highland Paving Company, LLC has the lower cost/square yard their availability is currently indeterminate, and discussions prior to bidding indicated there could be some delay in their availability. Simmons Public Utility Site Work, Inc. has stated they can have a crew initiate the project the week following notice to proceed.

Based on this information, it is recommended to accept the proposal from Simmons Public Utility Site Work, Inc. and commence the work as quickly as possible and well in advance of the asphalt plants seasonal closures.

Wilson Smith
(910)648-4925
(910)876-7580

Smith Brothers Paving, Inc.
770 Singletary Mill Pond Rd.
Bladenboro, NC 28320
NC License 45153

Ernest Smith
(910)876-7584

Proposal Submitted To
Town of Elizabethtown

Phone

Date
8-17-2022

Street	City	State	Zip Code
Third Street	Elizabethtown	NC	28337

Job Name	Job Location
Patching	Elizabethtown

We hereby submit specifications and estimates for:

Dig out & patch with 2" surface asphalt to repair utility cuts.

Swanzy/Lower Street	\$200.00	Fox Street	\$396.00
Williams/Mill Street	\$480.00	Joel Street (2 Cuts)	\$552.00
Cut on broad street - Patch with 6" surface asphalt			\$2,160.00

***Price is due to change if asphalt price increases more than 10%

WE Propose hereby to furnish material and labor—complete in accordance with above specifications, for the sum of: \$3,788.00

Three Thousand Seven Hundred Eighty Eight and 00/100 Dollars

Payment to be made as follows: Upon Completion of Work

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the estimate. We do not guarantee that grass will not come through the asphalt. No moving or relocating utilities. Undercut and backfill of unsuitable material will be charged at a rate of \$ 25.00 pcy.

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Authorized Signature Wilson Smith

Acceptance of proposal- The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date _____



SYKES PAVING, LLC

P. O. BOX 923

BLADENBORO, N. C. 28320

910-863-4205

910-863-3354 FAX

Email: jsykes@sykespaving.com

PROPOSAL SUBMITTED TO
TOWN OF ELIZABETHTOWN
P.O. BOX 716
ELIZABETHTOWN, N.C. 28337

AUGUST 22, 2022

We hereby submit specifications and estimates for:

1. TO REMOVE STONE FROM CUT AT T & T TIRE 4" DEEP AND HAUL AWAY.
2. TO PATCH APPROX. 15 SQ YDS WITH 4" OF SF9.5 ASPHALT. \$3,960.00

1. TO REMOVE STONE FROM CUTS ON TOWN STREETS 2" DEEP AND HAUL AWAY.
2. TO PATCH APPROX. 118 SQ YDS WITH 2" OF SF9.5 ASPHALT. \$132.00 PER SQ YD

1. TO PATCH HOLES ON HARWOOD STREET APPROX. 254 SQ YDS WITH 2" OF SF9.5 ASPHALT AND TO PATCH APPROX. 56 SQ YDS WITH 1 1/2" OF SF9.5 ASPHALT ON CHESTNUT STREET. \$16,510.00

NOTE: THIS PROPOSAL NOT TO ANY DRAWING PLANS OR SPECIFICS, DOES NOT INCLUDE PERMITS OR FEES, LAYOUT & STAKING, EROSION CONTROL, SOIL OR MATERIAL TESTING, UNDERCUT OR SELECT BACKFILL, REMOVING TREES OR STUMPS, UNDERCUT PRICE TO REMOVE AND REPLACE UNSUITABLE MATERIAL IS \$29.00 PER CUBIC YARD.

NOTE: ALL ASPHALT MATERIALS IN THIS PROPOSAL ARE BASED UPON CURRENT NCDOT MONTHLY TERMINAL ASPHALT BINDER & FUEL FOB PRICES. THESE PRICES ARE LOCATED AT THE FOLLOWING WEB ADDRESS:
<http://www.ncdot.gov/projects/construction/Pages/Payment-Construction-Prices.aspx>
IF THE ASPHALT CEMENT PRICE FLUCTUATES FROM THIS STATED PRICE AT ANY TIME DURING THE PERFORMANCE OF THE ASPHALT WORK, WE RESERVE THE RIGHT TO ADJUST OUR PRICE IN ACCORDANCE WITH THE NCDOT MONTHLY TERMINAL ASPHALT BINDER & FUEL FOB PRICES. IF NATURAL GAS OR OTHER MEANS OF FUEL UTILIZED DURING THE HEATING PROCESS FOR MANUFACTURED ASPHALT ARE NOT READILY AVAILABLE OR EXCEED NORMAL MARKET VALUE, WE RESERVE THE RIGHT TO INCREASE THE ABOVE PRICE AS NEEDED TO ACCOUNT FOR THE ADDITIONAL COSTS INCURRED IF THE ASPHALT MIX MUST BE RUN DURING THAT TIME FRAME.

We hereby propose to furnish labor and materials-complete in accordance with the above specifications, for the sum of AS ABOVE as stated above with payment to be made at completion of job.

Authorized Signature _____

NOTE: This proposal may be withdrawn by us if not accepted within 45 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

DATE

ACCEPTED _____

SIGNATURE _____

HIGHLAND PAVING COMPANY, LLC.

Attn: Stephen Duffy
Town of Elizabethtown
401 West Swanzy Street
Elizabethtown, N.C. 28337

September 1, 2022

PROPOSAL AND CONTRACT:

RE: Proposed paving prices for: mill & repave on Biggs Avenue
& patching at various places in Elizabethtown, N.C.

Dear Stephen,

Pursuant to our earlier discussions and instructions, Highland Paving Co., LLC offers to provide the materials necessary for the above referenced job.

	DESCRIPTION OF WORK	QTY	UOM	UNIT PRICE	EXTENSION
Biggs Avenue (paving street only, not paving parking on either side)					
1	Mill up 2" of asphalt & haul off	1630	SY	\$ 4.50	\$ 7,335.00
2	2" tk. S9.5B new paving	1630	SY	\$ 17.50	\$ 28,525.00
3	Traffic control	1	LS	\$ 1,500.00	\$ 1,500.00
4	Mobilization	1	LS	\$ 4,000.00	\$ 4,000.00
Approx. Total					\$ 41,360.00
Patching on various streets (streets & patches provided by Town of Elizabethtown)					
1	4" tk. S9.5B surface	126	TNS	\$ 450.00	\$ 56,700.00
Approx. Total					\$ 56,700.00

Note: Per our discussion with Stephen, we do not feel that new speed bumps will help your storm drainage situation. It will only hurt this issue.

ITEMS NOT INCLUDED:

Soil or stone tests, layout & staking, permits, fees, saw cuts, removal, patching, crack sealing, seal coating, traffic control, undercut, select backfill, stone base, grading, or striping.
On R.O.W. work: HPC is not responsible for engineer's certification required by N.C.D.O.T.

Note: The language of this proposal shall be included as an exhibit to any forthcoming contract.

Note: The above price includes 1 mobilization. If additional mobs are required, add \$1250.00 for each additional mob.

NOTE: DUE TO RISING MATERIAL PRICES, THIS PROPOSAL IS ONLY BINDING FOR 30 DAYS.

Note: The grade must be firm, stable, and unyielding. HPC is not responsible for grade prepared by others, and assumes no responsibility for standing or ponding water on asphalt surfaces with designed slope of less than one and one half percent.

Note: Actual billings will be based upon tonnage in place. Asphalt over-runs will be billed at \$100.00 per ton.

We are pleased to be able to provide you with a price on this project. If this proposal meets with your approval, please sign below and return to us. We are committed to providing you with quality, reliability, and value.

Sincerely,

Accepted:

Shelby Threatt

Date:

Simmons Public Utility Site Work, Inc

6545 Dothan Road
Tabor City, NC 28463

(910) 653-9186 Phone
(910) 377-2078 Fax
(910) 207-3584 Mobile
spusw1@atmc.net

Certifications

DBE, SBE, MBE, HUB, HUB Zone
NC Pre Approved Subcontractor

Proposal For:

Town of Elizabethtown

Date:

September 16, 2022

Line #	Description	Quantity	Unit	Unit Cost	Total
1	Mill and Fill	19,441	SF	\$6.75	\$131,226.75
2	Traffic Control	8.50	DY	\$1,850.00	\$15,725.00

Thank you for giving us the opportunity to bid on your project
We look forward to doing business with you

Total: \$146,951.75

Christopher Simmons
President

Accepted by: _____

Date: _____



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: October 3, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Appointment: Bladen Housing Authority

BACKGROUND: There is one vacancy existing on the Bladen Housing Authority. Town Council will need to nominate a candidate to fill this vacancy.

A list of the current Bladen Housing Authority Board Members is provided.

SUGGESTED ACTION: Council is requested to make the Appointment.

ATTACHMENTS:

[Bladen Housing Authority Board Members - 9.30.2022.docx](#)

**BLADEN HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

9/30/2022

Executive Director Stevie Craig

Ericka Campbell

Jessica Graham

Aquenetta Robinson

John McCoy

One Existing Vacancy



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: October 3, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OTHER BUSINESS

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

BACKGROUND: Mayor Campbell will call upon Town Manager Dane Rideout to present the "Briefly" items.

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

ATTACHMENTS:

[Peak Agenda - Briefly - 10.3.22.docx](#)

[Peak Agenda Attachment - Departmental Update Report - October 3, 2022.pdf](#)

To: Mayor and Town Council
From: Dane Rideout, Town Manager
Subject: "Briefly"
Date: October 3, 2022

The following items are provided as information to Council:

- The Department Head Update Report for October 2022 is provided as a separate attachment.
- The monthly Chamber of Commerce Member Breakfast meeting is set for October 18th at 8:00 a.m. at the Cape Fear Farmer's Market.
- In observance of Columbus Day, the Town offices will be closed on Monday, October 10, 2022.
- The East Bladen Homecoming Parade is scheduled for October 14th at 4 p.m. Parade line-up will be at San Jose's. Those Council Members riding in the parade should be at San Jose's by 3:30 p.m.
- The Lumber River Council of Governments Annual Meeting and Awards Banquet is scheduled on October 20, 2022 with Reception at 5:45 p.m. and Dinner at 6:30 p.m. to be held at the Southeastern N.C. Agricultural Center, Lumberton. Please let the Manager's office know by October 3rd if Council Members wish to attend.
- The next MCAB meeting will be October 25, 2022 in Tar Heel (Tar Heel Rescue Building) and begins at 6 p.m. Dinner will be provided and Chuck Heustess will be the speaker. If Council Members wish to attend, please let the Manager's office know by October 14th.



For the Month of October

10/02 – Council Member Paula Greene
10/05 – Chase Lancaster – Part-time Firefighter
10/08 – Horace Wyatt – Meter Reader
10/08 – Marshal Beard – Police Officer
10/11 – Ricky Smith – Utilities Technician II
10/17 – Robert Duggan – Police Officer
10/30 – Chris Avant – Police Officer
10/31 – Brenda Valentine – Utilities Specialist



Department Head Updates

October 2022

COMMUNICATION AND MARKETING

Terri Dennison

MEETING WITH VETERAN REPRESENTATIVES

Town Manager Dane Rideout and Director of Communication and Marketing Terri Dennison met with a group representing different veteran groups and veterans service providers on September 13th.

A lot of information was shared on past "Stand Down" programs. The group will meet again on October 4th to discuss a potential event in 2023.



COURHOUSE BELL RINGS 235 TIMES TO CELEBRATE THE US CONSTITUTION

Terri Dennison represented the Town of Elizabethtown as a small crowd gathered at the Courthouse to celebrate the Constitution by ringing the bell 235 times on September 17th. The participants included veterans, members of the daughters of the American Revolution and several school age children.

DOWNTOWN MERCHANTS TO HOLD "TRICK & SHOP" ON SATURDAY, OCTOBER 29th

The Downtown Committee is promoting a Trick & Shop for Saturday, October 29th. Participating merchants will have signs in their windows.



THEME OF THIS YEAR'S CHRISTMAS CELEBRATION IS CHRISTMAS PAST, PRESENT & FUTURE

CHRISTMAS PARADE AND TREE LIGHTING SCHEDULE FOR SUNDAY, NOVEMBER 27th at 4PM

Entry forms for the Annual Christmas Parade were made available in September. The Chamber will once again hold a float competition. Other plans for Christmas will be announced in early October.

CHAMBER ACTIVITIES:

Membership and Business Promotion: As of September 30th, the Chamber has 145 members.

Chamber of Commerce Monthly Member Meeting (September 20th):

Joe Miller from Governor Copper's Hometown Strong Initiative told Chamber members about a move to create Trail Festival Weekend in small rural communities as a way of growing their outdoor recreation economy. Mr. Miller felt that Elizabethtown and White Lake are key communities and should consider hosting the first such weekend in early 2023. Several members agreed and desire to make the weekend a reality. The Chamber will decide whether to pursue at their October 4th meeting. The next Chamber Member Breakfast Meeting is Tuesday, October 18th at 8am at the Farmers Market. Brian Scott will discuss what sound business deductions are including charitable contributions, event sponsorships and Chamber memberships

Leadership Bladen:

Leadership Bladen Session 6 focused on Agriculture and Media Relations. The participants toured a peanut farm, vineyard, hog farm and fruit farm followed by a visit to DaVine Foods. In the afternoon, they were interviewed by members of the local media after learning tips on being interviewed by the press.



Fall Event Surveys:

The Chamber is attending the four big fall events to conduct a survey of who is coming to our events and to collect e-mail addresses for future marketing. A gift basket full of local goodies is being raffles off.

Other projects of the Chamber include:

- Updating listings on Visit NC for area lodging and events.
- Christmas Events Planning
- Membership Campaign
- Annual Meeting – January 19, 2023
- Developing itineraries for traveling public and travel media.
- Revising the new business start-up guide.



ELIZABETHTOWN AIRPORT

Mitch Taylor

Stats for the month of September 2022

Recorded Aircraft Operations	581
Aviation Gasoline Sales	492 Gallons
Jet Fuel Sales	2299 Gallons
Sales Revenue	\$14,411

FIRE DEPARTMENT

Hollis Freeman



- Total Fire: 5
- Total EMS: 14
- Special Response: 2
- Service Calls: 1
- Other Type Incidents: 11
- Total: 33 calls
- Total Training Hours: 100 combined hours for all members.
- Inspections: 2
- Hydrants tested: 20
- Pre-Plans 20
- Special Event:

- Smoke Detector Install at 705 James Street 09/17/2022
- Received fire safety material from Eddie White State Farm Insurance 09/20/2022
- Public Safety Talk at Elizabethtown Christian Academy 09/20/2022

POLICE DEPARTMENT

Tony Parrish

Stats for 8/29- 9/25	
Calls for Service	559
Reports Taken	59
Arrests	15
Traffic Collisions	19
Traffic Citations	93
Warning Tickets	26

Flock ALPR Cameras results for this period:

1. Located three (3) stolen vehicles.
2. Located a missing person.
3. Used Flock to identify suspect that stole a vehicle

PUBLIC WORKS

Stephen Duffy

Utility Services –Water & Sewer - Don Edwards, Ricky Smith, Jerimey Sykes, Sherry Lanier, Nicholas Kauffman & 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 repaired 3 leaks and performed 4 service calls for various reasons. As required by our NPDES permit for wastewater +2100 feet of sewer lines were flushed for the month bringing the year total to a little over 22,000 feet for the year. Multiple personnel have been participating in additional certification training. Nick Kauffman is taking the C-Well class and Jerimey Sykes and Sherry Lanier are working through the B-Distribution class. Duke Power has provided an initial estimate for the extension of true 3Phase power to the Locks Road Lift Station at \$310,000. Grant funding will be sought to fund this system resiliency improvement. Additionally, there were approximately 32 service disconnections/reconnections and 13 locate tickets for the month. The Water Department team also performed a considerable amount of housekeeping in all phases of their operation, including vehicles, work areas and storage. All outfall lines



Figure 2 - Leak Repair 119 Courthouse Drive



Figure 2 - S Lower & King Storm Repair



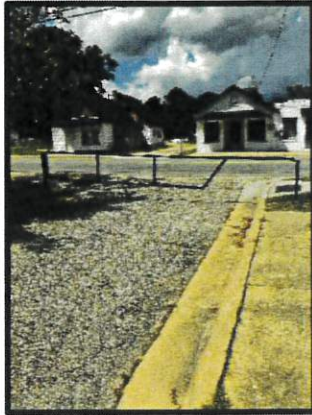
Figure 1 - S Lower & King Storm Repair

Wastewater Treatment Plant - Hugh Bledsoe

All routine sampling, testing and general plant operating processes were executed as required. Plant equipment preventative maintenance has been completed as required. Replaced a faulty hydraulic cylinder on the screenings press and repairs/return to service of the #1 grit blower in the headworks of the WWTP. Sent the lab spectrophotometer to Environment 1 for a 5-point chlorine calibration curve to be performed. NCDWQ performed an inspection of our Land Application Permit and we received an "In-Compliance" result. Also received passing results after submitting our annual proficiency testing for chlorine and pH to maintain our field lab certification and quarterly toxicity testing. Electrical design and cost estimates have held up the completion of the design phase of the WWTP from EL Robinson. Our latest communication indicates mid-October for its completion. We are still waiting for Duke Power to provide an estimated cost to run the power underground for storm resiliency.

Facilities Management – Greg Taylor

VFR antenna and console were installed at the airport. Streetlights have been received and work has begun to prep the wiring for the photocell sensor. The current plan is to begin installation on Sunday, October 9th to avoid downtown traffic and minimize business impacts. HVAC and cooler repairs were required at the Farmers Market. All HAC filters were changed at Town Hall. Fire alarm maintenance and inspection contracts are being sought for all equipped town owned buildings. Painting contractor selected for various touch up work has gone radio silent. We are working with a new contractor to rebid the projects. A sign advertising the Emereau School has been ordered for the Leinwand Park.



Streets/Parks - George Hopkins, Pascal Munoz, James Faulk, Julius Powell, Nate Lacewell, David Beyer (PT) & Dwight Davis (PT)

The Streets and Parks grass mowing and landscape responsibilities have been well managed to this point in the season. Currently transitioning to Fall responsibilities. Started trimming limbs in the parks and cleaning flower beds in the downtown area. Mums have been planted in the beds throughout downtown and at the Farmers Market. Four (4) palm trees have been planted to replace four (4) that had died. We have finally filled the Grapple Truck Operators position. Mr. Walter Czartoszewski started with us on September 19th and has been with staff to learn the operations and routes he will be running. He will also be operating the Street Sweeper. Please welcome Walter to the team if you should get the chance to meet.

Fleet Maintenance - Tracy Priest

Mr. Priest serviced 8 mowers and other lawn equipment, 3 large pieces of equipment, 6 Police Vehicles, 6 Public Works Vehicles, installed 2 locking gates at Martin Luther King, Jr. Park and continued cleanup and organization efforts around the shop and laydown yard.

Janitorial Services - Joan Tew (Contracted)

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.

Town Clerk
Juanita Hester

- Per request from the State Demographer's Office, clerk reviewed and verified the 2021 Census count for Town of Elizabethtown – 3,254.
- Clerk prepared follow-ups/distribution of signed documents from the September 12, 2022 Rescheduled Town Council meeting.
- Prepared for the Manager's review, the Staff Meeting outline for the October 3, 2022 Town Council meeting.
- In coordination with the Manager, the Clerk prepared the October 3, 2022 Town Council meeting agenda material, posted the information to the Town's webpage and made distribution to Town Council, Department Heads and Town Attorney. In addition, the Clerk made notification to the Press that agenda had been posted for their information.
- Weekly Friday Memos were prepared by the Clerk and distribution made to Town Council and Department Heads.
- One Public Records request was received on September 23rd, and research was completed reference an old Elizabethtown Burial Site (Sellers Family).
- Clerk prepared Planning Board Meeting Cancellation notice and emailed to Press -- notice also posted.
- In observance of Columbus Day, the Clerk prepared the notice that Town Offices are closed and had the notice posted.
- Notified Mrs. Theresa Lloyd at Paul R. Brown Leadership Academy of Town Council's October 3rd meeting so that arrangements may be made for the Cadets to be available at the Council meeting for presentation of the Colors and Pledge of Allegiance.

Town Planner
Rusty Worley

- The Planning Department has been waiting on a preliminary opinion on the Third Street horse issue. At this time they have said that the owners of the horses must abide by the ordinance as to 1 horse per 5 acres. They have also recommended that we try to accommodate if all possible. We have submitted the issue of Service Animals to David Owens with the School of Government so that we can have a final opinion. We have received multiple complaints from the neighbors due to the smell of the horses.
- Accent Dye property owners have been notified to appear before the Town Council at the November 7, 2022 meeting. They are to present a plan for the property clean up and address the Phase 1 & 2 cleanup.
- A 14 unit duplex project has been approved to extend Rollins Street through to Swanzy Street. Devane Builders will be constructing the project. Preliminary plans for utilities have been submitted and waiting final plans.

Zoning Permit Issued	8
Certificate of Occupancy Issued	2

<u>Investigations</u>	<u>Nature</u>	<u>Condition</u>
1602 Martin Luther	Abandon Home	Letter sent no response
1703 Greenwood	Damaged Structure	Letter sent no response



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: October 3, 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:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: October 3, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: CLOSED SESSION

SUBJECT: Closed Session

BACKGROUND: Town Council will be meeting in Closed Session.

SUGGESTED ACTION: Mayor Campbell will entertain a motion and a second to enter into Closed Session in accordance with NCGS 143-318.11(a)(3) Attorney-Client Privilege and NCGS 143-318.11(a)(5) Real Estate.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: October 3, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADJOURNMENT

SUBJECT: Adjournment

BACKGROUND:

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

ATTACHMENTS: