



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

1. OPENING AND CALL TO ORDER

1.1 Opening and Call to Order

Mayor 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.

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 2 - 11.7.2022.pdf](#)

4. PUBLIC HEARING

4.1 Public Hearing: 2020 Elizabethtown CDBG-NR (Community Development Block Grant-Neighborhood Revitalization) Program Amendment No. 1 - Grant No. 19-C-3126

Council is requested to follow the below-noted Hearing Procedure:

HEARING PROCEDURE:

a) Open the hearing and call upon The Adams Company representative to present the information; and

b) Solicit relevant public comments and information; and

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

(To Be Considered in Agenda Item #7.1)

[Public Hearing Notice Copy - CDBG-NR - Amendment No. 1 - 11.7.22.pdf](#)

[Peak Agenda Attachment - CDBG-NR Amendment No. 1 Documentation - Revised - 11.7.22.pdf](#)

5. ORDINANCES/RESOLUTIONS/PROCLAMATIONS

5.1 Resolution of Support - #R-2022-14 - Aviation Parkway Extension Funding
Council is requested to approve the Resolution of Support.
[Resolution of Support - NCDOT Funding Request for Aviation Parkway - 11.7.2022.docx](#)

5.2 Resolution of Support - #R-2022-15 - Vineyard Drive Extension Funding
Council is requested to approve the Resolution of Support.
[Resolution of Support - NCDOT Funding Request for Vineyard Drive Extension - 11.7.2022.docx](#)

6. PRESENTATIONS

6.1 Town Manager Update
Council is requested to hear the update.

7. ADMINISTRATIVE MATTERS

7.1 Approval of 2020 Elizabethtown CDBG-NR Program Amendment No. 1 - Grant No. 19-C-3126
Council is requested to accept the 2020 Elizabethtown CDBG-NR Program Amendment No. 1 documentation for the \$950,000 CDBG-NR project.

7.2 Approve Fire Prevention Code Enforcement Municipal Agreement - Town of Elizabethtown
Council is requested to approve the Fire Prevention Code Enforcement Municipal Agreement - Town of Elizabethtown.
[Agreement - Fire Code Prevention Code Enforcement with County - 11.7.2022.pdf](#)

7.3 Proposal from WithersRavenel for Professional Services: Elizabethtown Stormwater Master Plan, Phase I, project
Council is requested to approve the Master Plan, Phase 1, proposal and to authorize the Town Manager to sign all documents needed for this project.
[Peak Agenda Attachment - Professional Services Proposal from WithersRavenel - Stormwater Master Plan Project - 11.7.22.pdf](#)

7.4 Approval for Funding - Purchase of New Router and Server for Town's IT System
Council is requested to approve an amount not to exceed \$55,000 for purchase of Router and Server for the Town's IT system.

7.5 Monthly Financial Reports
Council is requested to approve the Monthly Financial Reports.
[October Financial Summary.pdf](#)
[September Financial Summary.pdf](#)

8. OTHER BUSINESS

8.1 "Briefly" (*Reminders and announcements are made at this time*)
Council is requested to hear the reminders and announcements.
[Peak Agenda - Briefly - Revised - 11.7.2022.pdf](#)
[Peak Agenda Attachment - Departmental Update Report - Revised - 11.7.2022.pdf](#)

9. OPEN FORUM

9.1 Open Forum

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

10. CLOSED SESSION

10.1 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)(4) - Economic Development.

11. ADJOURNMENT

11.1 Adjournment

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



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 7, 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 Campbell will call the meeting to order.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 7, 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:

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

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 7, 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 2 - 11.7.2022.pdf](#)



November 7, 2022 Regular Town Council Meeting Consent Agenda Items

- A. Proposed Agenda – Agenda considered *proposed* until approved by the Board.
ACTION RECOMMENDED: Approval
- B. October 3, 2022 Noon Work Session Meeting Minutes ATTACH. #B
ACTION RECOMMENDED: Approval
- C. October 3, 2022 Regular Meeting Minutes ATTACH. #C
ACTION RECOMMENDED: Approval
- D. Tax Releases ATTACH. #D
ACTION RECOMMENDED: Approval
- E. Resolution (#R-2022-12) – “Employ A Veteran Week” ATTACH. #E
ACTION RECOMMENDED: Approval
- F. Resolution (#R-2022-13) – Surplus Property Declaration and Authorization to Sell Personal Property by Internet Auction ATTACH. #F
ACTION RECOMMENDED: Approval
- G. “Veterans Day” Proclamation ATTACH. #G
ACTION RECOMMENDED: Approval
- H. Proclamation – “Youth Appreciation Week” ATTACH. #H
ACTION RECOMMENDED: Approval
(Council Member Leinwand can accept this Proclamation.)

TOWN OF ELIZABETHTOWN

Noon Meeting
October 3, 2022

The Elizabethtown Town Council met for its noon session on Monday, October 3, 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., Town Manager Dane Rideout and Town Attorney Goldston Womble. Department Heads in attendance included Police Chief Tony Parrish, Assistant Town Manager Pat DeVane, Planner Rusty Worley, Director of Communications & Marketing Terri Dennison, Public Service/Engineering Director Stephen Duffy, Town Clerk Juanita Hester and Fire Chief Hollis Freeman.

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

This agenda item will be presented at the evening meeting.

Item #4.2: Town Manager Update

This agenda item will be presented at the evening meeting.

Item #5.1: Paving and Patching Update

Assistant Town Manager Pat DeVane noted there would not be a bid award for this project since this project was part of the original approval. The proposals were provided as an update to Council and Simmons Public Utility Site Work has stated they can have a crew start the project the week following Notice to Proceed and are NCDOT approved.

Item #5.2: Appointment: Bladen Housing Authority

Town Manager Dane Rideout will contact Bladenboro Housing Authority Director Stevie Craig to see if she knows of anyone to fill the vacancy.

Item #6.1: "Briefly"

Town Manager briefed on the following:

Bladen Community College 55th Annual Foundation Dinner October 13th at Lu Mil at 6:00pm.

ATTACH. #B

Immediately after the October 3, 2022 Noon Work Session review of agenda items, Planning Director Rusty Worley briefed Town Council on the following matters:

The Planning Director distributed to Council, a handout containing suggested text amendment language for the Town's Zoning Ordinance as it relates to Section 8.14.12. Accessory Buildings. For Residential Districts -- suggestion was given to limit one (1) accessory building, each of which shall be located behind the line of the principal building. Also, text amendment language was given to reduce the square footage of accessory buildings to allow 400 sq. ft. accessory buildings rather than 750 sq. ft. For Commercial Districts, suggestion was given to add CBD district and to allow one (1) detached garage or carport and one accessory building, each of which shall be located behind the line of the principal building.

Then the following new section numbers would be added:

8.14.12.3 All Accessory Buildings must meet the N.C. Building Code for construction, foundations and tie down requirements.

8.14.12.4 All Accessory Buildings must meet the aesthetic and harmonious setting and must conform with the surrounding neighborhood and buildings.

8.14.12.5 Open Carport all metal shelters are not permitted.

8.14.12.6 Failure to comply with this ordinance or nonpermitted accessory building will be two hundred fifty dollars (\$250.00) per incident.

It was noted there are unpermitted accessory buildings and/or PODS located in some Elizabethtown front yards. Mayor Campbell asked, "For long range planning, what do you want Elizabethtown to look at -- things we need to control now."

With there not being particularly good permitting records in place as stated by the Planning Director, plans are to send out a base-line survey to property owners in hopes of receiving responses. Based on the information received, the Town's records will be updated to reflect what can be grandfathered in and what properties are in violation of the Zoning Code. Then the process of getting violations corrected can begin. Some discussion followed. Town Attorney Goldston Womble noted that the Town of White Lake tags the buildings when approval/permit is granted from the Town.

Town Manager Dane Rideout mentioned there will be voluntary annexation taking place at the Industrial Park. A map of proposed annexation area was displayed for Council. It was noted that Town staff had met with Senator Danny Britt as to funding consideration for extension of the roadway.

As an update on the Town's Horse Ordinance, the Planning Director noted that Third Avenue property owners have horses in their back yard. The question is are the horses "service" horses or "therapy" horses. Planning Director passed along that the Third Avenue property owners are saying the Town violated their rights. The Planning Director made contact with Adam Lovelady at School of Government who has passed along that Planning Director needs to contact David Owens at the School of Government for further guidance on this matter. Planning Director is waiting on a response from Mr. Owens.

Additionally, regarding the horses on Third Avenue, Town Manager Dane Rideout asked should there be a "Service Animal" Permit. There are some risks involved but make the Third Avenue property owners challenge the Town in court. What is the definition of "service" animal/Seeing Eye Dog - "therapy" horses doesn't fit into that. Mayor Campbell commented that a situation like this may keep people from moving to Elizabethtown.

It was noted that Closed Session would not be needed at the evening Town Council meeting.

With there being no further business to conduct, the meeting was adjourned.

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, Admin. Asst./CTC

TOWN OF ELIZABETHTOWN

Regular Meeting

October 3, 2022

The Elizabethtown Town Council met for its regular meeting on Monday, October 3, 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 Town Attorney Goldston Womble. Department Heads in attendance included Police Chief Tony Parrish, Assistant Town Manager Pat DeVane, Planner Rusty Worley, Director of Communications & Marketing Terri Dennison, Public Service/Engineering Director Stephen Duffy, Town Clerk Juanita Hester and Fire Chief Hollis Freeman.

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

Upon a motion by Council Member Rich Glenn, seconded by Council Member Herman Lewis, the Board unanimously approved the following Consent Items as presented: A. Proposed Agenda, B. September 12, 2022 Rescheduled Noon Work Session Meeting Minutes, C. September 12, 2022 Rescheduled Evening Meeting Minutes, D. Tax Releases, E. Resolution of Recognition (#R-2022-10) - Police Sergeant Joseph (Joe) Butler IV, F. Resolution (R-2022-11) – To Recognize Halloween on Monday, October 31st.

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

Mayor Sylvia Campbell called upon Police Chief Tony Parrish to present. Chief Parrish noted that on August 4th at 9:30 am, a call was received from Communications that a father and son had fallen into the river at Lock and Dam #2. Sergeant Butler was in the area and responded to the call. Sergeant Butler jumped in the river and was able to reach the son and give him a life jacket and assisted him back to the riverbank. Sergeant Butler then went back and located the father and helped him to the riverbank. Mayor Campbell then presented Sergeant Butler with a plaque and shadow box for saving two lives on August 4, 2022.

Item #4.2: Town Manager Update

Town Manager Dane Rideout noted that with the assistance of Assistant Town Manager Pat DeVane that he made it through his first storm. Public Service Department staff was called in to assist with downed trees, cleanup of debris after the storm. Mr. Rideout also noted that the Town had a meeting with GFL about trash service pick up. They have put some procedures in place and have dedicated drivers.

ATTACH. #C

Item #5.1: Paving and Patching Update

Assistant Town Manager Pat DeVane noted that resurfacing, patching and chip seal has been done on Fox, Joel and Dunham streets. Other streets have been added to the list. Four proposals have been received for patching and paving of the streets within Elizabethtown and provided to Council as information. No bid award is necessary since this project is part of the original approved. The work will be funded using monies from the \$2,000,000.00 loan that was obligated in 2021.

Item #5.2: Appointment: Bladen Housing Authority

Town Manager Dane Rideout will contact Bladenboro Housing Authority Director Stevie Craig to see if she knows of anyone to fill the vacancy.

Item #6.1: "Briefly"

Town Manager briefed on the following:

Happy Belated Birthday to Paula Greene.

Look at Department Head Updates.

Town Hall Closed Monday, October 10th in observance of Columbus Day.

East Bladen High School Homecoming Parade is October 14th.

Lumber River Council of Governments Annual Meeting and Awards Banquet is October 20th at 6:30 pm.

Item 7.1: Open Forum

There were no comments or concerns.

Council Member Howell Clark Jr. thanked the citizens for attending the meeting.

With 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

ATTEST:

Beverly Robinson, Admin Asst/CTC

MEMORANDUM

TO: Mayor and Town Council

FROM: Beverly Robinson, Certified Tax Collector *BR*

SUBJECT: Tax Releases

DATE: October 7, 2022

Tax Collector Beverly Robinson has requested the following tax releases:

1	2022 Herbert Ward Jr	Account No. _____
	Reason Only .38 Acres In Town Limits	5013714
	Release Value \$80,368.00	
	Real Property	
	Tax Released	
		<u>\$ 494.27</u>

Council is requested to grant the above tax releases	<u><u>\$ 494.27</u></u>
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ATTACH. #D

TOWN OF ELIZABETHTOWN RESOLUTION

“Employ A Veteran Week”

#R-2022-12

WHEREAS, for more than 200 years, our country has been built with the help of veterans who served during peace and war to keep our democracy safe; and

WHEREAS, these courageous men and women served with honor to give all Americans a sense of pride and security; and

WHEREAS, veterans, having served with dignity and honor, deserve the opportunity to pursue quality employment with competitive wages; and

WHEREAS, as employers and co-workers, it is not only proper, but in our public and economic interest to take advantage of this wealth of knowledge and experience by providing employment opportunities to our veterans already in the work force and to those who are leaving the military; and

WHEREAS, veterans have gained experience and valuable skills and have earned the right to be able to utilize their expertise to work in the Town of Elizabethtown; and

NOW, THEREFORE, BE IT RESOLVED THAT I, Sylvia Campbell, Mayor of the Town of Elizabethtown, and Town Council Members recognize November 7th through November 11th as “Employ A Veteran Week” and urge the employment of veterans by all businesses during the month of November.

Adopted this the 7th day of November, 2022.

Sylvia Campbell, Mayor

ATTACH. #E

TOWN OF ELIZABETHTOWN

Resolution Authorizing Sale of Personal Property by Internet Auction

RESOLUTION #R-2022-13

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

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

2013 John Deere Walk-Behind Mower 48" Cut, Serial #1TCW48HLCDT040138
Finish Mower – 6 Ft., Model RM-500
1997 Ford Club Wagon, Super Duty Van, VIN#1FBJS31S3VHA53515

Now, therefore, be it resolved, by the Elizabethtown Town Council that the Town Manager or his designee (Public Works/Engineering Services Director Steve Duffy) is authorized to sell at electronic auction @ www.GovDeals.com, the surplus property above-described per the terms and conditions as specified in the GovDeals.com contract approved by this Council and in accordance with G.S. 160A-270(c). The terms of the sale shall be net cash. The Town Clerk is directed to publish at least once and not less than 10 days before the date of the auction, a copy of this resolution or a notice summarizing its content as required by NCGS 160A-270(c).

Adopted this the 7th day of November 2022.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

ATTACH. #F

DISPOSITION OF TOWN OF ELIZABETHTOWN PROPERTY

Requesting Department

Public Works

Vehicle or Equipment:

John Deere walk behind mower 48" cut

Year / Model / Make:

2013

Serial Number:

1TCLW48HLCOT040138

Present Mileage:

102 hrs

Estimated Value:

\$3500 to \$4500

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

It is not practical for our use.

It was originally bought for the
treatment plant hills but the Vertrac
works better and is safer.

Recommended minimum disposition price (optional): \$

By:

[Signature]

Date:

10-4-22

DISPOSITION OF TOWN OF ELIZABETH TOWN PROPERTY

Requesting Department Public Work

Vehicle or Equipment: Finish mower 6 ft.

Year / Model / Make: RM-500

Serial Number: _____

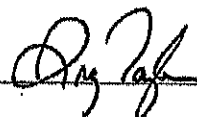
Present Mileage: N/A

Estimated Value: \$100 - \$150

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

No longer have a use for it. Zero
turn mowers are faster and more
practical.

Recommended minimum disposition price (optional): \$ _____

By: 

Date: 10-4-22

DISPOSITION OF TOWN OF ELIZABETHTOWN PROPERTY

Requesting Department Public Works

Vehicle or Equipment: Super duty van

Year / Model / Make: 1997 Ford Club Wagon

Serial Number: 1FBJS31S3VHAS3515

Present Mileage: 80,200

Estimated Value: \$ 3,620 \$ 5,223

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

This vehicle is no longer used
or has a purpose to be used.

Recommended minimum disposition price (optional): \$ _____

By: 

Date: 10-4-22

TOWN OF ELIZABETHTOWN P R O C L A M A T I O N

“VETERANS DAY”

WHEREAS, Veterans Day, observed annually on November 11th, is a tribute to military Veterans who have served in the U.S. Armed Forces; and

WHEREAS, the greatest acknowledgement of our freedom is to honor our Armed Forces Veterans who have sacrificed and, in many instances, paid the ultimate price for our freedom; and

WHEREAS, we, along with millions of Americans, can attest to the importance of their sacrifices and contributions for our freedom and security; and

WHEREAS, the Town of Elizabethtown realizes that many veterans who gave so much of themselves came home without any recognition, denied educational and occupational opportunities; and

WHEREAS, both men and women of our armed forces continue to be an inspiration to all of us through their demonstration of courage, leadership and commitment in service to our community and country; and

WHEREAS, we, in the Town of Elizabethtown will always remember and pay homage to those veterans, both active and inactive, for their contribution, dedication and commitment to the cause of our freedom.

NOW, THEREFORE, LET IT BE PROCLAIMED that in observance of Veterans Day, November 11, 2022, the Town of Elizabethtown proudly joins the rest of our nation to salute and give special honor and recognition to the men and women who are serving or those who have served to preserve the principles of Justice, Freedom and Democracy.

Proclaimed this the 7th day of November, 2022.

Sylvia Campbell, Mayor

ATTACH. #G

PROCLAMATION

“Youth Appreciation Week”

WHEREAS, the vast majority of youth are concerned, knowledgeable and responsible citizens; and

WHEREAS, the accomplishments and achievements of these young citizens deserve the recognition and praise of their elders; and

WHEREAS, Optimist International has, since 1954, developed and promoted a program entitled, “Youth Appreciation Week”; and

WHEREAS, the citizens of the Town of Elizabethtown have indicated a desire to join the Optimists in expressing appreciation and approval of the contributions of youth; and

WHEREAS, I, Sylvia Campbell, Mayor, therefore, proclaim the second week of November as “Youth Appreciation Week” in the Town of Elizabethtown.

By this action, let it be known that we have faith in the ability of today’s youth as they assume responsible roles in the future of mankind.

This the 7th day of November, 2022.

Sylvia Campbell, Mayor

ATTACH. #H



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 7, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Public Hearing

AGENDA SECTION: PUBLIC HEARING

SUBJECT: Public Hearing: 2020 Elizabethtown CDBG-NR (Community Development Block Grant-Neighborhood Revitalization) Program Amendment No. 1 - Grant No. 19-C-3126

BACKGROUND: A representative of The Adams Company will be in attendance at the meeting to present the amendment for the CDBG-NR project funding and to answer any questions.

The Town wishes to amend the existing project scope as follows: The project will include two of the original households that need rehabilitation/reconstruction along with selection of a third new household. In addition, the Town would like to change the scope of work to the park with this funding. This will include the original activity of sidewalks but to extend those sidewalks along with lighting down Mill Street and/or Dunham Street toward Highway 701. These new sidewalks and lighting would give residents easy walking access to local businesses including healthcare facilities. To accomplish this, an additional \$200,000 is being granted, thereby, increasing the total CDBG-NR grant amount to \$950,000. The Town is requesting an additional 12 months to complete this project.

Copy of Public Hearing notice is provided as well as the amendment documentation.

SUGGESTED ACTION:

Council is requested to follow the below-noted Hearing Procedure:

HEARING PROCEDURE:

- a) Open the hearing and call upon The Adams Company representative to present the information; and
 - b) Solicit relevant public comments and information; and
 - c) Close the hearing after receiving or not any public comments.
- (To Be Considered in Agenda Item #7.1)*
-

ATTACHMENTS:

Public Hearing Notice Copy - CDBG-NR - Amendment No. 1 - 11.7.22.pdf

Peak Agenda Attachment - CDBG-NR Amendment No. 1 Documentation - Revised - 11.7.22.pdf

**NOTICE OF PUBLIC HEARING
PROGRAM AMENDMENT FOR
2020 TOWN OF ELIZABETHTOWN CD-
BGNR**

Notice is hereby given that the Town of Elizabethtown's Board of Councilmen will conduct a Public Hearing on November 7, 2022 at 7:00 p.m. in the Elizabethtown Town Hall concerning the intention of Elizabethtown to submit a program amendment to the Town's CDBG-NR program. Due to a ineligible property, Elizabethtown proposes to add 1 property for rehabilitation/reconstruction that meet the budget and state requirements. It also plans to amend the current playground improvements to only sidewalks with lighting and to request an additional \$200,000.00 in funding.

The purpose of this public hearing is to notify citizens of the proposed amendment and receive comments relative to the proposed amendment. Formal written views concerning the proposed amendment submitted to the Elizabethtown Town Hall will be responded to within ten (10) calendar days.

The total CDBG program cost is \$750,000.00 which represents 100% of the total project costs.

If you plan to attend and require special accommodations because of a disability or physical impairment, please contact Juanita Heister at 910-862-2066 (TDD: 800-735-2962) at least 2 days prior to the hearing.

This information is available in Spanish or any other language upon request. Please contact the Town Clerk at 910-862-2066 or at 805 W. Broad St., Elizabethtown, NC 28337 for accommodations for this request.

Esta información está disponible en español o cualquier otro idioma a petición. Por favor, póngase en contacto con Town Clerk en 910-862-2066 o en 805 W. Broad St., Elizabethtown, NC 28337 de alojamiento para este solicitud.

Sylvia Campbell
Mayor
Town of Elizabethtown
EOC Employee

EXTENSION REQUEST WORKSHEET

(This is not a request for an amendment or approval for an amendment. Refer to Bulletin 10-1)

1. The time extension request is for

Release of Funding Approval Conditions

Submit Request for Release of Funds

Obligation of Funds

Grant Completion

Grant Closeout

2. Grantee: Town of Elizabethtown

Grant Number: 19-C-3126

a. Date Funding Approval Conditions Must be Released:

06/10/2021

b. Date the Request for Release of Funds must be submitted:

08/10/2021

c. Date funds must be obligated:

06/10/2023

d. Date funds must be expended and activities completed:

09/10/2023

e. Original date closeout is due to CI:

12/10/2023

f. Signature of Chief Elected Official or Manager:

g. Date of Request:

November 7, 2023

3. Has the grant had a previous time extension?

NO

If yes, what was the reason for the request and date approved?

4. What is the extenuating circumstance(s) that this request is based upon and has the circumstance been verified?

The Town believes that rehabilitating the existing MLK Park is not the best use of funds at this time. Currently, a night club is adjacent to the park. The clientele of this business routinely overflows into the park. Unfortunately illegal activities have been reported after hours at this park due to this business. Therefore, until this business can be revitalized the Town feels the park improvements should be on hold. The Town feels the better use of these funds would be to extend the existing sidewalks and lighting at the park to HWY 701. These new sidewalks and lighting would give residents easy walking access to local businesses including healthcare facilities.

5. What is the requested extension and the grantee's plan of action for completing the grant?

The Town is requesting an additional 12 months to complete this project.

6. What is the Grants Management Representative recommendation & reason?

Grant Management Rep

Date

CDBG Section Chief

Date

PROJECT BUDGET REVISION FORM

Per Bulletin 11-5

NAME OF GRANTEE:	Town of Elizabethtown		
GRANT NUMBER:	19-C-3126		
CDBG GRANT AMOUNT:	\$950,000.00		
DATE:	07-Nov-22		
ACTIVITY	PRESENT BUDGET	PROPOSE CHANGE IN BUDGET	REVISED BUDGET REVISION #
a. Acquisition			\$0.00
b. Disposition			\$0.00
c. Public facilities and improvements			\$0.00
(1) Senior and handicapped centers			\$0.00
(2) Parks, playgrounds and recreation facilities	\$260,000.00	-\$260,000.00	\$0.00
(3) Neighborhood facilities			\$0.00
(4) Solid waste disposal facilities			\$0.00
(5) Fire protection facilities and equipment			\$0.00
(6) Parking facilities			\$0.00
(7) Public utilities, other than water and sewer			\$0.00
(8) [Reserved]			\$0.00
(9) Street Improvements			\$0.00
(10) Flood and drainage improvements			\$0.00
(11) Pedestrian Improvements	\$0.00	\$345,000.00	\$345,000.00
(12) Other public facilities			\$0.00
(13) Public sewer improvements			\$0.00
(14) Public water improvements			\$0.00
d. Clearance activities			\$0.00
e. Public Services			\$0.00
f. Relocation assistance			\$0.00
g. Construction, rehabilitation and preservation			\$0.00
(1) Construction or rehabilitation of commercial and			\$0.00
(2) Rehabilitation of privately owned dwellings			\$0.00
a. Rehabilitation			\$0.00
b. Reconstruction	\$415,000.00	\$95,000.00	\$510,000.00
c. Clearance			\$0.00
d. Temporary relocation expenses			\$0.00
(3) Rehabilitation of publicly owned dwellings			\$0.00
(4) Code enforcement			\$0.00
(5) Historic preservation			\$0.00
h. Development financing			\$0.00
(1) Working capital			\$0.00
(2) Machinery and equipment			\$0.00
i. Removal of architectural barriers			\$0.00
j. Other Activities			\$0.00
k. SUBTOTAL	\$675,000.00	\$180,000.00	\$855,000.00
l. Planning			\$0.00
m. Administration	\$75,000.00	\$20,000.00	\$95,000.00
n. TOTAL	\$750,000.00	\$200,000.00	\$950,000.00

Authorized Signature & Date

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

TOWN OF
ELIZABETHTOWN

(910) 862-2066
Fax (910) 862-7117
www.elizabethtownnc.org
towncouncil@elizabethtownnc.org

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

November 7, 2022

Ms. Vivian Schweizer
NC Department of Commerce
Rural Economic Development Division
4346 Mail Service Center
Raleigh, NC 27699-4346

Subject: 2020 Elizabethtown CDBG NR
Program Amendment No. 1
Grant No. 19-C-3126

Dear Ms. Schweizer:

The Town of Elizabethtown has been working on an amendment related to the CDBG NR project. The project has 1 unit that no longer qualifies for the program due to property title issues and /or ownership issues. The Town would like to select 1 additional unit as replacement of the unit from the original application. The Town would also like to amend the playground improvements to consist of only sidewalks and lighting. The Town proposes to extend the sidewalks and lighting from the playground area down Mills and/or Dunham St towards HWY 701. Due to the proposed additional sidewalks and lighting the Town request an additional \$200,000.00 to cover these associated cost to the project. Based on this change in project scope a program amendment is required. A Public Hearing was scheduled and held on November 7, 2022.

The Town proposes to change the scope of work and budget to be as follows:

<u>Number of Units</u>	<u>Existing</u>	<u>Proposed</u>
Rehab/Recon	3	3

<u>Budget</u>	<u>Existing</u>	<u>Proposed</u>
Rehab/Recon	\$415,000	\$510,000
Parks, Playground	260,000	0
Pedestrian	0	345,000
Administration	\$75,000	\$95,000
Total	\$750,000	\$950,000

We have enclosed documentation for your review and approval. Please find the following items attached:

*"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."*

1. Revised Application Summary and Project Description
2. Revised Project Budget
3. Budget Revision Form
4. Amended IDIS Forms
5. Project Source and Use Form
6. Amended Benefit Form
7. Extension Request Form

The Certified Minutes of Public Hearing and Affidavit will be mailed to you as soon as they are approved after the Board meeting on November 7, 2022.

We hope this is sufficient documentation for your review and approval. If you have any questions please feel free to contact me at 910-862-2066.

Sincerely,

Sylvia Campbell
Mayor

SC/
Enclosures

APPLICATION SUMMARY - NC Neighborhood Revitalization PROGRAM

1. Applicant's name		Town of Elizabethtown	2. Date	
a. Mailing Address		PO Box 700	☒ Original dated: 08/31/2020 ☐ Amendment dated: 11/7/2022	
b. City and Zip Code		Elizabethtown, NC 28337		
c. County		Bladen		
d. Contact Person		Dane Rideout		
e. Telephone Number		910-862-2066		
f. Fax Number		910-862-7117		
g. e-mail address		drideout@elizabethtownnc.org		
h. DUNS Number		947948147		
3. Preparer's Name		Joshua Outlaw	c. Telephone Number	
a. Firm's Name		The Adams Company, Inc.	910-293-2770	
b. Mailing Address		708 Abner Phillips Rd		
c. City and Zip Code		Warsaw, NC 28398	f. Fax Number	
d. e-mail address		Adamsco.josh@gmail.com	910-293-2766	
4. Developer's Name			c. Telephone Number	
a. Mailing Address				
b. City and Zip Code			a. Fax Number	
5. Development Name				
a. Street Address				
b. City and Zip Code				
c. Ownership Entity				
6. Program Category	7. Project Number	8. Project Name	9. CDBG Funds Requested	
C	1	2020 Elizabethtown CDBG-NR	\$950,000.00	
10. Certification by the Chief Elected Official a) I certify that to the best of my knowledge and belief: 1. Data in this application is true and correct, 2. Opportunities have been provided for citizen participation and access to information concerning the proposed activities, 3. This document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached certifications and state standards if the assistance is approved. b) I acknowledge that, if funded, this application is part of the Grant Agreement.				
a. Typed Name of Chief Elected Official ➤		Sylvia Campbell		
b. Typed Title ➤		Mayor		
c. Signature ➤				
d. Typed Date ➤		November 7, 2022		
Date Received:		For REDD Use Only		Application Number:

PROJECT DESCRIPTION- NC Neighborhood Revitalization

The project description must contain the following information and should answer the following questions. Limit total responses to 4 pages.

Project Title: Town of Elizabethtown 2020 CDBG-NR

Project Overview:

The applicant must provide a brief summary of the proposed project.

Elizabethtown had many homes damaged during Hurricanes Matthew and Florence. Since the storms, the Town has recovered fairly well with exception of many LMI families. These homes are not occupied by families that can afford to quickly recover from unexpected damages such as these hurricanes. In addition, the current Covid-19 pandemic has made it even more difficult for these families to afford to improve their housing situation and make needed repairs.

AMENDED: 11/7/22

~~This project has selected 2 households that need rehabilitation/reconstruction and 1 house for rehabilitation only. All 3 families are LMI. In addition, the Town would like to renovate a park with this funding. This park is located in a predominantly LMI neighborhood. The park needs new playground equipment, soft playing surface, fencing, and sidewalk improvements. See the table below for the proposed actions:~~

Housing Rehabilitation

	<u>Name</u>	<u>Address</u>	<u>Proposed Action</u>
1	Rosa Murchison	708 S Hill St	Rehabilitation/Reconstruction
2	Daryl Rhodie	4403 Williams St	Rehabilitation/Reconstruction
3	Anne Midyette	2407 W. Broad St	Rehabilitation

Community Facilities

	<u>Name</u>	<u>Address</u>	<u>Proposed Action</u>
4	Martin Luther King Jr Park	400 block of MLK Dr	New Playground Equipment, Soft playing surface, Fencing, Sidewalk

~~This project will include 2 of the original households that need rehabilitation/reconstruction. All 3 families are LMI. In addition, the Town would like to change the scope of work to the park with this funding. This will include the original activity of sidewalk but to extend those sidewalks along with lighting down Mills and/or Dunham St towards HWY 701. See the table below for the proposed actions:~~

Housing Rehabilitation

	<u>Name</u>	<u>Address</u>	<u>Proposed Action</u>
1	Rosa Murchison	708 S Hill St	Rehabilitation/Reconstruction
2	Anne Midyette	2407 W Broad St	Rehabilitation/Reconstruction
3	Joan Avery	1811 Oak St	Rehabilitation/Reconstruction

Community Facilities

	<u>Name</u>	<u>Address</u>	<u>Proposed Action</u>
4	Martin Luther King Jr Park	400 block of MLK Dr	Sidewalks & lighting

1. What are the community development needs? Include a description of the housing and infrastructure needs of the lead applicant and Council of Government (COG) region.

There are many homes within the jurisdiction that fall way below standard living conditions. These homes include the lack of adequate bathroom facilities and kitchen facilities. They have electrical hazards, plumbing failures, structural problems and a wide assortment of cosmetic needs that are contributing to the deterioration of homes and the deterioration of the mental state of the occupants. We believe that as the living conditions deteriorate, so does the mindset of the families. By making improvements to housing, there is a benefit that reaches far beyond the structural improvements into the hearts and souls of the people that are involved.

Infrastructure needs include central water systems, central sewer systems, good roads and improved drainage. The jurisdiction has needs in every category. As with the housing improvements, infrastructure improvements create the same results. The community is revitalized by the availability and use of the improvements and they feel a sense of relief knowing that the water is safe, the sewer is properly disposed of and the roadways are adequate and safe.

Other community development needs include facilities for various health, education and recreation activities. Current facilities are in need of repairs in order to continue existing programs and expand to offer better services and more opportunities.

2. What is the proposed scope of this project?

This project has selected 2 households that need rehabilitation/reconstruction and 1 house for rehabilitation only. All 3 families are LMI. Also, the project includes renovation of a park to include new playground equipment, soft playing surface, fencing, and sidewalk. Residents have asked for sidewalk repairs in community meetings, and this funding will allow that need to be addressed as well.

3. What livability principle(s) are most applicable to the proposed project?

This project will address livability principals of support for existing communities and promote equitable, affordable housing. It will do this by repairing and replacing deteriorated homes and ensure they are decent, safe and sanitary which will promote economic and social values within the community. It will also improve the local community recreation facility which will improve the mental state of the community by giving them a place to go to enjoy recreation activities.

4. How will this be done?

See #3 above.

Partners:

1. Who are the project partners and explain the significance of the project partners and how their involvement will bolster the success of the project? Partnerships are strongly encouraged.

The project partners include the Town which includes the staff as well as members of the Council, the surrounding community, the planning department, the inspections department, Bladen County, and the LMI occupants of the selected houses.

Since this project addresses many different trades of services, it will touch all of the persons and departments listed above. The significance in this is tremendous because so many people are involved and affected by certain pieces of the project. For those who are involved in implementation, success of the project is a driving force. For those who will benefit from the project, success is a direct benefit. All partners are excited and enthusiastic about the outcome of this project and the possible long term effects it can have on the community.

2. What will be the level of effort and cost of these services? Include local match and in-kind services in the description. A match is not required under this program but, it will be favorably considered during the evaluation process. **NOTE: Be sure the costs that are discussed here align with the proposed budget submitted with this application.**

All costs for this project are outlined in the list below. The Town will provide in-kind services related to implementation of the project. Unfortunately, a local match is not possible due to the current budget forecast for the Town. Below is an outline of the proposed budget.

PROGRAM ACTIVITIES AND COSTS

<u>Activity</u>	<u>Total Cost</u>	<u>CDBG Cost</u>	<u>Local Cost</u>
Reconstruction	\$510,000	\$510,000	\$0
Pedestrian Improvements MLK Park	\$345,000	\$345,000	\$0
Administration	\$95,000	\$95,000	\$0
TOTAL	\$950,000	\$950,000	

Expected Results and Outcomes:

1. What are project objectives and desired outcomes? Be specific, action-focused, achievable within grant period, realistic, and time-bound.

The housing activities will provide needed improvements in equitable, safe and affordable housing. Current housing conditions in the community are suffering from economic hardships which have led to deferred maintenance which has only worsened due to the current COVID 19 pandemic. This program will target 2 homes for rehabilitation/reconstruction and 1 home for rehabilitation. These efforts will bring the homes into new home compliance, energy efficient, decent, safe, and sanitary conditions. Completion of this work will aid in the continued residential use of the existing properties, and promote building and repair of other homes in the area. The current community facilities are aged causing possible safety concerns. The community activities will provide safe, usable, and comfortable community facilities by renovation of a park to include new playground equipment, soft playing surface, fencing, and sidewalk which will aid greatly in the sense of community. This work is proposed to be complete within 30 months.

2. How does the project act as a neighborhood to spur economic and community development growth?

The project will be a catalyst to the economy and community because it reaches many different people. The effects will all be positive. We believe these things will create a feeling among those affected that something is being done to help them. We believe they will feel like they are "personally" a part of the improvements in the Town, and that they will be contributing to the efforts to revitalize their community. Many of these homes were directly affected by both Hurricane Matthew and Hurricane Florence. We believe they will speak positively about the results of the program, the people involved in implementation of the program, and the results of their benefits. We think this will be the beginning of a renewal of confidence in these citizens, and that they will continue to speak favorably about their community and the potential for growth within the community. In addition, the construction taking place will give work to local contractors, plumbers, electricians, inspectors and countless other individuals that have been affected negatively by the pandemic as a whole as the local economy has recessed as a direct result.

3. Attach the Accomplishment and Beneficiaries form for each NC Neighborhood activity except planning and administration.

See Attached.

Project Administration and Capacity:

1. What is the applicant's administrative capacity to manage the grant financially and to comply with CDBG program requirements?

The Town has implemented other CDBG programs over the past 20 years, and they are familiar with the regulations and guidelines. The Town proposes to hire a third party consultant to assist with administration of the project. The third party consultant will be required to have previous experience in administration of CDBG programs and must be in good standing with the NC Department of Commerce, Rural Economic Development Division/State CDBG Program.

2. What is the relationship between the applicant and other participants, other local governments, public and private sector organizations? Are they committed to the project? (Include letters of support, as applicable).

*This project is not entangled with other funding agencies, and therefore, can be implemented without delay by other funding agencies. However, there are many groups, agencies and citizens that we consider as partners to this project. See the discussion above under **Partners**. Each of the partners are committed to the project and committed to each other for the success of the community.*

3. Who will oversee and coordinate the project and how will parties be selected to carry out funded work?

The Town of Elizabethtown will be the lead agency and will be the responsible agent for oversight and coordination of the total project. A third party consultant is proposed to be hired to administer and implement the project on a daily basis. The consultant will be hired through the competitive negotiations procurement process. Their staff will provide general administration, income verifications, contract preparation, contract bidding, inspections, initial payment reviews, and other implementation tasks. Reports required by CDBG regulations will be prepared by the consultant and reviewed and signed by staff personnel as required.

4. List the key players for the local government and partners to carry out the project. Include an organizational chart, a description of duties for each player's, and a resume.

Key players include the following:

- a. Elizabethtown Town Council: The function of the Council will be to review and oversee the entire implementation of the project. The Council will be the authorizing authority.*
- b. Mayor: Mayor Sylvia Campbell will communicate with the Council. She will be responsible for communications between local staff and the Council.*
- c. Town Manager: Town Manager Eddie Madden will be the first line of communication between the Mayor and managerial staff. He will deal with the staff on a daily basis regarding progress of work. He will direct the staff and report to the Mayor. The Town Manager has years of previous CDBG as well as other major grant management experience.*
- d. Town Clerk: Juanita Hester will be the first line of communication between the Town and the third party consultant. She will deal with the consultant on a daily basis regarding progress of work. She will direct the consultant and report to the Town Manager. Ms. Hester has been with the Town for many years and has many years of CDBG as well as other grant management experience.*
- e. Assistant Finance Director: Meredith Merritt is the Assistant Finance Director, and she will deal with the consultant on a regular basis regarding progress of work. As Assistant Finance Director, she will be responsible for receiving invoices, processing requisitions for funds, dispersing funds and coordination of reports. The Assistant Finance Director has been involved in both Federal and State grant programs previously.*
- f. Town Attorney: Goldston Womble, Jr is the Town attorney, and his firm has been working with the Town for many years and has assisted the Town during previous CDBG programs. He will be responsible for reviewing legal documents as required by the CDBG program.*
- g. Third Party Consultant: The third party consultant will play a large role in the implementation of the project. The consultant is proposed to provide grant management, project scheduling, housing implementation activities, needed procurement actions, inspection oversight, and all recordkeeping necessary for the success of the project. Prior CDBG experience will be required.*

SOURCES AND USES OF FUNDS CHART AMENDED: 11/7/22

Sources	CDBG	Local Gov't	Other Source 1	Other Source 2	Total
Uses					
1. Acquisition					
2. Administration	\$95,000				\$95,000
3. Architectural Barriers					
4. Clearance Activities					
5. Code Enforcement					
6. Disposition					
7. Fire Protection					
8. Flood & Drainage					
9. Historic Preservation					
10. Machinery & Equipment					
11. Neighborhood Facility(ies)					
12. Other Activities					
13. Other Public Facilities					
14. Parking Facilities					
15. Parks & Playgrounds	\$345,000				\$345,000
16. Pedestrian Improvements					
17. Planning					
18. Public Services					
19. Public Utilities					
20. Rehabilitation-Private	\$510,000				\$510,000
21. Rehabilitation-Public					
22. Relocation Assistance					
23. Sr. Handicapped Centers					
24. Sewer Improvements					
25. Solid Waste Facility(ies)					
26. Street Improvements					
27. Water Improvements					
28. Working Capital					
Total Uses	\$950,000				\$950,000

PROJECT BUDGET – NC NEIGHBORHOOD REVITALIZATION

Town of Elizabethtown **AMENDED**

11/7/22

1. CDBG Grant Amount Requested			\$950,000
2. Other Funds (List here.)			\$0
3. Total Project Resources			\$950,000
4. Activity	5. CDBG Costs	6. Other Costs	7. Total Project Costs (Columns 5 + 6 = Column 7)
a. Acquisition			
b. Disposition			
c. Public facilities and improvements			
1. Senior and handicapped centers			
2. Parks, playgrounds and recreation facilities			
3. Neighborhood facilities			
4. Solid waste disposal facilities			
5. Fire protection and equipment			
6. Parking facilities			
7. Public utilities other than water and sewer			
8. [Reserved]			
9. Street improvements			
10. Flood and drainage improvements			
11. Pedestrian improvements	\$345,000		\$345,000
12. Other public facilities			
13. Public sewer improvements			
14. Public water improvements			
d. Clearance activities (i.e., reconstruction and temporary relocation expenses.) Clearance items should appear on line d.			
e. Public services			
f. Relocation assistance			
g. Construction, rehabilitation and preservation activities			
1. Construction or rehabilitation of commercial and industrial buildings			
3. Rehabilitation of privately-owned dwellings (all rehabilitation of privately-owned dwellings activities should be included on this line item)	\$510,000		\$510,000
4. Rehabilitation of publicly owned dwellings			
5. Code enforcement			
6. Historic preservation			
h. Development financing			
1. Working capital			
2. Machinery and equipment			
i. Removal of architectural barriers			
j. Other activities			
SUBTOTAL	\$855,000		\$855,000
k. Planning (Included in 10% Cap minus Administration not to exceed \$3,500)			
l. Administration (10% cap of total Grant Amount Awarded)	\$95,000		\$95,000
TOTAL	\$950,000		\$950,000

NC NEIGHBORHOOD REVITALIZATION BENEFIT: LOW AND MODERATE INCOME Complete this form for all NC Neighborhood Revitalization activities.							Name of Applicant: Town of Elizabethtown AMENDED: 11/7/22			
1. Activity	Total No. of Persons Benefiting 2.	No. of Low- Income Persons Benefiting 3.	% of Low- Income Persons Benefiting 4.	No. of Moderate- Income Persons Benefiting 5.	% of Moderate- Income Persons Benefiting 6.	CDBG Cost 7.	CDBG Funds to Benefit Low Income Persons 8.	CDBG Funds to Benefit Moderat e Income Persons 9.	CDBG Funds to Benefit Low- & Moderate- Income Persons 10.	
a. Acquisition										
b. Disposition										
c. Public facilities and improvements										
(1) Senior and handicapped centers										
(2) Parks, playgrounds and recreation facilities										
(3) Neighborhood facilities										
(4) Solid waste disposal facilities										
(5) Fire protection and equipment										
(6) Parking facilities										
(7) Public utilities other than water and sewer										
(8) [Reserved]										
(9) Street improvements										
(10) Flood and drainage improvements										
(11) Pedestrian improvements	3,355	1,875	55.89%			\$345,000	\$192,820		\$192,820	
(12) Other public facilities										
(13) Public sewer improvements										
(14) Public water improvements										
d. Clearance activities										

Name of Applicant:

Town of Elizabethtown

1. Activity	2. Total No. of Persons Benefiting	3. No. of Low-Income Persons Benefiting	4. % of Low-Income Persons Benefiting	5. No. of Moderate-Income Persons Benefiting	6. % of Moderate-Income Persons Benefiting	7. CDBG Cost	8. CDBG Funds to Benefit Low Income Persons	9. CDBG Funds to Benefit Moderate Income Persons	10. CDBG Funds to Benefit Low- & Moderate-Income Persons
e. Public services									
f. Relocation assistance									
g. Construction, rehabilitation and preservation activities									
(1) Construction or rehabilitation of commercial & industrial buildings									
(2) Rehabilitation of privately-owned dwellings	7	4	57%	3	43%	\$510,000	\$290,700		\$510,000
(3) Rehabilitation of publicly owned dwellings									
(4) Code enforcement									
(5) Historic preservation									
h. Development financing									
(1) Working capital									
(2) Machinery and equipment									
i. Removal of architectural barriers									
j. Other activities									
k. TOTAL						\$855,000	\$483,520		\$702,820
PROJECT INDIVIDUAL BENEFIT									
Column 10, Row k (702,820)									
X 100 = 82%									
Column 7, Row k (855,000)									

HUD IDIS: ACCOMPLISHMENTS & BENEFICIARIES FORM

Applicant:	Town of Elizabethtown	Project Name:	2020 CDBG-NR
Activity Name:	Rehabilitation	Budgeted \$:	510,000
Activity Number:	1042	Activity Code:	9A
Complete a separate form for each activity		Sheet	Of
			Sheets
General Information		Proposed (For Entire Grant)	
Total Jobs			
Linear Feet			
Square Feet			
Properties			
Households Benefiting		3	
Rental Units			
One to One Replacement		2	
Displacements			
594 accessible units			
Elderly		2	
Female-Head of Household		2	
Units			
Multiunit Housing			
Energy Star Products			
Energy Star Homes			
Microenterprise			
Census Data (http://www.census.gov/) or (http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml)		Proposed (For Entire Grant)	
County Code		37017	
Census Tract		950400	
Block Groups		3	
Block Groups		4	
Census Tract			
Block Groups			
Block Groups			
Income Levels		Proposed (For Entire Grant)	
Please Select One: <u> X </u> Households <u> </u> Persons			
Extremely Low		1	
Low		1	
Moderate		1	
Non-Low/Moderate			

Total		
Race Code	Proposed (For Little Grant)	
Please Select One: ☒ Households ☐ Persons		
Owner	Total	Hispanic
11 White	1	
12 Black/African American	2	
13 Asian		
14 American Indian/Alaskan Native		
15 Native Hawaii/Other Pacific Islander		
16 American Indian/Alaskan Native & White		
17 Asian & White		
18 Black/African American & White		
19 Amer. Indian/Alaskan Native & Black/African Amer.		
20 Other multi-racial		
Race Code	Proposed (For Little Grant)	
Please Select One: ☐ Households ☐ Persons		
Renter	Total	Hispanic
11 White		
12 Black/African American		
13 Asian		
14 American Indian/Alaskan Native		
15 Native Hawaii/Other Pacific Islander		
16 American Indian/Alaskan Native & White		
17 Asian & White		
18 Black/African American & White		
19 Amer. Indian/Alaskan Native & Black/African Amer.		
20 Other multi-racial		
Survey Data:		
Percent of low-and-moderate income in the service area	100	
Total number of low-and-moderate income in the service area	3	
Total number of low and moderate- income universe population in service area	3	
Activity Narrative:		
Rehabilitation/Reconstruction of 3 units serving 7 LMI persons		

HUD IDIS: ACCOMPLISHMENTS & BENEFICIARIES FORM

Applicant:	Town of Elizabethtown	Project Name:	2020 CDBG-NR
Activity Name:	Pedestrians	Budgeted \$:	345,000
Activity Number:	1026	Activity Code:	6
<i>Complete a separate form for each activity</i>		Sheet	Of
General Information		Proposed (For Entire Grant)	
Total Jobs			
Linear Feet			
Square Feet			
Properties – Martin Luther King, Jr Park Sidewalks, Lighting	1		
Households Benefiting			
Rental Units			
One to One Replacement			
Displacements			
594 accessible units			
Elderly			
Female-Head of Household			
Units			
Multiunit Housing			
Energy Star Products			
Energy Star Homes			
Microenterprise			
Census Data (http://www.census.gov/) or (http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml)		Proposed (For Entire Grant)	
County Code	37017		
Census Tract	950400		
Block Groups	1		
Block Groups	2		
Census Tract	950400		
Block Groups	3		
Block Groups	4		
Income Levels		Proposed (For Entire Grant)	
Please Select One: <u> </u> Households <u> X </u> Persons			
Extremely Low			
Low	1,625		
Moderate	250		
Non-Low/Moderate	1,480		

Total	3,355	
Race Code	Proposed (For Entire Grant)	
Please Select One: Households ☒ Persons		
Owner	Total	Hispanic
11 White	1,748	
12 Black/African American	1,376	
13 Asian		
14 American Indian/Alaskan Native	67	
15 Native Hawaii/Other Pacific Islander		
16 American Indian/Alaskan Native & White		
17 Asian & White		
18 Black/African American & White		
19 Amer. Indian/Alaskan Native & Black/African Amer.		
20 Other multi-racial	164	
Race Code	Proposed (For Entire Grant)	
Please Select One: Households ☐ Persons		
Renter	Total	Hispanic
11 White		
12 Black/African American		
13 Asian		
14 American Indian/Alaskan Native		
15 Native Hawaii/Other Pacific Islander		
16 American Indian/Alaskan Native & White		
17 Asian & White		
18 Black/African American & White		
19 Amer. Indian/Alaskan Native & Black/African Amer.		
20 Other multi-racial		
Survey Data		
Percent of low-and-moderate income in the service area	55.89%	
Total number of low-and-moderate income in the service area	1,875	
Total number of low and moderate- income universe population in service area	3,355	
Activity Narrative:		
Extending sidewalk and lighting from Martin Luther King, Jr Park to HWY 701		



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 7, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Resolution

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Resolution of Support - #R-2022-14 - Aviation Parkway Extension Funding

BACKGROUND: The NCDOT is in the process of securing funding for Aviation Parkway Extension (Industrial Park) to include paving as well as the grading. This funding will be phased to extend over into fiscal year 2024 for total completion. Paving for Aviation Parkway Extension would occur in June.

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

Copy of Resolution of Support is provided.

SUGGESTED ACTION: Council is requested to approve the Resolution of Support.

ATTACHMENTS:

[Resolution of Support - NCDOT Funding Request for Aviation Parkway - 11.7.2022.docx](#)

**TOWN OF ELIZABETHTOWN
RESOLUTION OF SUPPORT FOR
NCDOT REQUEST FOR FUNDING
FOR
AVIATION PARKWAY EXTENSION
#R-2022-14**

WHEREAS, the Town of Elizabethtown supports the NCDOT funding request for Aviation Parkway Extension work in the Elizabethtown Industrial Park; and

WHEREAS, in making future plans for growth and development of the Elizabethtown Industrial Park, Town Council recognizes the need for funding in order to complete Aviation Parkway Extension to Mercer Mill Road, and is supportive of this request; and

WHEREAS, the cost of this project will be funded by the State of North Carolina; and

NOW, THEREFORE, BE IT RESOLVED that the Town of Elizabethtown Town Council hereby supports the North Carolina Department of Transportation's Request for Funding to extend Aviation Parkway.

This the 7th day of November, 2022.

**_____
Sylvia Campbell, Mayor**

ATTEST:

**_____
Juanita Hester, Town Clerk**



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COUNCIL AGENDA ITEM REPORT

DATE: November 7, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Resolution

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Resolution of Support - #R-2022-15 - Vineyard Drive Extension Funding

BACKGROUND: The NCDOT is in the process of securing funding for Vineyard Drive Extension (Industrial Park). This funding will be phased to extend over into fiscal year 2024 for total completion.

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

Copy of Resolution of Support is provided.

SUGGESTED ACTION: Council is requested to approve the Resolution of Support.

ATTACHMENTS:

Resolution of Support - NCDOT Funding Request for Vineyard Drive Extension - 11.7.2022.docx

**TOWN OF ELIZABETHTOWN
RESOLUTION OF SUPPORT FOR
NCDOT REQUEST FOR FUNDING
FOR
VINEYARD DRIVE EXTENSION
#R-2022-15**

WHEREAS, the Town of Elizabethtown supports the NCDOT funding request for Vineyard Drive Extension work in the Elizabethtown Industrial Park; and

WHEREAS, in making future plans for growth and development of the Elizabethtown Industrial Park, Town Council recognizes the need for funding in order to complete Vineyard Drive Extension, and is supportive of this request; and

WHEREAS, the cost of this project will be funded by the State of North Carolina; and

NOW, THEREFORE, BE IT RESOLVED that the Town of Elizabethtown Town Council hereby supports the North Carolina Department of Transportation's Request for Funding to extend Vineyard Drive.

This the 7th day of November, 2022.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk



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COUNCIL AGENDA ITEM REPORT

DATE: November 7, 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: November 7, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Approval of 2020 Elizabethtown CDBG-NR Program Amendment No. 1 - Grant No. 19-C-3126

BACKGROUND: A representative with The Adams Company will be in attendance to answer any questions that Council may have.

SUGGESTED ACTION: Council is requested to accept the 2020 Elizabethtown CDBG-NR Program Amendment No. 1 documentation for the \$950,000 CDBG-NR project.

ATTACHMENTS:



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COUNCIL AGENDA ITEM REPORT

DATE: November 7, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Approve Fire Prevention Code Enforcement Municipal Agreement - Town of Elizabethtown

BACKGROUND: Fire Chief Hollis Freeman brings forth a Fire Prevention Code Enforcement Municipal Agreement for Town Council's consideration and approval. From the effective date, the agreement shall continue for a period of three (3) years, unless terminated by either party. Please reference Paragraph One of the agreement for the fire prevention code inspections and services that the County will be providing the Town. Compensation for the services provided shall be \$40.00 per hour per inspector. Chief Freeman may be called upon for any questions from Town Council.

This agreement has been reviewed by Town Attorney Goldston Womble.

Copy of Agreement provided.

SUGGESTED ACTION: Council is requested to approve the Fire Prevention Code Enforcement Municipal Agreement - Town of Elizabethtown.

ATTACHMENTS:

[Agreement - Fire Code Prevention Code Enforcement with County - 11.7.2022.pdf](#)

**STATE OF NORTH CAROLINA
COUNTY OF BLADEN**

**FIRE PREVENTION CODE ENFORCEMENT
MUNICIPAL AGREEMENT
TOWN OF ELIZABETHTOWN**

THIS AGREEMENT, made and entered into this ____ day of _____, 2022, by and between the Town of Elizabethtown, North Carolina, a municipal corporation organized and existing under the laws of the State of North Carolina (hereinafter, "Town") and the County of Bladen, North Carolina, a body politic and political subdivision of the State of North Carolina (hereinafter, "County").

Witnesseth

WHEREAS, Town is required to provide fire prevention code enforcement services according to N. C. General Statute § 160D -1102 and the North Carolina State Fire Prevention Code - Section 106; and ,

WHEREAS, County desires to provide to Town the required fire prevention code inspections and services; and

WHEREAS, Town and County have reached an agreement for County to provide fire prevention code inspections and services as described herein and the parties desire to set forth the terms and conditions in this Agreement.

NOW, THEREFORE, in consideration of the public safety and welfare, the mutual benefits, representations, and agreements contained herein and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree, each with the other, as follows:

1. County agrees to provide Town the following fire prevention code enforcement services within Town's territorial jurisdiction:
 - A. Fire prevention code enforcement within day care centers, rest homes, foster homes, and hospitals, when required by State or County agencies, and/or Town Officials;
 - B. Non - residential and subdivision site plan approval for fire prevention code compliance, upon request from Town Officials;
 - C. Response to complaints and requests for fire inspections of individual businesses;
 - D. Periodic Fire Prevention Code inspections in existing buildings, structures and premises to which the current North Carolina State Building Code, Fire Prevention, is applicable, or requested by Town Officials;
 - E. New construction plan review of fire protection equipment and certification of compliance inspections upon request from the appropriate building official(s) or contractor, and/or Town Officials;
 - F. Other fire prevention code enforcement inspections and services as may be required by State law.
 - G. For purposes of this agreement Town officials are defined as Town of Elizabethtown officials; Town Manager, Fire Chief, Planning/Zoning Manager.

2. Town agrees that County, by and through the Bladen County Fire Marshal's office, shall have the exclusive right to perform the above enumerated fire prevention code enforcement services upon request from Town officials for as long as this Agreement remains in force and effect. Town further agrees to fully cooperate with the Bladen County Fire Marshal's office in providing these services.
3. Town agrees that County will have and may exercise the same inspection and enforcement powers within Town's regulatory and extraterritorial jurisdiction as are applicable within County's jurisdiction.
4. This Agreement shall become effective _____ 2022, subject to the mutual agreement of both parties, and shall continue for a period of three years from fully executed agreement, unless terminated by either party in accordance with paragraph 9 of this Agreement.
5. Compensation for the services provided pursuant to this Agreement ~~shall be \$40 per hour per Inspector~~ County shall invoice Town after each completed said service(s). The county shall provide town invoice within 30 days of completed service and each invoice is due and payable to County within thirty (30) days of the date of the invoice. Town shall pay an additional charge of one and one-half percent per month (18% annually), not to exceed the maximum rate allowed by law for any payment not received by County more than thirty (30) days from the date of invoice.
6. Town agrees that no services listed in paragraph 1 of this agreement shall be provided from the Bladen County Fire Marshal's Office, unless written requested is issued. Written request should be sent in email to Bladen County Fire Marshall, Deputy Fire Marshal, and/or Emergency Services Director. County Fire Marshal's Office will only accept request from Elizabethtown Town Manager, Fire Chief, and/or Planning/ Zoning Director.
7. This Agreement, as written or as may be amended, shall be effective from the date first specified above.
8. The Town Attorney shall provide legal support and representation for Town for all enforcement actions taken by the Bladen County Fire Marshal's office on behalf of Town on issues arising from enforcement actions taken within and on behalf of Town's jurisdiction by the Fire Marshal's office. To the fullest extent allowable by North Carolina law, County shall have no liability regarding such enforcement actions and Town shall hold County harmless for any and all claims, liabilities, losses, damages, costs, or expenses of whatever kind arising out of or relating to the provision of services provided by County to Town hereunder, except for those acts caused by the negligence of County. To the fullest extent allowable by North Carolina law, County shall hold Town harmless for any and all claims, liabilities, losses, damages, costs, or expenses of whatever kind arising out of or relating to the provision of services provided by County to Town, except for those acts caused by the negligence acts or omissions of Town. Town and County waive special, incidental, indirect, or consequential damages, including lost profits, good will, revenues or savings, for claims, disputes or other matters in question arising out of or relating to this Agreement. This limitation of liability, covering matters contemplated by and occurring during the term of this Agreement, will survive the expiration or termination of this Agreement.
9. This Agreement may be terminated for any reason by either party upon advanced written notice to the other party, by certified mail at least ninety (90) days prior to the date of desired termination. Termination shall not relieve Town of financial obligations incurred prior to termination.

10. Nothing contained in this Agreement shall create a contractual relationship with or cause of action in favor of a third party against either Party.
11. In the event any provision of this Agreement is adjudged to be not enforceable or found invalid, such provision shall be stricken and the remaining provisions shall be valid and enforceable.
12. This Agreement represents the entire agreement between County and Town and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may only be amended by written instrument signed by County and Town.
13. All notices or other communications which shall be made pursuant hereto shall be in writing and shall be deemed to be given and received (a) when hand delivered to the address stated below, or (b) three (3) days after being mailed to the address stated below, postage prepaid by certified or registered mail of the United States, return receipt requested to the address set forth below:

To Town: Town of Elizabethtown

To County:

Bladen County Fire Marshal's Office
5853 US 701 Hwy
Elizabethtown, NC 28337

Either party to this Agreement may change its designated person or designated address at any time and from time to time by giving notice of such change to the other party in the manner set forth above.

13. This Agreement shall be governed by the laws of the State of North Carolina, The North Carolina State Courts located in Bladen County, North Carolina shall have jurisdiction to hear any dispute under this Agreement and legal or equitable proceedings by either party must be filed in Bladen County, North Carolina.
14. The relationship of the parties established by this Agreement is solely that of independent contractor, and nothing contained in this contract shall be construed to: (i) give any party the power to direct or control the day-to-day activities of the other; (ii) constitute such parties as partners, joint ventures, co-owners, or otherwise as participants in a joint or common undertaking; (iii) make either party an agent of the other for any purpose whatsoever; or (iv) give either party the authority to act for, bind, or otherwise create or assume any obligation on behalf of the other.

[Remainder of This Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties hereto, through their duly authorized representatives or officers have executed this Agreement as to the date and year first above written.

TOWN OF ELIZABETHTOWN

By: _____
Sylvia Campbell, Mayor

By: _____
Dane Rideout, Manager

Attest:

Juanita Hester, Clerk (SEAL)

COUNTY OF BLADEN

By: _____
Ray Britt, Board of Commissioners Chair

Attest:

Maria Edwards, Board of Commissioners Clerk (SEAL)



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 7, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Proposal from WithersRavenel for Professional Services:
Elizabethtown Stormwater Master Plan, Phase I, project

BACKGROUND: Golden LEAF flood mitigation funds will be used to develop a Stormwater Master Plan for the Town. The services of WithersRavenel for this project will include updating the Town's asset inventory, field data collection, modeling of existing watersheds, development of concept plans, summary report, surveying ditch line cross-sections, stream profiles, and conventional survey work in targeted concept project areas.

Public Services/Engineering Director Steve Duffy may be called upon to answer any questions from Town Council.

Provided is a copy of the Professional Services Proposal from WithersRavenel.

SUGGESTED ACTION: Council is requested to approve the Master Plan, Phase 1, proposal and to authorize the Town Manager to sign all documents needed for this project.

ATTACHMENTS:

Peak Agenda Attachment - Professional Services Proposal from WithersRavenel - Stormwater Master Plan Project - 11.7.22.pdf



October 6, 2022

Stephen Duffy
Director, Public Works & Engineering Services
Town of Elizabethtown
401 W Swanzy St
Elizabethtown, NC 28337

**RE: Proposal for Professional Services
 Elizabethtown Stormwater Master Plan Phase 1
 Project Address
 WR Project No. 03211165.02**

Dear Stephen,

WithersRavenel is pleased to provide this Proposal for Task Order 2 for the Town of Elizabethtown On-Call. We look forward to working with you on this project. If you have any questions or concerns about this proposal, please do not hesitate to call me at the number listed below.

Sincerely,
WithersRavenel

Steve Marks, PE, CFM
Director - Stormwater
smarks@withersravenel.com
Ph. 919-469-3340 | Direct. 919-889-7299

The attached proposal is valid for a period of up to 60 days from the date of this letter

Attachment A – Proposal for Task Order 2

Town of Elizabethtown

Task Order No. 2

Stormwater Master Plan Phase 1

A. Preliminary Matters

This Task Order is hereby included as an addition to and incorporated as part of the Agreement between Owner and Engineer for Engineer Services, Task Order Edition signed December 20, 2021, between the Town of Elizabethtown ("Owner" or "Town") and WithersRavenel, Inc. ("Engineer" or "Consultant").

B. Project Description

Elizabethtown experiences frequent flooding with more noticeable impacts in its central subbasin, eastern subbasin, and along Glenwood Drive in the western part of the town. The town is characterized by fairly flat, low-lying topography, which causes floodwaters to stand longer. Golden LEAF flood mitigation funds will be used to develop a Stormwater Master Plan. Components of this project include updating the town's asset inventory, field data collection, modeling of existing watersheds, development of concept plans, and a summary report that will include recommendations.

Bladen County has been performing a Stormwater Asset Inventory program over the last several months within the county. They have completed considerable field data collection efforts within the town as part of this effort. Where feasible, this information will be used as the basis of modeling parameter data for this project. A field data collection task will be used to fill in data for areas outside the scope of the County's project including surveying of ditchline cross-sections, stream profiles, and conventional survey in targeted concept project areas.

C. Timeline for Services

WithersRavenel will begin work upon receipt of this executed Agreement and written notice to proceed from the Town. Estimated timeframe(s) for the basis of the services described in the Scope of Services are shown below. The Golden LEAF foundation grant duration runs 12 months from the award date of June 2, 2022. Estimated timeframe(s) for the basis of the services described in the Scope of Services to be 7 months and completed prior to the June 2, 2023 completion date.

- The above estimated timeframe(s) may be impacted by, among other things:
- Timeliness and additional permit and/or plan reviews of review agencies;
- Timeliness and accuracy of information provided by the Owner, and other Owner Consultants.

Timeframe through construction will vary based on:

- The Owner's schedule and phasing;
- Contractor's progress and adherence to completion date;
- Owner and/or Agencies requesting additional work.

If available, opportunities to adjust these estimated timeframes can be discussed. Implementation of agreed-upon adjustments may result in adjustments to WithersRavenel fees.

Certain tasks, such as reviews and approvals, are performed by third parties, including governmental agencies, over which neither Town nor WithersRavenel have control or responsibility. As such, neither party is responsible for delays or the resulting cost impacts caused by third parties.

D. Scope of Services

Consultant shall provide the following services below:

Task 1 - Project Management

The Consultant will provide the following services as part of this task:

- Provide overall project management services to monitor job progress, arrange resources for the project, and communicate to the Client the status of the project.
- Administer the project internally.
- Participate in regularly scheduled conference calls with Client to discuss project progress.
- Manage project processes, communication, and resources.

Task 2 - Topographic Survey

Consultant will provide the following services as part of this task:

Storm Structure Survey

- Consultant will perform horizontal and vertical locations of approximately stormwater structures or drainage ditches within the Project Area as deemed necessary by the Consultant to supplement inventory data collected and provided by Bladen County.
- Horizontal Control will be based on North Carolina State Grid (NAD'83 (2011) or current datum available.
- Vertical Control will be based on North American Vertical Datum (NAVD) 88.
- Horizontal and vertical points will be collected with Global Positioning System Surveys (GPS) utilizing the NC Virtual Reference System (VRS) network.
- Survey data will be collected and processed into a stormwater geodatabase.

Existing Conditions Topographic Mapping

- Provide a topographic survey of conceptual project areas as deemed necessary by the Consultant.
- Horizontal control will be based on NC State Grid, NAD'83(2011);
- Vertical control will be based on NAVD'88;
- Locate existing property corners as may be found on the subject property, and property corners on adjacent properties as may be necessary to help reestablish the boundary of the subject property;
- Conventional survey will be completed using spot grades at approximate 50' intervals and/or LiDAR mapping using UAS (Unmanned Air System). Agreement to this proposal will constitute permission to fly the UAS over the project site and properties;
- Contours will be mapped at a one-foot (1') interval;
- Includes locating top and bottom of slopes and any change in the slope lines.
- Includes survey of roadways up to the edge of pavement at the curb & gutter of the nearest side of Crabtree Crossing Parkway;
- Locate all visible and obvious site improvements such as roadways, drives, walkways, signs, parking spaces, roadway markings, etc.;

- Storm and Sanitary Sewer will be located to include top and invert elevations, pipe sizes and types, where such determinations are possible;
- A minimum of 2 project benchmarks will be set and identified in the mapping;
- Sub-surface utilities will be located based on observation of visible and obvious surface features and by paint marks to be applied by WithersRavenel, and will include the sub-surface gas line with in the project area;
- Location of individual trees by common name and size DBH;
- Topographic mapping will be completed to a scale to be determined by client's engineer and will be delivered as a digital CAD file in AutoCAD .dwg format with associated signed and certified survey report;

The extents and location of stormwater structures, ditches, and conventional survey areas is unknown. Consultant will coordinate with the Town to determine locations of survey areas as required to complete the stormwater master plan analysis and conceptual designs. Extents of survey identified by Consultant will utilize and not exceed grant award amount for this task of \$20,000.

Task 3 - Watershed Assessment

The Consultant will provide the following services as part of this task:

Field Assessment

- Conduct field visit of the Project to visually assess existing storm drain infrastructure and condition.
- Identify areas of potential flooding risk.
- Identify potential maintenance improvement areas.

Existing Conditions Hydrologic and Hydraulic Modeling

- Prepare detailed existing conditions hydrologic and hydraulic model using Storm Water Management Model (SWMM) software from the United States Environmental Protection Agency (EPA).
- Utilize publicly available data such as LiDAR, SSURGO soils, orthoimagery, building layers;
- Utilize field survey data as provided in Task 2 as well as stormwater inventory data provided by Bladen County;
- Calculate and parameterize hydrologic values of subcatchments in GIS including:
 - Drainage basin boundaries.
 - Drainage basin area and slope.
 - SSURGO soil parameters.
 - Impervious areas and land cover characteristics.
 - Watershed shape and flow-paths.
- Utilize NOAA Atlas 14 rainfall depths for the 2-, 10-, and 100-yr storm events
- Develop hydraulic network for system drainage features in GIS including:
 - Link-Node schematic of storm drain inventory structures, pipes, ditches, open channels, culverts, and overland flow.
 - Define stage-storage elevation curves for storage nodes.
 - Characterize open and irregular channel geometry.

- Define outfall locations and boundary conditions.
- Provide limited calibration of the existing conditions model using best available information for Hurricane Matthew for example: historic rainfall, post-storm aerial orthoimagery, high-water marks, and citizen testimony.
- Prepare existing conditions inundation depth maps depicting extents and depth of flooding for each modeled storm event.
- Discuss results with Client to identify areas of concern.

Task 4 - Concept Plans

After identifying areas of concern, Consultant and Client will develop planning level conceptual stormwater improvement options for up to five (5) areas of concern. Consultant shall provide the following services as part of this task:

- Revise existing conditions model with conceptual improvements.
- Prepare schematic level exhibits of the proposed improvements.
- Prepare planning level engineer's construction and permitting cost opinions with line items for each conceptual project.
- Prepare proposed conditions inundation depth maps depicting extents and depth of flooding for each modeled storm event.
- Conceptual stormwater improvements and cost opinions will be provided to the Client for one review cycle before proceeding with the development of the Stormwater Master Plan;

After developing conceptual stormwater improvement options, Consultant and Client will select up to two (2) priority project areas to further refine design and plans for these project areas. Consultant shall provide the following services as part of this task:

- Prepare preliminary construction drawings (30% Plans)
- Plans will including the following sheets:
 - A Cover Sheet with vicinity map and index
 - General Notes Sheet with legend
 - Existing Conditions
 - Proposed Improvements Plan and Profile
- Prepare preliminary engineer's opinion of probable construction cost (OPCC)

It is not anticipated that utilities (such as water, sanitary sewer, or third-party utilities) will be located, relocated, or improved with these drawings and additional improvements such as these will require additional fees.

Task 5 - Summary Report

The final deliverable will be a comprehensive report detailing the methodology, findings, and recommendations into a stormwater master plan.

Consultant will prepare a document that will contain the following information developed as part of the above tasks:

- Summary of hydrologic and hydraulic methodologies and flood modeling results.
- Summary of potential flooding issues identified with exhibits illustrating flooding locations.

- Conceptual stormwater improvement options for areas of concern to include:
 - Summary of identified issues and potential solutions.
 - Rough lump sum order of magnitude cost opinion for purpose of planning and prioritization.
 - Schematic level drawings of proposed improvements.
 - Itemized Order of magnitude cost opinions.
- 30% Design Plans for priority project areas.
- Meet up to one (1) time with Client to review draft master plan.
- Revise draft report to incorporate comments from Client.
- Finalize stormwater master plan report.

E. Exclusions/Additional Services

Services that are not included in the Scope of Services or are specifically excluded from this Proposal (see below) shall be considered Additional Services if those services can be performed by Consultant and its agents if requested in writing by the Client and accepted by Consultant.

Additional services shall be paid by the Client in accordance with the Fee & Expense Schedule outlined in Exhibit II. The exclusions are described below but are not limited to the following:

General

- All plan submittal, review, or permitting fees;
- Any work previously provided in other proposals;
- Any other services not specifically listed within the Scope of Services.
- Services in support of any legal proceedings including but not limited to expert witness testimony or depositions;

Geomatics Services

- Annexation Plats
- Tree survey/cover report by Registered Forester;
- Subsurface Utility Engineering (SUE);
- Surveys for off-site improvements;
- Platting services;
- Plot Plans;
- ALTA Surveys;
- GIS mapping services;
- Construction staking
- Building staking;
- As-built (record drawing) surveys;
- Easements, Easement/ROW Plats;

Environmental Services

- Historic Resources Survey;
- Endangered Species' Habitat survey;
- Wetland Delineations;
- Wetland/Buffer Determinations;
- Phase I & II ESA's;

Offsite/Specialty

- Development agreements;
- Homeowner association documents;
- Utility allocation agreements;
- Preparation of electronic file suitable for GPS machine control;
- Expert witnesses;

Planning/Studies

- Entitlement services;
- Variance and Quasi-Judicial processes;
- Off-site Sewer Analysis.
- Traffic Impact Analysis;
- Signalization Studies;
- Hydrant flow determination and hydraulic analyses;
- Existing sewer hydraulic analyses;
- Town or regulatory approvals;
- Special & Conditional Use Permits;

Services During Construction

- Engineer's Opinion of Costs;
- Bidding/negotiation services;
- Pay application reviews;
- Change order reviews;
- Shop Drawing review;
- RFI's during bidding;
- Construction administration;
- Construction management;
- Dry utility coordination/design;
- NPDES monitoring/reporting;
- Loan draw certifications;

- Bonds and Bond Estimates;
- Record drawings/as-builts;
- Engineer Certifications;
- O&M/SWMP Manuals;

Stormwater Services

- Stormwater Pollution Prevention Plan (SPPP) update or revision;
- Secondary containment designs;
- Culvert design;
- Dam inspection, engineering, or analysis;
- Dam breach analysis;
- Flood studies, floodplain permitting or coordination with FEMA (such as for a LOMR-F, CLOMR/LOMR, etc.);
- Soil investigations (such as Seasonal high-water table determinations);
- Soil Media Mix Testing and Gradation Certification;
- Downstream impact analysis;
- SCM conversion;
- Permitting Services
- Building permits and associated work;
- Water/Sewer permits;
- 401/404 permitting;
- Sign permitting;

Landscape Architecture Services

- Landscape layout and design;
- Irrigation design;
- Hardscape design;
- Enhanced landscape design beyond minimum requirements;
- Entrance/signage feature design;
- Water feature and/or pool design;
- Renderings;
- Park improvements;
- Public art design or commissioning

Services by Others

- Geotechnical services;
- Architectural and MEP services;
- Structural Services;
- Arborist/Registered Forester Services;
- Landscaping Services;

Documents/Drawings

- Schematic Drawings as typically defined in the architectural industry;
- Technical specifications;
- Construction Drawings;
- Contract documents;
- Record (As-Built) Plans;

Design Services

- Off-site improvements;
- Offsite utility or road improvements;
- Pump Station design and permitting;
- Forcemain design and permitting;
- Reclaim waterline design;
- LEED certification coordination;
- Pavement design;
- Structural/foundation design;
- Greenway bridge design & permitting;
- Boardwalk design & permitting;
- Signal design;
- Dumpster enclosure details;
- Grease trap design;
- On-site water/sewer design;
- Equipment Selections/Design;
- Design associated with Amenity Site;

Project Management

- Adjacent property owner discussions;
- Neighborhood meetings;
- Attendance at formal regulatory meetings unless noted above;

The above list is not all inclusive, and the Scope of Services defines the services to be provided by Consultant for this project.

F. Client Responsibilities

The following are responsibilities of the Client and Consultant will rely upon the accuracy and completeness of this information:

1. General:
 - a. Provide representative for communications and decisions;
 - b. Coordination and designation of a primary contact for architect, contractor, and other consultants engaged by the Client;
 - c. Preferred media platforms for communications with the Client;
 - d. Provide in writing, any information as to Client's requirements for design;
 - e. Provide any information needed to complete the Project not specifically addressed in the Scope of Services;
 - f. Provide all available information pertinent to the Project, including any GIS information, reports, maps, drawings, and any other data relative to the Project;

- g. Examine all proposals, reports, sketches, estimates and other documents presented by the Consultant and render in writing decisions pertaining thereto within a reasonable period so as not to delay the services of the Consultant; Give prompt written notice to Consultant whenever Client observes or otherwise becomes aware of any defect in the Project or the services of Consultant;
- h. Provide access to property for Consultant and subconsultants;
- i. Discussions/negotiations with adjacent landowners;
- j. Acquire all off-site utility and/or construction easements required for this Project;
- k. Manage and coordinate the work of any subconsultants/subcontractors that are not directly subcontracted through the Consultant;
- l. All submittal, review, or permitting fees associated with the Project;
- m. Any legal representation requiring an attorney at law.

G. Compensation for Services

Consultant proposes to provide the Basic Services outlined in the Scope of Services on a lump sum basis with a budget as shown below. The amounts set forth below have been determined based on the nature, scope and complexity of the Project as represented in the information provided to Consultant by Client prior to submittal of this proposal; subsequent changes thereto may result in additional fees.

Task No.	Task Name	Fee
1	Project Management	\$12,000
2	Field Data Collection	\$20,000
3	Watershed Assessment	\$50,000
4	Concept Plans	\$40,000
5	Summary Report	\$10,000
TOTAL		\$132,000

1. Consultant may alter the distribution of compensation between individual phases noted herein to be consistent with services rendered by shall not exceed the total Lump Sum amount unless approved in writing by the Owner.
2. The Lump Sum includes compensation for Consultant's services. Appropriate amounts have been incorporated in the Lump Sum to account for labor costs, overhead, profit, expenses, and Engineer charges.
3. Invoices will be based on the percentage of the project accomplished during the billing period for lump sum tasks.

The attached Exhibit I, Fee & Expense Schedule, is based on Consultant's rates as of the date of this proposal and may be subject to change for hourly tasks and any Additional Services that occur after any adjustments to such rates go into effect.

H. Acceptance

This proposal is valid 60 days from the date it is transmitted to Client. Receipt of an executed copy of this proposal will serve as the written Agreement between WithersRavenel and Town of Elizabethtown. All Exhibits identified after the signature blocks below, including the Fee & Expense Schedule (Exhibit I), are incorporated herein and are integral parts of the Agreement.

OFFERED BY:

WITHERSRAVENEL



10/6/2022

Signature

Date

Steve Marks, PE, CFM

Name

Director - Stormwater

Title

ACCEPTED BY:

TOWN OF ELIZABETHTOWN

Signature

Date

Name

Title

PREAUDIT STATEMENT: *This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act (NC G.S. 159-28(a)).*

Signature of Finance Officer:

Printed Name:

Date:

Attachments:

Exhibit I - Fee & Expense Schedule

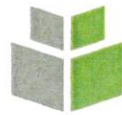


EXHIBIT I

Fee & Expense Schedule

Description	Rate
Project Management	
Client Experience Manager	\$ 209
Assistant Project Manager	\$ 161
Project Manager	\$ 177
Senior Project Manager	\$ 193
Principal	\$ 225
Engineering	
CAD Technician I	\$ 96
CAD Technician II	\$ 107
Senior CAD Technician	\$ 128
Designer I	\$ 123
Designer II	\$ 134
Senior Designer	\$ 155
Project Coordinator I	\$ 91
Project Coordinator II	\$ 102
Senior Project Coordinator	\$ 118
Lead Project Coordinator	\$ 134
Project Engineer I	\$ 150
Project Engineer II	\$ 161
Project Engineer III	\$ 177
Staff Professional I	\$ 86
Staff Professional II	\$ 128
Staff Professional III	\$ 139
Staff Professional IV	\$ 171
Senior Staff Professional	\$ 166
Senior Project Engineer	\$ 193
Senior Technical Consultant	\$ 209
Zoning Specialist	\$ 246
Construction Administration	
Construction Manager I	\$ 139
Construction Manager II	\$ 150
Senior Construction Manager	\$ 171
Resident Project Representative I	\$ 86
Resident Project Representative II	\$ 102
Resident Project Representative III	\$ 118
Senior Resident Project Representative	\$ 128
Administration	
Administrative Assistant	\$ 54
Office Administration	\$ 59
Administrative Assistant I	\$ 70
Administrative Assistant II	\$ 80
Administrative Assistant III	\$ 91
Director of Marketing	\$ 91
Marketing Administration II	\$ 102
Marketing Administration I	\$ 80
Office Administrator I	\$ 102
Office Administrator II	\$ 107
Office Administrator III	\$ 112

Description	Rate
Geomatics	
Geomatics CAD I	\$ 85
Geomatics CAD II	\$ 105
Geomatics CAD III	\$ 120
Geomatics Project Manager I	\$ 150
Geomatics Project Manager II	\$ 160
Geomatics Project Professional I	\$ 135
Geomatics Project Professional II	\$ 155
Geomatics Principal	\$ 220
Geomatics Remote Sensing Crew I	\$ 195
Geomatics Remote Sensing Crew II	\$ 275
Geomatics Survey Crew I	\$ 140
Geomatics Survey Crew II (2 Man)	\$ 170
Geomatics Survey Crew III (3 Man)	\$ 210
Geomatics Senior Manager	\$ 190
Geomatics Survey Tech I	\$ 50
Geomatics Survey Tech II	\$ 80
Geomatics Survey Tech III	\$ 105
Geomatics Survey Tech IV	\$ 115
Geomatics Sr. Technical Consultant	\$ 200
Geomatics SUE Crew 1	\$ 175
Geomatics SUE Crew 2	\$ 245
Geographic Information Systems	
GIS Specialist	\$ 134
GIS Technician I	\$ 86
GIS Technician II	\$ 102
GIS Technician III	\$ 118
GIS Analyst I	\$ 102
GIS Analyst II	\$ 118
GIS Project Manager	\$ 150
Funding & Asset Management	
F&AM Intern I	\$ 50
F&AM Intern II	\$ 60
F&AM Project Consultant I	\$ 102
F&AM Project Consultant II	\$ 112
F&AM Project Consultant III	\$ 107
F&AM Project Consultant IV	\$ 118
F&AM Senior Project Consultant I	\$ 134
F&AM Senior Project Consultant II	\$ 139
F&AM Project Manager	\$ 150
F&AM Principal Consultant	\$ 203
F&AM Staff Professional I	\$ 80
F&AM Senior Project Manager	\$ 187
F&AM Senior Technical Consultant	\$ 225

Description	Rate
Environmental	
Environmental Tech I	\$ 90
Environmental Tech II	\$ 100
Senior Environmental Tech	\$ 120
Environmental Geologist I	\$ 110
Environmental Geologist II	\$ 125
Environmental Geologist III	\$ 135
Environmental Professional I	\$ 110
Environmental Professional II	\$ 125
Environmental Professional III	\$ 135
Environmental Project Engineer I	\$ 145
Environmental Project Engineer II	\$ 155
Environmental Project Engineer III	\$ 165
Sr. Environmental Project Engineer	\$ 180
Project Geologist I	\$ 145
Project Geologist II	\$ 155
Project Geologist III	\$ 165
Sr. Environmental Project Geologist	\$ 180
Environmental Assistant PM	\$ 155
Environmental Project Manager	\$ 165
Environmental Sr. Project Manager	\$ 175
Environmental Director	\$ 185
Environmental Principal	\$ 225
Environmental Project Scientist I	\$ 145
Environmental Project Scientist II	\$ 155
Environmental Project Scientist III	\$ 165
Sr. Environmental Project Scientist	\$ 180
Environmental Scientist I	\$ 110
Environmental Scientist II	\$ 125
Environmental Scientist III	\$ 135
Environmental Sr. Technical Consultant	\$ 205
Landscape Architecture/Planning	
Landscape Architect I	\$ 139
Landscape Architect II	\$ 150
Landscape Architect III	\$ 166
Landscape Designer I	\$ 118
Landscape Designer II	\$ 128
Planner I	\$ 112
Planner II	\$ 128
Planner III	\$ 150
Planning Technician	\$ 102
Senior Landscape Architect	\$ 182
Senior Planner	\$ 171
Expenses	
Bond Prints (Per Sheet)	\$ 1.75
Mylar Prints (Per Sheet)	\$ 11.00
Mileage	Per IRS
Delivery - Project Specific (Distance & Priority)	
Subcontractor Fees (Markup)	1.15
Expenses / Reprod. / Permits (Markup)	1.15

Effective January 1, 2022 - Schedule is subject to change



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 7, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Approval for Funding - Purchase of New Router and Server for Town's IT System

BACKGROUND: Town Manager Dane Rideout may be called upon to present this agenda item. The Town's IT system is crashing, and there is an urgent need to make purchase of a new Router and Server as soon as possible. Thus, this request is for the Town Manager to be authorized funds in an amount not to exceed \$55,000 for purchase of the needed IT equipment.

SUGGESTED ACTION: Council is requested to approve an amount not to exceed \$55,000 for purchase of Router and Server for the Town's IT system.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 7, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Monthly Financial Reports

BACKGROUND: Finance Director Sharon Penny brings forth financial reports for the months of September and October 2022. Mrs. Penny may be called upon to give a brief presentation of the information.

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

ATTACHMENTS:

[October Financial Summary.pdf](#)

[September Financial Summary.pdf](#)

ELIZABETHTOWN as of October 31, 2022

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2022-2023 REVENUES

34% YEAR COMPLETED

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 10-31-2022	% of Budget
GENERAL FUND			
Ad Valorem & BID Taxes	1,654,000	1,082,819.78	65.5%
Vehicle Taxes	185,000	33,989.82	18.4%
Local Option Sales Taxes	700,000	82,507.26	11.8%
Utility Franchise Taxes	290,000	0.00	0.0%
ABC Revenue	105,000	26,250.00	25.0%
Powell Bill	114,000	56,285.22	49.4%
Street Improvement Project Loan	0	95,342.34	0.0%
Bladen Fire District	206,000	131,000.67	63.6%
Solid Waste fees	1,067,000	369,740.79	34.7%
Permits & Fees	26,350		0.0%
FEMA reimbursement	0		0.0%
Rental Income	43,800	13,572.12	31.0%
Salary & Admin. Reimbursements	79,669	19,513.48	24.5%
Miscellaneous Revenue	106,000	82,320.32	77.7%
Federal ARPA Funding	538,280	157,410.59	29.2%
General Fund Balance Approp.	223,471		0.0%
TOTAL GENERAL FUND	5,338,570	2,150,752.39	40.3%
WATER FUND			
Water fees	717,570	321,228.75	44.8%
Sewer fees	881,820	338,415.82	38.4%
Miscellaneous Revenue	135,200	60,697.87	44.9%
Utility Fund Balance Approp.	0		0.0%
TOTAL WATER FUND	1,734,590	720,342.44	41.5%

FINANCIAL REPORT

As indicated in the table to the left, Elizabethtown has received \$2,150,752 of its General Fund budgeted revenues during the reporting period, which began July 1, 2022.

\$720,342 of the Water Fund budgeted revenues has also been received. As of October 31, 2022, 60% 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 41%.

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2022-2023 EXPENDITURES

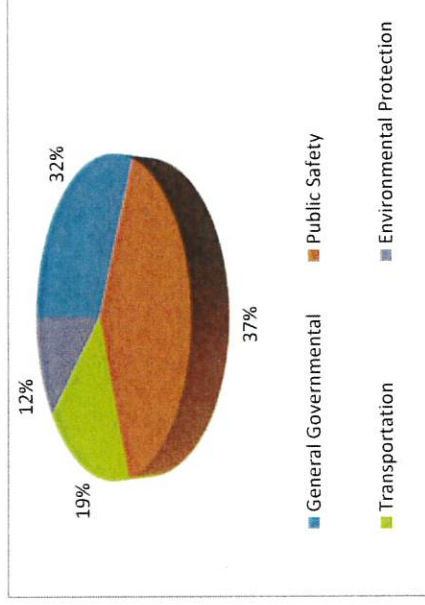
Department	Fiscal Year Budget	Actual Y-T-D as of 10-31-2022	% of Budget
Governing Body	43,200	36,746.49	85.1%
Administration	517,795	208,898.47	40.3%
Finance	276,100	89,037.21	32.2%
Public Works	412,876	111,826.70	27.1%
Public Facilities	122,475	60,056.62	49.0%
Police	1,461,039	441,237.39	30.2%
Fire	919,234	334,812.65	36.4%
Streets	486,269	294,570.60	60.6%
Powell	114,000	0.00	0.0%
Street Improvement Project	-	95,342.34	0.0%
Solid Waste	570,000	140,994.87	24.7%
Planning & Economic Develop.	139,102	44,965.58	32.3%
Recreation	44,700	19,162.12	42.9%
Airport	79,669	28,455.35	35.7%
Special Appropriations	152,111	77,402.00	50.9%
GENERAL FUND TOTAL	5,338,570	1,983,508.39	37.2%
WATER FUND			
Water	808,404	306,277	37.9%
Sewer	826,186	262,126	31.7%
Tank Maintenance & Transfer Out	100,000	33,333	33.3%
WATER FUND TOTAL	1,734,590	601,736.91	34.7%

REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	0	\$	167,244
WATER FUND	0	\$	118,606

TOTAL COMBINED FUNDS

0	\$	285,850
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As of October 31, 2022, Elizabethtown has expended \$1,983,508 of this fiscal year's \$5.3 million General Fund operating budget and \$601,737 from it's Water Fund budget. The total expenditures for the combined funds equate to approximately 36% 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.

ELIZABETHTOWN as of September 30, 2022

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2022-2023 REVENUES

25% YEAR COMPLETED

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 9-30-2022	% of Budget
GENERAL FUND			
Ad Valorem & BID Taxes	1,654,000	1,021,388.48	61.8%
Vehicle Taxes	185,000	17,530.29	9.5%
Local Option Sales Taxes	700,000	0.00	0.0%
Utility Franchise Taxes	290,000	0.00	0.0%
ABC Revenue	105,000	0.00	0.0%
Powell Bill	114,000	56,285.22	49.4%
Street Improvement Project Loan	0	94,787.97	0.0%
Bladen Fire District	206,000	120,750.67	58.6%
Solid Waste fees	1,067,000	275,297.99	25.8%
Permits & Fees	26,350	7,758.00	29.4%
FEMA reimbursement	0	0.00	0.0%
Rental Income	43,800	10,923.09	24.9%
Salary & Admin. Reimbursements	79,669	7,683.37	9.6%
Miscellaneous Revenue	106,000	63,171.56	59.6%
Federal ARPA Funding	538,280	157,410.59	29.2%
General Fund Balance Approp.	223,471		0.0%
TOTAL GENERAL FUND	5,338,570	1,832,987.23	34.3%
WATER FUND			
Water fees	717,570	214,324.50	29.9%
Sewer fees	881,820	239,687.00	27.2%
Miscellaneous Revenue	135,200	44,253.21	32.7%
Utility Fund Balance Approp.	0		0.0%
TOTAL WATER FUND	1,734,590	498,264.71	28.7%

FINANCIAL REPORT

As indicated in the table to the left, Elizabethtown has received \$1,832,987 of its General Fund budgeted revenues during the reporting period, which began July 1, 2022.

\$498,265 of the Water Fund budgeted revenues has also been received. As of September 30, 2022, 58% 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 33%.

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2022-2023 EXPENDITURES

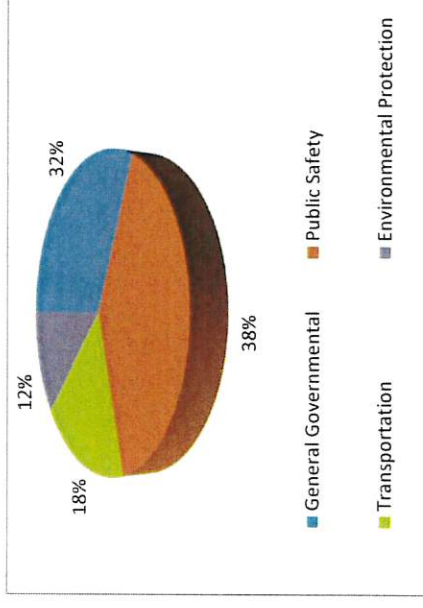
Department	Fiscal Year Budget	Actual Y-T-D as of 9-30-2022	% of Budget
Governing Body	43,200	29,369.06	68.0%
Administration	517,795	161,940.94	31.3%
Finance	276,100	65,770.04	23.8%
Public Works	412,876	82,889.63	20.1%
Public Facilities	122,475	52,042.52	42.5%
Police	1,461,039	313,749.71	21.5%
Fire	919,234	249,050.67	27.1%
Streets	486,269	172,897.13	35.6%
Powell	114,000	0.00	0.0%
Street Improvement Project	-	94,787.97	0.0%
Solid Waste	570,000	96,509.42	16.9%
Planning & Economic Develop.	139,102	29,564.28	21.3%
Recreation	44,700	17,641.11	39.5%
Airport	79,669	20,458.07	25.7%
Special Appropriations	152,111	0.00	0.0%
GENERAL FUND TOTAL	5,338,570	1,386,670.55	26.0%
WATER FUND			
Water	808,404	225,784	27.9%
Sewer	826,186	206,737	25.0%
Tank Maintenance & Transfer Out	100,000	25,000	25.0%
WATER FUND TOTAL	1,734,590	457,520.92	26.4%

REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	0	\$	446,317
WATER FUND	0	\$	40,744

TOTAL COMBINED FUNDS

0	\$	487,060
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As of September 30, 2022, Elizabethtown has expended \$1,386,671 of this fiscal year's \$5.3 million General Fund operating budget and \$457,521 from it's Water Fund budget. The total expenditures for the combined funds equate to approximately 26% 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.



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 7, 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 this agenda item.

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

ATTACHMENTS:

[Peak Agenda - Briefly - Revised - 11.7.2022.pdf](#)

[Peak Agenda Attachment - Departmental Update Report - Revised - 11.7.2022.pdf](#)

To: Mayor and Town Council
From: Dane Rideout, Town Manager
Subject: "Briefly"
Date: November 7, 2022

The following items are provided as information to Council:

- The Department Head Update Report for November 2022 is provided as a separate attachment.
- The Chamber Member Breakfast meeting is scheduled for November 15, 2022 at 8:00 a.m., Cape Fear Farmer's Market.
- In observance of Veterans Day, the Town offices will be closed on Friday, November 11th.
- Regarding Veterans Day, the Town of Elizabethtown employs 11 veterans in its workforce (**LIST ATTACHED**). We thank each of them for their demonstration of courage, leadership and commitment in service to our community and country.
- Town Council has received an invitation to the Farm-City Week Annual Breakfast on Friday, November 18th at 8:00 a.m. and is being held at the Powell-Melvin Agricultural Service Center on Smith Circle. Please RSVP to the Town Manager's office.
- In observance of Thanksgiving, the Town offices will be closed on Thursday, November 24th and Friday, November 25th.
- The Town Employee Recognition event for this year will be December 15, 2022. Details forthcoming.



For the Month of November

11/01 – Mayor Sylvia Campbell
11/01 – Elbert McClain, III – Street Department
11/11 – Council Member Ricky Leinwand
11/16 – Mitch Taylor – Airport Manager
11/17 – James Faulk – Street Department
11/22 – Mark McMichael – Police Lieutenant

**VETERANS EMPLOYED BY THE
TOWN OF ELIZABETHTOWN
NOVEMBER 7, 2022**

Dane Rideout – Army
David Beyer – Marines
David Schmale – Army Reserves
Don Edwards – National Guard
Dwight Davis – Army
Dustin Melvin – Coast Guard
Horace Wyatt – Air Force & Army National Guard
James Davis – Army
Jerimey Sykes – Marines
Mitch Taylor – Navy
Robert Duggan – Army

***Thank you for your demonstration of courage, leadership
and commitment in service to our
community and country.***





Department Head Updates

November 2022

COMMUNICATION AND MARKETING

Terri Dennison

NEW BUSINESSES IN ELIZABETHTOWN CELEBRATED

Ribbon cuttings for two new businesses in Elizabethtown were held this month:

- Mermaid Castle/ Mermaid & Sam, 408 W. Broad Street, Elizabethtown
- Wilmington Area Rebuilding Ministries at the Small Business Incubator, 207 E. Broad St., Elizabethtown.

DOWNTOWN MERCHANTS PLAN SPECIAL PROMOTIONS

The Downtown Committee held *Trick & Treat Shop Hop* on Saturday, October 29th. Participating merchants had signs in their windows.

Downtown Merchants are joining together to schedule their *Christmas Open Houses* for Sunday, November 6th. The Marketing Department is promoting the Sunday event as a reason to stay the weekend.

The current radio campaign, called "*Experience Elizabethtown*" is being extended through the end of the year.

ELIZABETHTOWN AND MOTHER NATURE'S PLAYGROUND REPRESENTED AT TRAVEL WRITER MEETING

T. Dennison attended Visit NC's In-state Media Mission in Durham, meeting with writers who specialize in North Carolina. Contact was made with representative from AAA Publications, WRAL and other media.



BUSINESSVIEW MAGAZINE FEATURING BLADEN COUNTY

Along with Chuck Heustess, T. Dennison was invited by Bladen County Commissioner Charles Ray Peterson to be part of an interview for *Businessview* Magazine, a North American publication focusing on economic development and business growth. The magazine is highlighting four or five NC Counties.

PORK & BEATS FESTIVAL – November 4 & 5th

Many of the Town's Directors have been actively planning their part of the Pork & Beats Festival. Promotion of the event has been through both print and on-line publications with ads in the Bladen Journal, Season's Magazine and Bladen Online. The event is listed on Visit NC's website and an active social media campaign has been undertaken.

BOOSTING OUR EFFORTS FOR ECONOMIC DEVELOPMENT THROUGH TOURISM

Three state initiatives focused on using tourism and outdoor recreation as stimulators for economic development are being pursued by T. Dennison:

- At the October 17th Bladen County Commissioners meeting, T. Dennison was approved to submit an application for the *Creating Outdoor Recreation Economy* (CORE) on behalf of Bladen County Economic Development. If awarded, the program will help the area develop an outdoor recreation strategy to grown nature -based businesses and connection to trails.
- T. Dennison has been contacted by the *UPLIFT* program, which has identified Bladen County as one of its targeted areas.
- "The goal of UPLIFT NC is to boost tourism to rural and under-resourced North Carolina communities. We do this by providing tourism practitioners and local leaders with the knowledge and resources to strengthen and connect tourism sites, services and businesses in targeted regions within the State. This includes natural, recreational, cultural, agricultural, culinary, built as well as other tourism experiences and services."
- Elizabethtown – White Lake Area has been identified as a host for the *Year of the Trail Festival* Weekend. This initiative will create 11 Festival Weekends in rural communities that have an abundance

of recreational and cultural assets. Part of the Hometown String Initiative, a public/ private committee has been formed to coordinate this event from February 17 -1 9th (President's Day Weekend).

CHAMBER ACTIVITIES:

Membership and Business Promotion: As of October 31st , the Chamber has 145 members.

Chamber of Commerce Monthly Member Meeting (October 18th): Bryon Scott spoke to Chamber Members on the tax deductions available to businesses including how sponsorships should be considered as advertisement for a business. The next Chamber Member Meeting will kick-off a Day of Giving at the Farmers' Market on Tuesday, November 15 with presentations from non-profits who are Chamber members.

Leadership Bladen: The final session of the 2022 Leadership Bladen cohort was October 27th. The participants visited the various type of schools in the area: public, charter and private. They also toured the Early College at BCC and learn about the need for more teachers. Graduation is set for November 21st at the Bladen County Commissioners Meeting.



ELIZABETHTOWN AIRPORT

Mitch Taylor

Stats for the month of October 2022

Recorded Aircraft Operations	868
Aviation Gasoline Sales	677 Gallons
Jet Fuel Sales	2993 Gallons
Sales Revenue	\$18,081

FIRE DEPARTMENT

Hollis Freeman



- Fire Calls: 14
- EMS Calls: 15
- Special Response: 2

- Service Calls: 3
- Other Type Incidents: 8
- Total for Month of October: 42
- Total Training Hours by Members for October: 266 Hours
- Total Hydrants Tested: 60
- Total Pre-Plans: 11
- Total Inspections Completed: 20

Events

- Elizabethtown Christian Academy Fire Safety Event Oct. 9th
- Emereau Fire Safety Event Oct. 9th
- East Bladen High School Homecoming Parade Oct. 14th
- Smoke Detector Install at 405 Slingsby Street Oct. 20th
- Elizabethtown Primary School Fall Festival Oct. 21st
- Friends of Jones Lake State Park Oct. 22nd
- Bladen County Library Trunk or Treat Oct. 25th
- Red Ribbon Week Parade at Emereau Oct. 28th
- Sawyer Brown Concert Standby Oct. 29th
- Halloween at the Fire Station Oct. 31

POLICE DEPARTMENT

Tony Parrish

Stats for 9/26/10-30	
Calls for Service	516
Reports Taken	80
Arrests	22
Traffic Collisions	21
Traffic Citations	38
Warning Tickets	13

Flock ALPR Cameras results for this period:

1. Located an elderly lady that had been reported missing from Johnston County.
2. Located three (3) stolen vehicles; with approximate value of \$46,200

Town Clerk
Juanita Hester

- Received one Public Records Request from SmartProcure during the month and the requested Purchase Order information was emailed on 10/21/2022 to SmartProcure. Administrative Assistant/Certified Tax Collector/Deputy Town Clerk Beverly Robinson prepared the Purchase Order listing to fulfill the Public Records Request.
- Clerk prepared Public Notice for the Planning Board's October 25, 2022 meeting, made distribution to press and requested posting to the Town's webpage.
- Prepared for the Manager's review, the Staff Meeting outline for the November 7, 2022 Town Council meeting.
- In preparation of the November 7, 2022 Town Council meeting, the Clerk prepared the Public Hearing Notices and submitted for publication in the "Bladen Journal".
- In coordination with the Manager, the Clerk prepared the November 7, 2022 Town Council meeting agenda material, posted the information to the Town's webpage and made distribution to Town Council and Department Heads. 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.
- The follow-up and distribution of documents approved at the October 3, 2022 Town Council meeting were handled by the Clerk.
- For the October 14, 2022 East Bladen High School Homecoming Parade, Clerk made purchase of parade candy for Town Council to distribute and worked with Fire Chief Freeman to reserve the Antique Fire Truck for Council's ride in the parade.
- Clerk worked with Town Council to obtain RSVP's for the October 20th LRCOG Annual Meeting and Awards Banquet held in Lumberton, and for the MCAB Meeting held in Tar Heel on October 25th.
- On October 17, 2020, Clerk made notification to Mrs. Theresa Lloyd at Paul R. Brown Leadership Academy of Town Council's November 7, 2022 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 received the opinion from the UNC Government, we are waiting on the next course of action. David Owens has written an article about this situation; the animals have to be deemed as service animals that will perform some type of service. Emotional support does not qualify as a service.
- We have received notice from the Department of Commerce regarding Accent Dye Property. If we do not have the property under contract by December 31, 2022 then the grant for \$332,500 will be withdrawn. We have agreed with the owners to purchase the property for \$200,000.00 and details are being worked out.

- Elizabethtown Christian Academy has been issued a Certificate of Occupancy and should be completing their new building.
- Live Work Play, Site plan has been completed by SFL&A Architects, the next step will be designing and Master Plan for the development.
- NCDOT has completed the road to the West Side of the Airport to the Corporate Air Park, they will be adding the first layer of asphalt in the next couple of weeks
- NCDOT has approved the extension of Aviation Parkway to Mercer Mill Road, the DOT will provided funding in two sources \$650,000.00 and \$300,000.00 for a total of \$950,000.00
- Community Center- Grant applied for through North Carolina Department of Commerce CDBG-NR for 2.75 million Dollars to be placed on Martin Luther King Drive.
- The Planning Board met on October 25, 2022, and had discussion on accessory buildings, members recommended a per diem per day fine for non-compliance, they also discuss the issue not allowing metal carport structures.
- Rezone request for three parcels by Rebuild NC to replace three mobile homes that currently have mobile homes but zoning is not R-12 which is now required

Zoning Permit Issued 6

Certificate of Occupancy Issued 4

<u>Investigations:</u>	<u>Nature</u>	<u>Condition</u>
401 Harwood Street	Accessory Structure non-compliant	Letter sent
415 Harwood Street	Accessory Structure non-compliant	Letter sent
502 Blanks Street	Construction Debris	Letter Sent
2215 Murray Street	Abandon Mobile Homes	Letter Sent



September 2022

PUBLIC WORKS - Stephen Duffy & Delana Faircloth

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

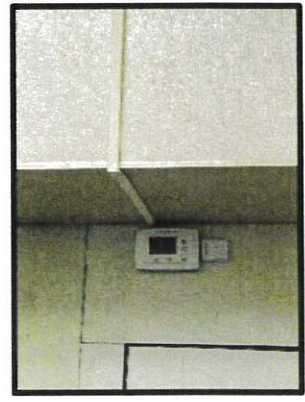
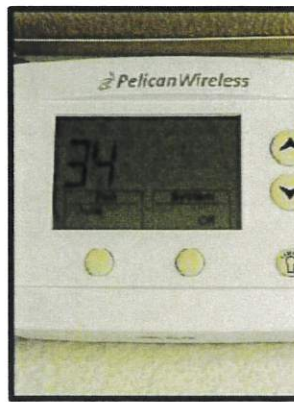
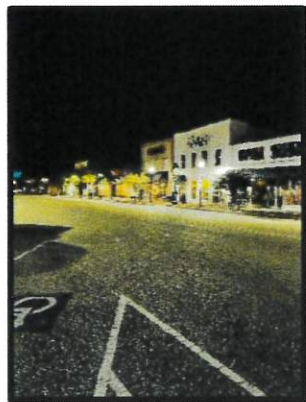
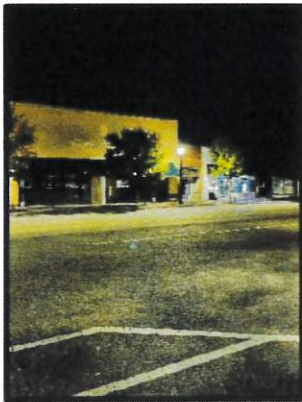
All routine daily sampling, testing, monitoring, and documentation requirements were completed for both the drinking water and wastewater operations. Staff responded and repaired 2 leaks and performed 5+ service calls for various reasons. Additionally, there were 104 manual reads performed, 29 meter re-reads, 9 service disconnections/reconnections and 12+ locate tickets for the month. Aclara MTU update, we have finally received 58 of 116 MTUs that have been on backorder. They were originally ordered back in the early spring, so at least we can finally begin deploying these units in early November. A large sinkhole repair was also addressed on N Lyon Street off W Broad Street. A vitrified clay line in the centerline of N Lyon St. had cracked at a complex fitting allowing soils to infiltrate the sewer line creating a void under the asphalt. The hole first appeared along the gutter line and as crews dug to determine the cause they exposed a 1-2 foot deep by 3-4 foot wide void around the fitting. The fitting was repaired, and soils packed back in around it and the open cut. Asphalt will be replaced using the patching currently working in Town. Valve replacement program update, we are currently awaiting a quote for 10 replacement valves to initiate the valve replacement program. By purchasing the valves (expensive) the manufacturer will provide us on-site training and 30-45 days of rental free use of the insertion machine. This could greatly reduce the overall cost of this project. With in-house staff performing the work and free rental on the equipment the intent (hope) is we can execute more quickly. Quotes should be back in early November and will be presented to Council at its next meeting. The Water Department team continues to perform a considerable amount of housekeeping in all phases of their operation, including vehicles, work areas and storage. Multiple personnel have been participating in additional certification training. Don Edwards has been taking certification classes for his Wastewater I certification. Sherry Lanier has been working towards her Wastewater III certification in preparation to transfer to the WWTP once upgrade efforts have started. Sherry has also received here temporary Land Application Operators papers, so she can backup Hugh Bledsoe in the event he is unavailable.

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. Hurricane Ian was mostly noneventful, however the WWTP did experience a 24-28hr loss of power due the downed lines in the area. This further supports rerouting the service lines underground. The generator carried the plant through the outage without problems. SBR blower belts failed over the Columbus Day weekend. By diverting flow through the old system compliance was maintained, until service was restored to the blower. The electrical design and cost estimates continue to delay the plant upgrade design from EL Robinson. We are discussing SCADA upgrades with Dorsett Technologies in conjunction with the plant upgrade. Bleach for the WWTP was placed on a 3 week delivery cycle. Biosolids being stored on the drying beds has been disposed.

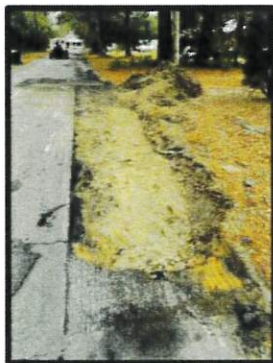
Facilities Management – Greg Taylor

Greg has installed 26 of the 42 new streetlights in downtown. We are working through some issues with the remaining 26 lights and will install them immediately up receipt. Monitoring sensors have been installed in the coolers and freezers at the Farmers Market. These allow Greg (the Town) to monitor the HVAC and Cooler/Freezer conditions remotely as well as alert us if there is an anomaly. We are working through replacement and repair of all Exit lighting in town owned structures. Several were noted as nonfunctional in the recent fire inspection report and are required to be operational. Cleaning and repair of lighting around the Farmer Market was completed in preparation of the Pork and Beats festival. A temporary power pole was place and passed county inspection at the Farmers Market. We are waiting for Duke Power to complete the service connection to this pole. The pole will provide power to the stage during the Pork and Beats Festival. Christmas lights are being checked and prepared for deployment for the season. 100 sets of new lights were purchased to insure we'll have limited issues during installation. Additional outlets were installed in the Council Chamber to accommodate the new Audio/Video system.



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

The transition to Fall responsibilities has been completed. Most of the sewer outfall lines and other area requiring bi-annual mowing/trimming are in process. Cleanup in the downtown area has been increased. Edging along sidewalk and curb & gutter roadways has been completed. Seasonal decorations have either been installed or are in the process of being inspected and repaired as necessary. Green Biz Services has begun removing and trimming trees along the W Broad Street business area. Upon completion of the trimming work town staff will begin replacing the lighting in the trees. Patch Paving has been started to finish up this portion of the paving plan prepared by SEPI Engineering. At the end of October they had finished the west end of town and were about halfway through the New Town section. Biggs Street, Robeson Street and a section of David Street will also be milled and paved in November. Storm cleanup was challenging, but experienced staff and hard work by all won the day.



Fleet Maintenance - Tracy Priest

Mr. Priest serviced 4 mowers, 11 small equipment items and other equipment, 12 large pieces of equipment, 8 Police Vehicles, 3 Public Works Vehicles, mowed ditch on Quail Street 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.



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COUNCIL AGENDA ITEM REPORT

DATE: November 7, 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: November 7, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: CLOSED SESSION

SUBJECT: Closed Session

BACKGROUND: Closed Session will be needed in accordance with NCGS 143-318.11(a)(3) - Attorney-Client Privilege and NCGS 143-318.11(a)(4) - Economic Development.

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)(4) - Economic Development.

ATTACHMENTS:



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COUNCIL AGENDA ITEM REPORT

DATE: November 7, 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: