



**ELIZABETHTOWN
COUNCIL
RESCHEDULED MEETING
7:00 PM, Monday, July 11, 2022**

1. OPENING AND CALL TO ORDER

Mayor Sylvia Campbell

1.1 Opening and Call to Order

Mayor Campbell will call the meeting to order.

2. PRESENTATIONS OF COLORS, PLEDGE OF ALLEGIANCE AND INVOCATION

2.1 Presentation of Colors, Pledge of Allegiance and Invocation

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

Invocation will be given by Mayor Pro Tem Rufus Lloyd.

3. APPROVE CONSENT AGENDA ITEMS

3.1 Approve Consent Agenda Items

Council is requested to approve the Consent Agenda items presented.

[CONSENT AGENDA JULY 2022.pdf](#)

4. PUBLIC HEARINGS

4.1 Public Hearing - Ordinance #R-2022-07- Amendment to the Code of Ordinances- Parades and Demonstrations

Council is requested to follow the Public Hearing procedure below:

HEARING PROCEDURE:

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

b) Solicit relevant public comments and information; and

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

(To Be Considered in Agenda Item #6.1)

[TOWN OF ELIZABETHTOWN NOTICE OF PUBLIC HEARING.docx](#)

4.2 PUBLIC HEARING - Ordinance #R-2022-08 - Amendment to the Code of Ordinances - Manufactured Homes

Council is requested to follow the Public Hearing procedure below:

HEARING PROCEDURE;

- a) Open the hearing and call upon Director of Planning Rusty Worley 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 #6.2)

[PUBLIC HEARING MOBILE HOMES.docx](#)

5. PRESENTATIONS

5.1 Monthly Projects Update

Council is requested to hear the update.

6. ORDINANCES/RESOLUTIONS/PROCLAMATIONS

6.1 ORDINANCE # R-2022-07 - Amendment to the Code of Ordinances - Parade and Demonstrations

Council is requested to approve the Ordinance.

[Parades and Demonstrations \(July 2022\).docx](#)

6.2 Ordinance #R-2022-08 - Amendment to the Code of Ordinances for Manufactured Homes
Council is requested to adopt the Ordinance.

[Manufactured Home text ordinance \(council\) \(July 11 2022\).doc](#)

7. ADMINISTRATIVE MATTERS

7.1 Monthly Financial Report

Council is requested to approve the Monthly Financial Report.

[June 2022 Financial Report.pdf](#)

7.2 Appointments: Bladen Housing Authority

Council is requested to make the appointments.

7.3 Approve RFQ to QCC Services for inspection and oversight of the painting of Dewitt St. water tank.

Council is requested to approve awarding the contract to QCC Services.

[QCC Services Contract.pdf](#)

8. OTHER BUSINESS

- 8.1 Briefly (Reminders and announcements are made at this time)
Council is requested to hear the reminders and announcements.
[BRIEFLY JULY 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)(4)- Economic Development and NCGS 143-318.11(a)(5) - Real Estate.

11. ADJOURNMENT

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



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 11, 2022

SUBMITTED BY: Beverly Robinson

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: July 11, 2022

SUBMITTED BY: Beverly Robinson

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS 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.

Invocation will be given by Mayor Pro Tem Rufus Lloyd.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 11, 2022

SUBMITTED BY: Beverly Robinson

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:
[CONSENT AGENDA JULY 2022.pdf](#)



July 11, 2022 Town Council Meeting

Consent Agenda Items

- A. Proposed Agenda – Agenda considered *proposed* until approved by the Board.
ACTION RECOMMENDED: Approval
- B. June 6, 2022 Noon Work Session Minutes **ATTACH. #B**
ACTION RECOMMENDED: Approval
- C. June 6, 2022 Regular Minutes **ATTACH. #C**
ACTION RECOMMENDED: Approval
- D. June 6, 2022 Closed Session **ATTACH. #D**
ACTION RECOMMENDED: Approval
- E. Tax Releases **ATTACH. #E**
ACTION RECOMMENDED: Approval
- F. Customer Service Policy Utilities Department **ATTACH. #F**
ACTION RECOMMENDED: Approval
- G. T-Mobile Amendment to Lease–Equipment Modifications **ATTACH. #G**
ACTION RECOMMENDED: Approval
- H. Elizabethtown Annual Tank Inspections Proposal 2022-2025 **ATTACH. #H**
ACTION RECOMMENDED: Approval

TOWN OF ELIZABETHTOWN

Noon Meeting

June 6, 2022

The Elizabethtown Town Council met for its noon session on Monday, June 6, 2022 at 12:00 pm in the Council Chamber. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Rich Glenn, Herman Lewis, Howell Clark Jr., Paula Greene, Ricky Leinwand and Town Manager Dane Rideout. Department Heads in attendance included Finance Director Sharon Penny, Police Chief Tony Parrish, Public Services/Engineering Director Stephen Duffy, Town Clerk Juanita Hester, Assistant Town Manager Pat DeVane, Planner Rusty Worley, Director of Communications & Marketing Terri Dennison and Fire Chief Hollis Freeman. Representative from the press included Curt Vincent with the “Bladen Journal.”

Mayor Sylvia Campbell opened the meeting and asked to keep Town Clerk Juanita Hester and Public Services/Engineering Director Stephen Duffy in prayer. Mayor Campbell 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: Public Hearing – Town’s Property Conveyance of 112 W. Broad Street

Council will consider at the evening meeting.

Item #4.2: Proposed FY 2022-2023 General Fund and Utilities Fund Budgets

This agenda item will be considered at the evening meeting.

Item #4.3: Public Hearing: 2032 Land Use Plan and Future Land Use Map

Council Member Paula Greene had some concerns about page 56 L.A.1. Bladen County Hospital Expansion paragraph 2, she suggested to remove the paragraph and concerns on page 57 Bypass Commercial zoning.

Item #5.1: Monthly Projects Update

Council will consider at the evening meeting.

Item #6.1: Budget Ordinance – FY 2022-2023 General Fund and Utilities Fund Budgets

This agenda item will be considered at the evening meeting.

Item #6.2: Ordinance Approval for 2023 Land Use Plan and Future Land Use Map

Council will consider at the evening meeting.

ATTACH. #B

Item #7.1: Appointments: Elizabethtown Airport/Economic Development Commission and Elizabethtown ABC Board

Council will consider at the evening meeting.

Item #7.2: Budget Amendment #2022-05

This agenda item will be considered at the evening meeting.

Item #7.3: Monthly Financial Report

This item will be considered at the evening meeting.

Item #8.1: "Briefly"

Town Manager Dane Rideout briefed on the following:

Golden Leaf Grant \$132,000.00 for Master Plan and Stormwater.

Briefing with Legislative June 7th in Raleigh. Asking for funds for Bladenboro \$12.5 million, workforce housing 35 million – 250 homes in Elizabethtown and the ETJ.

On June 27th, may need a Special Called Meeting at Noon to close out the Budget.

Great job on the Department Head Updates.

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

Sylvia Campbell, Mayor

Beverly Robinson, Admin Assistant/CTC

TOWN OF ELIZABETHTOWN
Regular Meeting
June 6, 2022

The Elizabethtown Town Council met for its regular on Monday, June 6, 2022 at 7:00 pm in the Council Chamber. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Herman Lewis, Howell Clark Jr., Paula Greene, Ricky Leinwand, Town Manager Dane Rideout and Town Attorney Goldston Womble. Council Member Rich Glenn was absent. Department Heads in attendance included Finance Director Sharon Penny, Police Chief Tony Parrish, Public Services/Engineering Director Stephen Duffy, Town Clerk Juanita Hester, Assistant Town Manager Pat DeVane, Planner Rusty Worley, Director of Communications & Marketing Terri Dennison and Fire Chief Hollis Freeman.

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

Item #3.1: Approve Consent Agenda Items

Upon a motion by Council Member Howell Clark Jr., seconded by Council Member Herman Lewis, the Board unanimously approved the following Consent Items as presented:

A. Proposed Agenda, B. May 2, 2022 Noon Minutes, C. May 2, 2022 Regular Minutes, D. May 16, 2022 Special Called Meeting Minutes, E. Tax Releases.

Item #4.1: Public Hearing – Town’s Property Conveyance of 112 W. Broad Street

Mayor Campbell opened the Public Hearing and called upon Town Planner Rusty Worley to present. Mr. Worley noted that the former C. A. Nails building burned and it was transferred to the Town in December 2020. The tax value is \$104,380.00 and it is 560 sq. ft. There were no public comments, therefore, the Mayor closed the Public Hearing.

Item #4.2: Proposed FY 2022-2023 General Fund and Utilities Fund Budgets

Mayor Sylvia Campbell opened the Public Hearing and called upon Finance Director Sharon Penny to present. Mrs. Penny noted that the tax rate remains the same .615, \$1,000.00 bonus for employees, 3 additional holidays President Day, Juneteenth and Columbus Day, general and water fund increase. There were no public comments, therefore, Mayor Campbell closed the public Hearing.

Item #4.3: Public Hearing: 2032 Land Use Plan and Future Land Use Map

Mayor Campbell opened the Public Hearing and called upon Town Planner Rusty Worley to present. Mr. Worley noted that the NCGS 160D need to be approved by July 1, 2022. The Planning Board recommended to adopt the Land Use Plan and Future Land Use Map with the following changes: C.A.2 page 30 Downtown Libations remove word "breweries", L.A.5 page 37 Downtown Mixed Use remove word "CBD", T.A.7 page 40 Wayfinding Suite remove phrase "Town staff are not able to enforce the restrictions of truck traffic along Broad Street." There were no public comments, therefore, the Mayor closed the Public Hearing.

Item #5.1: Monthly Projects Update

Assistant Town Manager Pat DeVane noted that NCDOT did a great job on the planning of closing and opening the bridge in May. The contractor for the Cemetery project has been awarded another job. They did come back and repair one last thing.

Item #6.1: Budget Ordinance – FY 2022-2023 General Fund and Utilities Fund Budgets

Council Member Howell Clark Jr., seconded by Mayor Pro Tem Rufus Lloyd, moved to approve FY 2022-2023 General Fund and Utilities Fund Budget as presented (Unanimous). Copy attached and incorporated herein by reference.

Item #6.2: Ordinance Approval for 2023 Land Use Plan and Future Land Use Map

Council Member Paula Greene, seconded by Council Member Howell Clark Jr., moved to approve Ordinance Approval for 2023 Land Use Plan and Future Land Use Map with the following changes: L.A.1 Bladen County Hospital Expansion page 56 to delete the second paragraph (Unanimous). Copy attached and incorporated herein by reference.

Item #7.1: Appointments: Elizabethtown Airport/Economic Development Commission and Elizabethtown ABC Board

Council Member Ricky Leinwand, seconded by Council Member Howell Clark Jr., moved to appoint Commissioner Fred Tate (on a one-year appointment basis) and Chad Devane to the Airport Board and Mr. Charles Ray Peterson will serve the term of office for the additional seat created in May (Unanimous). Council Member Ricky Leinwand, seconded by Mayor Pro Tem Rufus Lloyd, moved to appoint Mr. Wayne Edge to the Elizabethtown ABC Board (Unanimous).

Item #7.2: Budget Amendment #2022-05

Finance Director Sharon Penny noted that the Budget Amendment is for a \$25,000.00 insurance reimbursement for sewer backup in the Council Chamber, \$551.00 for Town Hall roof, Fire Department repairs, budget one-stop voting fee \$7,156.00 and attorney fees for street project. Council Member Howell Clark Jr., seconded by Mayor Pro Tem Rufus Lloyd, moved to approve Budget Amendment #2022-05 as presented (Unanimous). Copy attached and incorporated herein by reference.

Item #7.3: Monthly Financial Report

Finance Director Sharon Penny noted that the financial report is in good shape. Council Member Ricky Leinwand, seconded by Council Member Howell Clark Jr., moved to approve the Monthly Financial Report as presented (Unanimous). Copy attached and incorporated herein by reference.

Item #8.1: "Briefly"

Town Manager Dane Rideout briefed on the following:

Golden Leaf Grant \$132,000.00 for Master Plan and Stormwater.

EDA Grant \$380,000.00.

Golden Leaf awarded \$365,000.00 toward Live, work, play.

Town office will be closed on Monday, July 4th in observance of Independence Day.

Item #9.1: Open Forum

There were no public comments.

Item #10.1: Closed Session

Council Member Howell Clark Jr., seconded by Council Member Ricky Leinwand make a motion to enter into Closed Session in accordance with NCGS 143-318.11(a))6) – Personnel and NCGS 143-318.11(a)(5) – Real Estate (112 W. Broad Street) (Unanimous).

Upon completion of Closed Session, Council Member Howell Clark Jr. made a motion to return to open session, and the motion was seconded by Council Member Herman Lewis (Unanimous). Action was taken in open session.

Upon return to open session, Town Attorney Goldston Womble outlined the process of conveying 112 W. Broad Street (former C.A. Nails Business) under NCGS 158-7.1 as a commercial use (restaurant business). The required Public Hearing was conducted and the value of such property is \$3,900.00 which is the proposed consideration for the conveyance. The Town intends to convey the property in fee simple subject to covenants, conditions and restrictions. Covenants include: Commercial Use and 24 months for conveyance and the building envelope is to be sealed on a timely basis but no more than 6 months; Board determined and considered the financial capability and building capability of the interested party and for economic development reasons for the downtown, the property was given to the Town and will be added to the tax scrolls and the new business will bring in additional people to the Town. The restaurant business will create in excess of 10 jobs. A reverter clause will be part of the conveyance.

Motion was made by Council Member Howell Clark Jr., seconded by Council Member Herman Lewis, to approve the conveyance of 112 W. Broad Street (Unanimous).

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

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, Admin. Assistant/CTC

Town of Elizabethtown
Closed Session
June 6, 2022

“UNOFFICIAL”

The Elizabethtown Town Council met in Closed Session on June 6, 2022. Those in attendance included Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd and Council Members Howell Clark, Paula Greene, Ricky Leinwand and Herman Lewis. Also in attendance were Town Manager Dane Rideout, Town Attorney Goldston Womble, Planning Director Rusty Worley and Town Clerk Juanita Hester. Council Member Rich Glenn was absent.

A Closed Session was requested in accordance with NCGS 143-318.11(a)(6) – Personnel and NCGS 143-318.11(a)(5) – Real Estate (112 W. Broad Street). Council Member Howell Clark, seconded by Council Member Ricky Leinwand, moved to enter into closed session (Unanimous).

Town Attorney outlined the process that can take place regarding conveyance of the noted municipal property and referenced the NCGS that governs 158-7.1(b)(d) Local Development – Interests in Real Property. He obtained from Council Members the following: Probable average wage per hour of \$15-\$21; Fair Market Value of \$3900.00 and estimated repair proposal obtained was \$300,000 - \$400,000 from structural engineering firm; Covenants include: Commercial Use and 24 months for conveyance and the building envelope will be sealed on a timely basis but no more than 6 months; Board determined and considered financial capability and building capability of the interested party and for economic development reasons for the downtown, the property was given to the Town and will be added to the tax scrolls and the new business will bring in additional people to the Town. The restaurant business will create in excess of 10 jobs. A reverter clause will be part of the conveyance with title insurance.

Regarding the Closed Session purpose of Personnel, Mayor Sylvia Campbell noted in this fiscal year, it would be time to perform the annual evaluation of Town Manager Dane Rideout. A memo and evaluation form were provided to each Council member for their completion with return to Mayor Campbell by July 7th. The review process will be scheduled for the July 11th Closed Session. Mr. Rideout pointed out to Town Council that he wanted their feedback as to what areas of his job as Town Manager he needs to grow on and what he needs to improve on.

Upon completion of Closed Session, Council Member Howell Clark made a motion to return to open session, and the motion was seconded by Council Member Herman Lewis (Unanimous). Action was taken in open session.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

ATTACH. #D

MEMORANDUM

TO: Mayor and Town Council

FROM: Beverly Robinson, Certified Tax Collector *BR*

SUBJECT: Tax Releases

DATE: June 21, 2022

Tax Collector Beverly Robinson has requested the following tax releases:

		<u>Account No.</u>
1	2018-2021 Debra P Rush	5012073
	Reason Mobile Home Destroyed By Fire	
	Release Value \$4,000.00	
	Personal Property	
	Tax Released	\$ 24.60
	2018-2021 Late List	\$ 2.48
2	2021 EL Patron Grill Restaurant	0545807
	Reason Corrected Value	
	Release Value \$ 40,197.00	
	Personal Property	
	Tax Released	\$ 247.21
3	2021 EL Patron Grill Restaurant	0545807
	Reason Corrected Value	
	Release Value \$ 40,576.00	
	Personal Property	
	Tax Released	\$ 249.54
4	2021 EL Patron Grill Restaurant	0545807
	Reason Corrected Value	
	Release Value \$ 194.00	
	Personal Property	
	Tax Released	\$ 1.19
	Council is requested to grant the above tax releases	<u>\$ 525.02</u>

ATTACH. #E

TOWN OF ELIZABETHTOWN
CUSTOMER SERVICE POLICY
UTILITIES DEPARTMENT

(7/11/2022 revision)

A. SERVICE APPLICATION

Residential Accounts

The Town of Elizabethtown requires a completed APPLICATION FOR SERVICE (attached), signature and deposit to start water service. ~~With the application, we will need a copy of your Driver's License or state issued ID, payment of \$200.00 deposit, social security card and copy of lease/purchase agreement. Also, please fill out the part on the application that indicates whether you are owner of the house or renter. You will need to speak with one of our customer service representatives to obtain the deposit amount required with your application. The customer service representatives are available via telephone from 8:30 a.m. to 5:00 p.m., Monday through Friday, at 910-862-3979.~~ **In addition to the fully completed Application for Service, the customer must provide the following:**

- 1. Photo ID (Driver's License, State Issued ID, etc.)**
- 2. Social Security Card or Federal Tax ID Number**
- 3. Lease Agreement or Settlement Statement from the home purchase**
- 4. Account Deposit (see current year fee schedule for deposit amount)**

The security deposit may be reduced by 50% if the customer can provide a letter from a current utility company stating that they have not received late fees within the last one-year period. This can be done by coming to ~~our~~ **the** office at 805 W. Broad Street in the Municipal Building. ~~Our~~ Walk-in office hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday (except holidays). Same day service can be done ~~as long you stop by our office if all paperwork is completed~~ **prior to 2:30 4:00 p.m., Monday through Thursday and by 9:30 a.m. on Friday.** Otherwise, the service will be provided the following business day.

If the owner / resident has a meter (town owned equipment) located inside a locked fence/gate the owner/resident must provide a key to our Public Works (Water) Department for entry.

A security deposit is ~~non-transferable~~ required on all active utility accounts and shall be non-interest bearing.

Security Deposits are refundable upon termination of service with the Town of Elizabethtown. The deposit will be applied to the final bill when the account is closed shall be applied to the customer's final account balance with all applicable utility charges deducted first. Customers who have multiple accounts (apartment complexes, etc.) are required to maintain a deposit equal to the deposit outlined in the adopted budget. Customers who have multiple accounts and are renting the property are required to pay an additional security deposit.

Customers should inform the Finance Department at the time of establishing an account if they have a medical condition that requires the use of uninterrupted water service.

If the customer disconnects one account to relocate to another account within the Town, the security deposit will be transferred to the new account when all previous balances at the former account are paid in full. Otherwise, the customer will be required to pay an additional security deposit on the new account. If the customer relocates without notification to the Finance staff leaving a balance on their

account, then the balance on the previous account can / will be transferred to the current account and will be required to be paid in full at the time the new account is established.

If the deposit has previously been refunded to the customer, the customer shall receive a final bill reflecting the total amount owed to the Town of Elizabethtown for said account.

Upon notification of the death of the customer/account holder, services will be disconnected within ~~ten~~ (10) **thirty (30)** days of the date of said notice. If a family member (next of kin) or the Personal Representative of the customer/account holder's estate provides a death certificate along with one of the following: Letter of Testamentary, Letter of Administration, Affidavit of Collection, or (if no estate has been opened), a letter from the family member stating that the letter-writer is an heir of the estate and is authorized to transfer water service into his/her name, then the account can be reopened in his/her name by following all requirements of the "Residential Service" policy mentioned above **with all balances paid prior to reopening an account in his/her name and the required Security Deposit paid**. Deceased customer's security deposit or credit balance is refunded to their estate through the Clerk of Court.

Commercial/ Industrial / Institutional Accounts

The Town of Elizabethtown requires a completed COMMERCIAL APPLICATION FOR SERVICE (attached), signature, security deposit (Commercial \$400.00, Industrial/Institutional \$ 1350.00) and a copy of the rental agreement (if applicable) to start water service. Prior to the Finance department opening a commercial/industrial/institutional account, the owner/representative will need to review the proposed business operations with the Planning/Zoning department of the Town. Approval must be granted by the Planning/Zoning department prior to Finance staff opening the account.

A security deposit is ~~non-transferable~~ required on all active utility accounts and shall be non-interest bearing.

Security Deposits are refundable upon termination of service with the Town of Elizabethtown. ~~The deposit will be refunded after all signs and debris are removed from the property.~~ The deposit shall be applied to the customer's final account balance with all applicable utility charges deducted first.

~~Upon notification of the death of the customer/account holder, services will be disconnected within ten (10) days of the date of said notice. If a corporate member (next of kin) or the Personal Representative of the customer/account holder's estate provides a death certificate along with one of the following: Letter of Testamentary, Letter of Administration, Affidavit of Collection, or (if no estate has been opened), a letter from the family member stating that the letter writer is an heir of the estate and is authorized to transfer water service into his/her name, then the account can be reopened in his/her name by following all requirements of the "Residential Service" policy mentioned above. Deceased customer's security deposit or credit balance is refunded to their estate through the Clerk of Court.~~

B. ACCOUNT BILLING

The Town of Elizabethtown shall ensure that all customer meters are read in a manner which provides the Town with the most efficient use for personnel. Each customer shall be billed for water usage during a specified billing period, along with all other applicable fees and charges.

1. UTILITY PAYMENT SCHEDULE REVISED

The Town of Elizabethtown highly encourages the use of ACH bank drafts for customers to pay their utility bills each month.

~~In order to serve customers better and to have a clearer payment schedule, the Town of Elizabethtown is updating its Utility Payment Schedule/Policy. The changes are as follows:~~

- ~~The billing date for the Town of Elizabethtown's utility bill will be the 15th of each month following the billing month(s).~~ Utility bills will be processed and mailed using the United States Postal Service on or before the 15th of the month for the proceeding month's usage. Any customer who fails to receive a billing is not relieved of payment responsibility and should contact the Town to determine the amount of said billing prior to the bill due date.
- ~~Bills will now be due upon receipt. If payment is not received by the close of business (5:00 p.m.) on the 5th of the following month, a \$30.00 late fee penalty will be applied to the affected account on the 5th (after close of business 5 p.m.) of the month.~~
- All bills are payable upon receipt and are due by the 5th day of the month by 5:00 p.m. If the 5th falls on a holiday or weekend, then the bill is due on the next business day by 5:00 p.m. A late fee of \$30.00 will be imposed on all unpaid accounts as of 5:01 p.m. on the 5th.
- If payment for any month is not received by the close of business (5:00 p.m.) on the 19th of the following month (includes both regular and sprinkler accounts), a cut-off order shall be issued on the 19th as of 5:01 p.m. (after close of business 5 p.m.) to the Public Works Department for the ~~termination~~ disconnection of service.
- Once a customer's account is placed on the cut-off list, an additional \$100.00 ~~re-connection~~ disconnection fee is added to the account. The past-due amount, late fee, \$100.00 ~~reconnection~~ disconnection fee and the current balance month's bill must be paid in full by cash, credit/debit card or money order before service will be restored.
- The Town recognizes that, due to financial hardship or other circumstances, customers may sometimes require the assistance of Social Services agencies or other recognized community service agencies to pay some, or all, of their utility bills. The Town reserves the right to modify the above payment requirements so that Social Services or other recognized community service agencies may be allowed to assist customers.

~~The Town of Elizabethtown is making these changes to better serve its customers and to make the late fee/utility cut-off policies and procedures more clear. This policy goes into effect with the bills that will be mailed out in June 2018. If anyone has any questions about this matter, please call the Finance Office at 862-3979 or the Manager's office at 862-2066.~~

2. WATER CONNECTIONS:

Connections to the Town water system may be authorized by the Finance Department with payment of proper fees (deposits, late fees, reconnect fees etc.,) prior to 3:00 4:00 PM, Monday thru Thursday Friday. Payment after 3:00 4:00 PM will require payment of a guaranteed same day service fee of \$150.00, for same day service. Otherwise, the connection will be handled the next business day.

~~Water connections on Fridays can be problematic due to the shortened work day at Public Services with all workers off at 11 AM. All water service requests should be at the Finance office by 9:30 a.m. Friday to get connections handled. After 9:30 a.m., a guaranteed same day service fee of \$150.00 will be charged for same day service.~~

New water/sewer connections requiring a tap will be handled after completion of a WORK ORDER (attached), APPLICATION FOR SERVICE and payment of all fees and deposits. Service is usually provided within 5 to 10 business days after the customer request.

Outside Town Limits

When a customer requests utility services (water and/or sewer) for a location that is outside of the Town limits, first it must be determined if their property is contiguous or non-contiguous to Town boundaries. They will be required to sign a “Voluntary Annexation Agreement” and either a “Petition Requesting Annexation” or “Petition Requesting a Non-Contiguous Annexation” based on their property location. These documents must be signed prior to any consideration given to establishing an account. **All documents are required to be filed with the Town Clerk’s office.**

The customer will be informed that the “Voluntary Annexation Agreement” and the “Petition Requesting Annexation/Non-Contiguous Annexation” will be reviewed and acted on at the next scheduled Town Council meeting.

If the two documents are approved by the Town Council, the Agreement and Petition Requesting Annexation will be filed by the Town of Elizabethtown with Register of Deeds and the utility account will be established and services provided.

3. FEES, PENALTIES, CHARGES:

All fees, penalties, and charges shall be listed as part of the rate schedule and shall be ~~set from time to time~~ **approved** by the Elizabethtown Town Council, ~~as deemed necessary~~ **as part of the annual budget process.**

4. FIRE HYDRANT USE:

Available for business use only. Approved rates and security deposit will apply. **Applications are required to be completed with the Finance Department and require Security Deposits to be paid prior to release of equipment. The customer will be billed quarterly for rental of the equipment plus water consumption. When equipment is returned and inspected by the Public Works Department, the Finance Department will be notified to proceed in finalizing the account by billing for all unbilled water consumption and equipment rental fees with the deposit being applied to the final bill.**

5. FILLING SWIMMING POOLS:

Customers desiring to fill their swimming pools should utilize their sprinkler meter. If no sprinkler meter is available, the customer ~~must~~ **is required to** call the Finance Department (Monday through ~~Thursday~~ **Friday**, ~~8:30 a.m. until~~ **prior to 2:30 4:00 p.m.**, and ~~Friday by 9:30 a.m.~~) prior to filling the pool and **to** request a “**before**” meter reading. **Once finished filling the pool, the customer must again call and notify** ~~as well as notifying~~ the Finance Department ~~when finished~~ to request an “**after**” meter reading. All requests to read the meters must be made during regular business hours as specified above. If the required before and after readings are

made by a Public Works employee and reported to the Finance Department, a sewer credit based upon the number of gallons used will be issued to the customer. If the aforementioned procedures are not complied with, no sewer adjustment will be made. The customer will be allowed only one pool fill adjustment during a twelve month period.

The Fire Department will not be allowed to use town owned equipment to fill swimming pools.

6. EXTENSIONS:

An extension of payment due date may be given to those customers determined to be in “*good fiscal standing*” with the Finance Department. A customer in “*good fiscal standing*” shall be defined as any customer with no prior extensions, no returned check(s), and no service terminations for non-payment during the previous twelve (12) consecutive month period or since becoming a customer with the Town of Elizabethtown, whichever is less. The amount extended shall be paid in full on or before the 1st day of the following month or by an agreement **approved** by ~~a member of the Finance Department Staff~~ **Finance Director or Town Manager**.

7. AUTHORIZATION OF EXTENSION:

The Finance Director **or Town Manager** shall have the authority to authorize customer extensions.

C. ACCOUNT BALANCE:

In the event a customer disconnects his or her service or the Public Works Department disconnects the service, for any reason, the account balance due for water usage, late penalties, and all other applicable fees are the sole responsibility of that customer. The Finance Department, on a quarterly basis, shall review all outstanding debt owed to the Town for water/sewer services provided. Each month, the Finance Department shall make the following attempts to collect outstanding debt:

1. The Finance Department shall send to the customer a bill labeled **FINAL BILL**. Customer is to make payment in full by the 5th of each month. If no response; then,
2. The Finance Department shall transfer the security deposit to the customer's account, if any outstanding balance still remains; then,
3. The Finance Department shall send notification to Debt Set-Off; a program with the North Carolina Treasurer's Department, for payment to collect from **IRS the NC Department of Revenue** for any tax refunds or lottery winnings that customer may receive which will go toward the utility bill.
4. The Finance Department shall notify other utility operation systems throughout the State of North Carolina of this customer's indebtedness to the Town.
5. All customers that have been disconnected with outstanding account balances shall **NOT** be reconnected until all indebtedness is paid in full to the Town, or an authorized representative thereof.
6. The first time a customer incurs a late fee, the late fee may be forgiven if the customer signs up for all future utility bills to be paid by direct bank draft from their bank account.

RELEASES OF UNCOLLECTED UTILITY BILLS:

All utility bills are to be presented to Town Council for release consideration after they are three (3) months old and all possible collection methods have been exhausted. If the customer attempts to reinstate a utility account after the outstanding bill is released, the outstanding amount must be paid in full prior to any new services being activated.

D. LEAK ADJUSTMENTS:

1. DEFINITIONS

The Customer side shall be defined as that side of the meter (downstream side) where the customer connects to the meter provided by the Town and beyond.

The Town's side shall be defined as that side of the meter, including the meter, where the Town service line (upstream side) connects to the meter and back to the main.

A water bill adjustment can be provided when the following criteria are met:

- a. The leak shall be a concealed leak. A commode tank shutoff valve, water heater pressure relief valve, outside and inside faucets, exposed piping, etc., shall not be considered a concealed leak.
- b. No adjustments will be made unless the gallons billed are at least twice the highest monthly billing in the previous twelve (12) months.
- c. The problem has been corrected.
- d. Evidence of the repairs such as plumbing bills ~~and a signed notarized statement~~ by a licensed plumber that the leak repairs have been completed.
- e. Only one adjustment shall be made in a twelve (12) month period. If the leak is reflected on two consecutive water bills, adjustments will be made on both bills.
- f. When the Town discovers that a water leak exists and the Customer is notified of the same, the Customer shall take immediate steps within ~~fifteen (15)~~ **thirty (30)** days to correct the situation. Undue delay by the Customer shall cause forfeiture of the benefit of a rate adjustment.
- g. **Appeals to this criterion are to be made to the Town Manager or his/her designee.**

2. LEAKS ON CUSTOMER'S SIDE OF METER (For Customers with Water and Sewer):

In the event a leak occurs on the customer's side of the meter, customer is to make repair(s) within ~~(15) fifteen~~ **thirty (30)** days from the date of notification of the leak. The customer shall obtain a Plumber's Statement (obtained from the Finance Department), signed by a licensed plumber ~~(and notarized)~~ that the leak repairs have been made. The customer shall be charged for all water used as a result of the leak. The customer shall be charged for sewer based upon the average sewer gallons used from the preceding twelve (12) months or twelve (12) billing periods, whichever period is less. Any leak repair(s) that are not completed within the ~~(15) fifteen~~ **thirty (30)** day period will forfeit the leak adjustment. All leak adjustments must be approved and signed by the Finance Director.

3. LEAKS ON CUSTOMER'S SIDE OF METER (For Customers with Water or Sprinkler Accounts Only):

In the event a leak occurs on the customer's side of the meter, customer is to make the repair(s) within ~~(15) fifteen~~ **thirty (30)** days from the date of notification of the leak, the customer shall obtain a Plumber's Statement (obtained from the Finance Department), signed ~~and notarized~~ by a licensed plumber that the leak repairs have been made. The customer will be charged the monthly minimum usage depending on the Water Rate table. Any leak repair(s) that are not completed within the ~~(15) fifteen~~ **thirty (30)** day period will forfeit the leak adjustment. In addition, the customer will be charged one-half of the amount billed above the minimum usage plus any reconnect or late fees that may have been applied to the account.

4. REPAYMENT:

Repayment of this extraordinary balance can be paid in full or the amount due may be paid in installments, so long as it is approved by the Finance Director **or Town Manager**. The period of time allowed for the repayment of this extraordinary balance shall not exceed ~~three (3)~~ **six (6)** consecutive billing periods.

E. DAMAGED LIABILITY:

The Town shall not be liable for damage of any kind resulting from water or the use of water on the customer's property unless damage results directly from negligence on behalf of the Town. The Town shall not be responsible for damages done by or resulting from any defect in the piping, fixtures, and /or appliances on the customer's property.

The Town shall not be responsible for negligence of third parties or forces beyond the control of the Town resulting in any interruption of service. Otherwise, under normal conditions, all potentially affected customers shall be notified in advance of any interruption of service.

Customers who tamper or damage Town meters (including all components thereof) ~~and etc.~~, will be charged a \$200.00 tampering fee, water / sewer usage, plus the actual cost involved to repair/replace the property (see fee schedule). All applicable charges will be invoiced to the customer and will be due no later than 10 days from the date of the invoice. If payment is not received by the due date, a cut-off order will be issued during normal business hours to the Public Works Department for the termination of service.

F. PROFANE, INDECENT, AND THREATING CALL:

It is against North Carolina General Statute 14-196 to use "*profane*, indecent or threatening language to any persons over the telephone; annoying or harassing by repeated telephoning or making false statement over the telephone."

Procedures to handle calls of this nature: ~~If a call of this nature is received, do the following~~

1. At the first profane or indecent word, ask the caller to please refrain from that type of language. If the profane or indecent language continues, politely inform the caller that if that type of language does not cease that the call will be terminated.
2. Document the occurrence including the caller's name, address and telephone number, if known. Report incident to your **immediate** supervisor, including the above information.

3. If the calls continue, notify your **immediate** supervisor. The Town personnel receiving these calls may wish to contact **THE ANNOYANCE CALL CENTER** or the Elizabethtown Police Department, if either is deemed necessary.

Revision Dates:

1/24/11

8/06/12

9/5/13

7/7/14

12/1/14

7/6/15

6/6/16

7/9/18

12/3/18

7/11/22

[illegible]

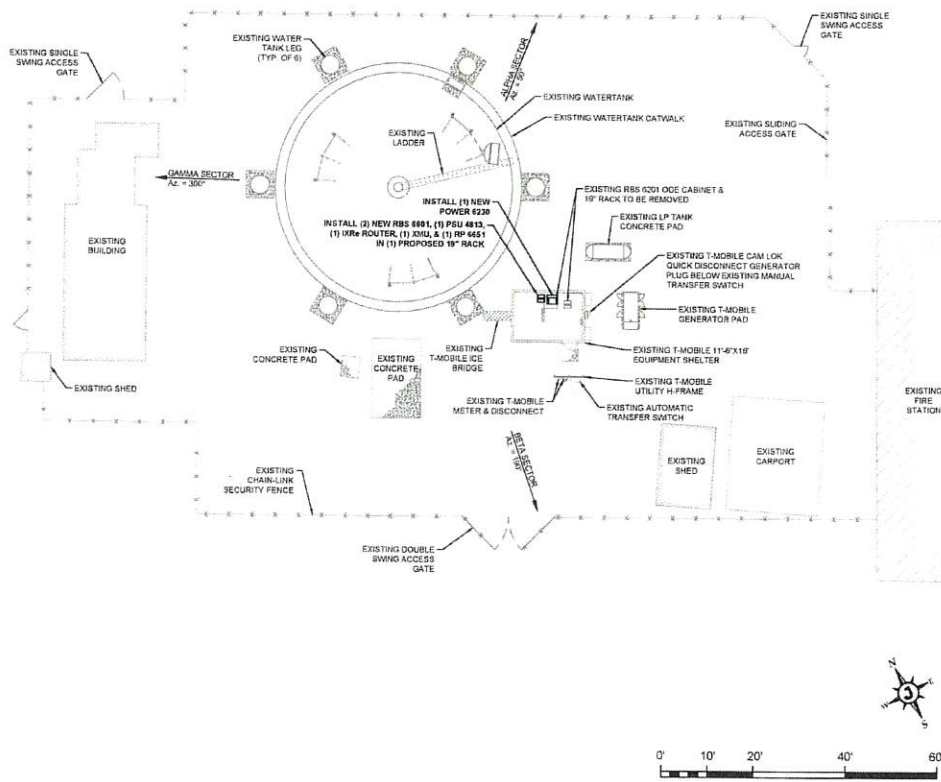
26

GENERAL NOTES:

1. SUBJECT PROPERTY IS KNOWN AS 1311-67-69-5556, AS SHOWN ON THE CITY OF ELIZABETHTOWN HERBITE, AND IS SITUATED AT 401 W. SWANZE ST. ELIZABETHTOWN, NC.
2. THIS SITE DESIGN HAS BEEN PREPARED WITHOUT THE BENEFIT OF AN AS-BUILT SURVEY. SLIGHT VARIATIONS MAY EXIST BETWEEN THIS SITE PLAN AND TRUE DIMENSIONS IN THE FIELD. THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS.
3. THE GENERAL CONTRACTOR MUST VERIFY ALL DIMENSIONS, CONDITIONS, AND ELEVATIONS BEFORE STARTING WORK. ALL DISCREPANCIES SHALL BE CALLED TO THE ATTENTION OF THE ENGINEER AND SHALL BE RESOLVED BEFORE PROCEEDING WITH THE WORK. ALL WORK SHALL BE PERFORMED IN A WORKMANLIKE MANNER IN ACCORDANCE WITH ACCEPTED CONSTRUCTION PRACTICES.
4. IT IS THE INTENTION OF THESE DRAWINGS TO SHOW THE COMPLETED INSTALLATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TEMPORARY BRACING, SHORING, TIES, FORM WORK, ETC. IN ACCORDANCE WITH ALL NATIONAL, STATE, AND LOCAL ORDINANCES. TO SAFELY EXECUTE ALL WORK AND SHALL BE RESPONSIBLE FOR SAME.
5. THE CONTRACTOR SHALL USE ADEQUATE NUMBER OF SKILLED WORKMEN WHO ARE THOROUGHLY TRAINED AND EXPERIENCED IN THE NECESSARY CRAFTS AND WHO ARE COMPLETELY FAMILIAR WITH THE SPECIFIED REQUIREMENTS AND METHODS NEEDED FOR PROPER PERFORMANCE OF THE WORK.
6. CONSTRUCTION CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONSTRUCTION CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING THE SAFETY OF ALL PERSONS AND PROPERTY. THAT THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS AND CONSTRUCTION CONTRACTOR FURTHER AGREES TO INDEMNIFY AND HOLD DESIGN ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH PERFORMANCE OF WORK ON THIS PROJECT.
7. SITE GROUNDING SHALL COMPLY WITH T-MOBILE GROUNDING STANDARDS, LATEST EDITION, AND COMPLY WITH T-MOBILE GROUNDING CHECKLIST, LATEST VERSION, WHEN NATIONAL AND LOCAL GROUNDING CODES ARE MORE STRINGENT. THEY SHALL GOVERN GROUNDING SHALL BE COMPLETED BEFORE ERECTION OF A NEW TOWER.
8. ALL WORK SHALL COMPLY WITH OSHA AND STATE SAFETY REQUIREMENTS. PROCEDURES FOR THE PROTECTION OF EXCAVATIONS, PROPOSED CONSTRUCTION, AND UTILITIES SHALL BE ESTABLISHED PRIOR TO FOUNDATION INSTALLATION. IF TEMPORARY LIGHTING AND MARKING IS REQUIRED BY THE FEDERAL AVIATION ADMINISTRATION (FAA), IT IS THE CONTRACTOR'S RESPONSIBILITY TO MAINTAIN THE NECESSARY LIGHTS AND NOTIFY THE PROPER AUTHORITIES IN THE EVENT OF A PROBLEM.
9. ALL WORK SHALL BE ACCOMPLISHED IN ACCORDANCE WITH ALL LOCAL, STATE, AND FEDERAL CODES OR ORDINANCES. THE MOST STRINGENT CODE WILL APPLY IN THE CASE OF DISCREPANCIES OR DIFFERENCES IN THE CODE REQUIREMENTS.
10. ANY DAMAGE TO ADJACENT PROPERTIES WILL BE CORRECTED AT THE CONTRACTOR'S EXPENSE.
11. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING AMPLE NOTICE TO THE BUILDING INSPECTION DEPARTMENT TO SCHEDULE THE REQUIRED INSPECTIONS. A MINIMUM OF 24 HOURS OF NOTICE SHOULD BE GIVEN, AND THE BUILDING INSPECTION DEPARTMENT HAS REQUESTED THAT GROUPS OF TWO OR THREE SITES BE SCHEDULED AT ONE TIME IF POSSIBLE.
12. THE CONTRACTOR SHALL VERIFY LOCATIONS OF ALL PROPOSED UTILITIES WITHIN THE CONSTRUCTION LIMITS PRIOR TO CONSTRUCTION.
13. RECORD DRAWINGS: MAINTAIN A RECORD OF ALL CHANGES, SUBSTITUTIONS, ETC., BETWEEN THE WORK AS SPECIFIED AND INSTALLED. RECORD CHANGES ON A CLEAR SET OF CONTRACT DRAWINGS WHICH SHALL BE TURNED OVER TO THE CONSTRUCTION MANAGER UPON COMPLETION OF THE PROJECT.
14. PERMITS: THE CONTRACTOR SHALL OBTAIN AND PAY FOR ALL REQUIRED PERMITS, LICENSES, FEES AND INSPECTIONS, ETC.

NOTE:
THIS SITE DESIGN HAS BEEN PREPARED WITHOUT THE BENEFIT OF AN AS-BUILT SURVEY. THE INFORMATION SHOWN IS NOT BASED ON AN ACTUAL FIELD SURVEY. THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS.

CONTRACTOR TO VERIFY ALL PROPOSED AND EXISTING ANTENNAS, MOUNTS AND CABLES WERE CONSIDERED AND PASSED A STRUCTURAL ANALYSIS PERFORMED BY A LICENSED ENGINEER PRIOR TO INSTALLATION.



OVERALL SITE PLAN

1" = 20'-0"

1

PREPARED BY:

Jacobs
Challenging today.
Reinventing tomorrow.
Jacobs Telecommunications, Inc.
5449 BELL'S FERRY ROAD
ACWORTH, GA 30102
470-785-4050

DESIGN REVISIONS			
NO.	DATE	REVISIONS	BY
2	08/10/22	REVISED PER JX COMMENTS	DAC
1	05/23/22	REVISED PER JX COMMENTS	DAC
0	05/04/22	ISSUED FOR CONSTRUCTION	VJH



PREPARED FOR:
T-Mobile
US FARMCHOLD STREET
CHARLESTON, SC 29403
PHONE: (843) 254-4001

SITE NUMBER:
SFAB75C
SITE NAME:
SWANZE ST. WATERTANK
SITE ADDRESS:
401 W. SWANZE ST.
ELIZABETHTOWN, NC 28337

PREPARED BY:
APPROVED BY: K. KRAITH
DESIGNED BY: V. HORNE
PROJECT NO: EUTM0208
DATE: 04/26/2022

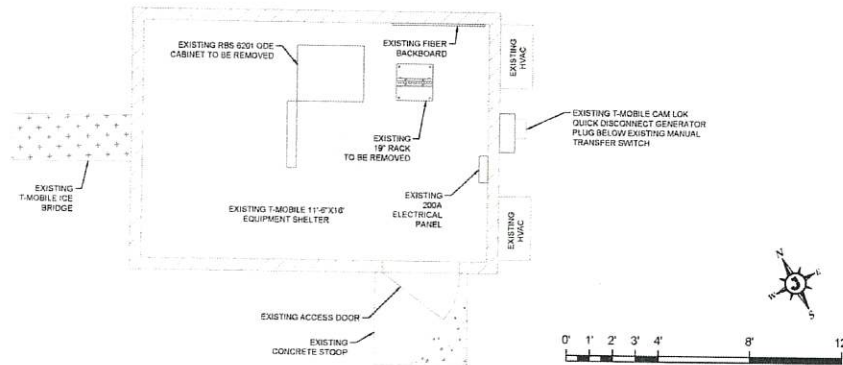
SHEET NAME:
OVERALL SITE PLAN & NOTES

SHEET NUMBER:
C-1

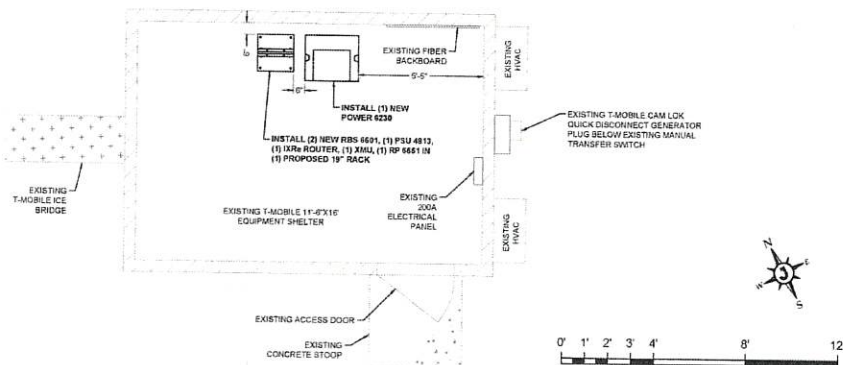
GENERAL NOTES:

1. SUBJECT PROPERTY IS KNOWN AS 1311-07-49-5596, AS SHOWN ON THE CITY OF ELIZABETH TOWN WEBSITE, AND IS SITUATED AT 401 W. SWANEE ST. ELIZABETH TOWN, NC.
2. THIS SITE DESIGN HAS BEEN PREPARED WITHOUT THE BENEFIT OF AN AS-BUILT SURVEY. SLIGHT VARIATIONS MAY EXIST BETWEEN THIS SITE PLAN AND TRUE DIMENSIONS IN THE FIELD. THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS.
3. THE GENERAL CONTRACTOR MUST VERIFY ALL DIMENSIONS, CONDITIONS, AND ELEVATIONS BEFORE STARTING WORK. ALL DISCREPANCIES SHALL BE CALLED TO THE ATTENTION OF THE ENGINEER AND SHALL BE RESOLVED BEFORE PROCEEDING WITH THE WORK. ALL WORK SHALL BE PERFORMED IN A WORKMANLIKE MANNER IN ACCORDANCE WITH ACCEPTED CONSTRUCTION PRACTICES.
4. IT IS THE INTENTION OF THESE DRAWINGS TO SHOW THE COMPLETED INSTALLATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TEMPORARY BRACING, SHORING, TIES, FORM WORK, ETC., IN ACCORDANCE WITH ALL NATIONAL, STATE, AND LOCAL ORDINANCES, TO SAFELY EXECUTE ALL WORK AND SHALL BE RESPONSIBLE FOR SAME. ALL WORK SHALL BE IN ACCORDANCE WITH LOCAL CODES.
5. THE CONTRACTOR SHALL USE ADEQUATE NUMBER OF SKILLED WORKMEN WHO ARE THOROUGHLY TRAINED AND EXPERIENCED IN THE NECESSARY CRAFTS AND WHO ARE COMPLETELY FAMILIAR WITH THE SPECIFIED REQUIREMENTS AND METHODS NEEDED FOR PROPER PERFORMANCE OF THE WORK.
6. CONSTRUCTION CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONSTRUCTION CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING THE SAFETY OF ALL PERSONS AND PROPERTY. THAT THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS AND CONSTRUCTION CONTRACTOR FURTHER AGREES TO indemnify AND HOLD DESIGN ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH PERFORMANCE OF WORK ON THIS PROJECT.
7. SITE GROUNDING SHALL COMPLY WITH T-MOBILE GROUNDING STANDARDS, LATEST EDITION, AND COMPLY WITH T-MOBILE GROUNDING CHECKLIST, LATEST VERSION. WHEN NATIONAL AND LOCAL GROUNDING CODES ARE MORE STRINGENT, THEY SHALL GOVERN. GROUNDING SHALL BE COMPLETED BEFORE ERECTION OF A NEW TOWER.
8. ALL WORK SHALL COMPLY WITH OSHA AND STATE SAFETY REQUIREMENTS. PROCEDURES FOR THE PROTECTION OF EXCAVATIONS, PROPOSED CONSTRUCTION, AND UTILITIES SHALL BE ESTABLISHED PRIOR TO FOUNDATION INSTALLATION. IF TEMPORARY LIGHTING AND MARKING IS REQUIRED BY THE FEDERAL AVIATION ADMINISTRATION (FAA), IT IS THE CONTRACTOR'S RESPONSIBILITY TO MAINTAIN THE NECESSARY LIGHTS AND NOTIFY THE PROPER AUTHORITIES IN THE EVENT OF A PROBLEM.
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11. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING AMPLE NOTICE TO THE BUILDING INSPECTION DEPARTMENT TO SCHEDULE THE REQUIRED INSPECTIONS. A MINIMUM OF 24 HOURS OF NOTICE SHOULD BE GIVEN AND THE BUILDING INSPECTION DEPARTMENTS HAVE REQUESTED THAT GROUPS OF TWO OR THREE SITES BE SCHEDULED AT ONE TIME IF POSSIBLE.
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13. RECORD DRAWINGS: MAINTAIN A RECORD OF ALL CHANGES, SUBSTITUTIONS, ETC., BETWEEN THE WORK AS SPECIFIED AND INSTALLED. RECORD CHANGES ON A CLEAN SET OF CONTRACT DRAWINGS WHICH SHALL BE TURNED OVER TO THE CONSTRUCTION MANAGER UPON COMPLETION OF THE PROJECT.
14. PERMITS: THE CONTRACTOR SHALL OBTAIN AND PAY FOR ALL REQUIRED PERMITS, LICENSES, FEES AND INSPECTIONS, ETC.

EXISTING ENLARGED SITE PLAN



PROPOSED ENLARGED SITE PLAN



PREPARED BY

Jacobs.
Challenging today.
Reinventing tomorrow.

Jacobs Telecommunications, Inc.
3449 BELLS FERRY ROAD
ANNETTA, GA 30102
470-785-4050

DESIGN REVISIONS

NO.	DATE	REVISIONS	BY
2	08/10/22	REVISED PER JX COMMENTS	DAC
1	05/23/22	REVISED PER JX COMMENTS	DAC
0	05/04/22	ISSUED FOR CONSTRUCTION	VLH

NOT VALID WITHOUT SIGNATURE AND DATE

ENGINEER SEAL



PREPARED FOR

Mobile
185 FAIRCHILD STREET
CHARLESTON, SC 29405
PHONE (843) 718-4001

SITE NUMBER

5FA0715C

SITE NAME

SWANEE ST. WATER TANK

SITE ADDRESS

401 W. SWANEE ST.
ELIZABETH TOWN, NC 28337

PREPARED BY

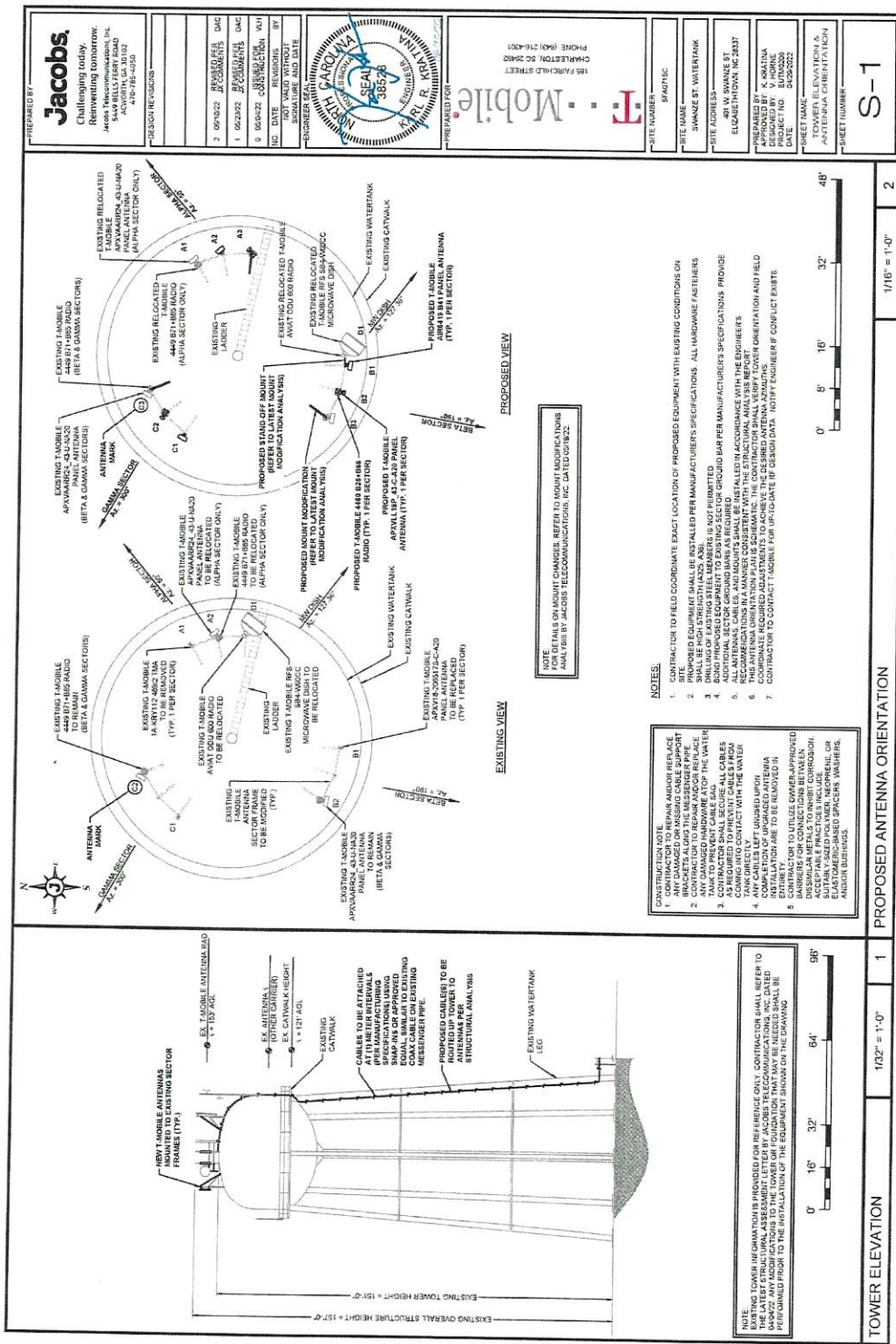
APPROVED BY K. KRATKA
DESIGNED BY V. HORNE
PROJECT NO. EUTM2005
DATE 04/29/2022

SHEET NAME

ENLARGED EQUIPMENT
PLAN & NOTES

SHEET NUMBER

C-2



JACOBS
Challenging today.
Redefining tomorrow.

JACOBS TELECOMMUNICATIONS, INC.
5440 BELLS BERRY ROAD
FARMINGTON, CT 06030
476-782-0350

NO.	DESCRIPTION	DATE
1	06/01/02	PROPOSED
2	06/01/02	PROPOSED
3	06/01/02	PROPOSED
4	06/01/02	PROPOSED
5	06/01/02	PROPOSED
6	06/01/02	PROPOSED
7	06/01/02	PROPOSED
8	06/01/02	PROPOSED
9	06/01/02	PROPOSED
10	06/01/02	PROPOSED

ENGINEER: SETH W. KRIKORIAN
305-28
305-28
305-28
305-28
305-28
305-28
305-28
305-28
305-28
305-28

T-Mobile
165 FARMINGTON STREET
FARMINGTON, CT 06030
PHONE (860) 274-4351

SITE NAME: SWANEE ST. WATER TANK
SITE ADDRESS: 491 W. SWANEE ST.
ELIZABETH, NJ 07208

PREPARED BY: S. KRIKORIAN
DESIGNED BY: V. MOORE
CHECKED BY: S. KRIKORIAN
DATE: 04/20/2002

TOWER ELEVATION & ANTENNA ORIENTATION
SHEET NUMBER: S-1

- NOTES:**
1. CONTRACTOR TO FIELD COORDINATE EXACT LOCATION OF PROPOSED EQUIPMENT WITH EXISTING CONDITIONS ON SITE.
 2. ALL PROPOSED EQUIPMENT SHALL BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS. ALL HARDWARE FASTENERS SHALL BE HIGH STRENGTH (A307).
 3. ALL PROPOSED EQUIPMENT SHALL BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS. PROVIDE ADDITIONAL SECTOR GROUND BARS AS REQUIRED.
 4. ALL PROPOSED EQUIPMENT SHALL BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS. PROVIDE ADDITIONAL SECTOR GROUND BARS AS REQUIRED.
 5. ALL PROPOSED EQUIPMENT SHALL BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS. PROVIDE ADDITIONAL SECTOR GROUND BARS AS REQUIRED.
 6. ALL PROPOSED EQUIPMENT SHALL BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS. PROVIDE ADDITIONAL SECTOR GROUND BARS AS REQUIRED.
 7. CONTRACTOR TO CONTACT T-MOBILE FOR UP-TO-DATE RF DESIGN DATA. NOTIFY ENGINEER IF CONFLICT EXISTS.

CONSTRUCTION NOTE:

1. CONTRACTOR TO REPAIR AND/OR REPLACE ANY DAMAGED EXISTING EQUIPMENT.
2. CONTRACTOR TO REPAIR AND/OR REPLACE ANY DAMAGED EXISTING EQUIPMENT.
3. CONTRACTOR TO REPAIR AND/OR REPLACE ANY DAMAGED EXISTING EQUIPMENT.
4. CONTRACTOR TO REPAIR AND/OR REPLACE ANY DAMAGED EXISTING EQUIPMENT.
5. CONTRACTOR TO REPAIR AND/OR REPLACE ANY DAMAGED EXISTING EQUIPMENT.
6. CONTRACTOR TO REPAIR AND/OR REPLACE ANY DAMAGED EXISTING EQUIPMENT.
7. CONTRACTOR TO REPAIR AND/OR REPLACE ANY DAMAGED EXISTING EQUIPMENT.
8. CONTRACTOR TO REPAIR AND/OR REPLACE ANY DAMAGED EXISTING EQUIPMENT.

NOTE:

FOR DETAILS ON MOUNT CHANGES, REFER TO MOUNT MODIFICATIONS ANALYSIS BY JACOBS TELECOMMUNICATIONS, INC. DATED 05/18/02.

PROPOSED ANTENNA ORIENTATION

1/16" = 1'-0"

TOWER ELEVATION

1/32" = 1'-0"

NOTE:

EXISTING TOWER INFORMATION IS PROVIDED FOR REFERENCE ONLY. CONTRACTOR SHALL REFER TO 04-0022 ANY MODIFICATIONS TO THE TOWER OR FOUNDATION THAT MAY BE NEEDED SHALL BE PERFORMED PRIOR TO THE INSTALLATION OF THE EQUIPMENT SHOWN ON THE DRAWING.

GENERAL ELECTRICAL NOTES

1. SCOPE: PROVIDE LABOR, MATERIALS, AND EQUIPMENT, ETC., REQUIRED TO COMPLETE THE INSTALLATION SHOWN ON THE DRAWINGS.
2. CODES AND STANDARDS: INSTALLATION SHALL COMPLY WITH APPLICABLE LAWS AND ORDINANCES, UTILITY COMPANY REGULATIONS, AND APPLICABLE REQUIREMENTS OF LATEST EDITIONS OF:
 - A. NFPA - NATIONAL FIRE CODES
 - B. UL - UNDERWRITERS LABORATORIES
 - C. NEC - NATIONAL ELECTRICAL CODE
 - D. NEMA - NATIONAL ELECTRIC MANUFACTURERS ASSOCIATION
 - E. OSHA - OCCUPATIONAL SAFETY AND HEALTH ACT
 - F. SBC - STANDARD BUILDING CODE
3. PERMITS: OBTAIN AND PAY FOR REQUIRED PERMITS, LICENSES, FEES, INSPECTIONS, ETC.
4. COORDINATION: COORDINATE WORK WITH OTHER TRADES.
5. SUBMITTALS: SUBMIT BROCHURES FOR APPROVAL ON SERVICE (DISCONNECTING MEANS AND OTHER MAJOR SYSTEM COMPONENTS).
6. EXISTING SERVICES: DO NOT INTERRUPT EXISTING SERVICES WITHOUT WRITTEN PERMISSION OF THE OWNER.
7. EQUIPMENT: CONNECT ELECTRICALLY OPERATED EQUIPMENT.
8. RECORD DRAWINGS: MAINTAIN A RECORD OF ALL CHANGES & SUBSTITUTIONS BETWEEN WORK AS SPECIFIED AND INSTALLED. RECORD CHANGES ON A CLEAN SET OF CONTRACT DOCUMENTS WHICH SHALL BE TURNED OVER TO THE CONSTRUCTION MANAGER UPON COMPLETION OF THE PROJECT.
9. IDENTIFICATION: IDENTIFY SERVICE DISCONNECTING MEANS WITH PERMANENT NAMEPLATE.
10. GUARANTEE/WARRANTY: GUARANTEE INSTALLATION TO BE FREE OF DEFECTS, SHORTS, GROUNDS, ETC., FOR A PERIOD OF ONE YEAR. FURNISH WARRANTY SO THE DEFECTIVE MATERIAL AND/OR WORKMANSHIP WILL BE REPAIRED IMMEDIATELY UPON NOTIFICATION AT NO COST TO THE OWNER FOR PERIOD OF WARRANTY.
11. CUTTING AND PATCHING: PROVIDE CUTTING REQUIRED TO DO THE WORK. DO NOT CUT MAJOR STRUCTURAL ELEMENTS WITHOUT APPROVAL. PATCHING SHALL BE OF QUALITY EQUAL TO AND OF MATCHING APPEARANCE WITH EXISTING CONSTRUCTION.
12. DITCHING AND BACKFILL: PROVIDE FOR ALL UNDERGROUND INSTALLED CONDUIT AND/OR CABLES.
13. RACEWAYS: UNDERGROUND CONDUIT SHALL BE SCHEDULE 40 PVC CONDUIT (MEET NEMA TC-1, 1990). EXPOSED CONDUIT SHALL BE RIGID GALVANIZED STEEL CONDUIT BEFORE RISING ABOVE GRADE. PLUG AND CAP EACH END OF SPARE AND EMPTY CONDUITS AND PROVIDE TWO SEPARATE PULL STRINGS - 200 LB. TEST POLYETHYLENE CORD. ALL CONDUIT BENDS SHALL BE A MINIMUM OF 24" RADIUS. RGS CONDUITS, WHEN SPECIFIED, SHALL MEET UL-4 FOR GALVANIZED STEEL. ALL FITTINGS SHALL BE SUITABLE FOR USE WITH THREADED RIGID CONDUIT.
14. SUPPORTS: AS REQUIRED BY THE NEC.
15. CONDUCTORS: USE 85% CONDUCTIVITY COPPER WITH TYPE XHHW-2 INSULATION, 600 VOLT, COLOR CODED. USE SOLID CONDUCTORS FOR WIRE UP TO AND INCLUDING NO. 8 AWG. USE STRANDED CONDUCTORS FOR WIRE ABOVE NO. 8 AWG.
16. CONNECTORS FOR POWER CONDUCTORS: USE PRESSURE-TYPE INSULATED TWIST-ON CONNECTORS FOR #10 AWG AND SMALLER. USE SOLDERLESS MECHANICAL TERMINAL LUGS FOR #8 AWG AND LARGER.
17. SERVICE: 240/120V, SINGLE PHASE, 3 WIRE CONNECTION AVAILABLE FROM UTILITY COMPANY. COORDINATE AND PAY ALL FEES.
18. TELEPHONE SERVICE: PROVIDE EMPTY CONDUITS WITH PULL WIRES AS INDICATED ON DRAWINGS.
19. UTILITY FRAME METER CENTER (AS REQUIRED) PROVIDED BY OWNER, INSTALLED BY CONTRACTOR. THE ELECTRICAL DESIGN ON THESE DRAWINGS IS BASED ON A METER CENTER CONFIGURED AS FOLLOWS:
 - A. A NEMA 3R ENCLOSURE, MOUNTED ON THE FRONT SIDE OF AN EQUIPMENT FRAME INCORPORATING 120/240V, 200A METER SOCKETS AND CIRCUIT BREAKER HOUSINGS. EACH METER/CIRCUIT BREAKER COMBINATION SHALL PROVIDE SERVICE TO ONE (1) CARRIER (OR TOWER LIGHTING AS REQUIRED). METERS ARE TO BE PROVIDED BY LOCAL POWER COMPANY.
 - B. TOWERS REQUIRING FAA LIGHTING SHALL BE ALLOCATED ONE METER SOCKET AND CIRCUIT BREAKER HOUSING IN THE METER BANK. CIRCUIT BREAKER TO BE SIZED AS REQUIRED FOR TOWER LIGHTING EQUIPMENT. METER IS TO BE PROVIDED BY LOCAL POWER COMPANY.
20. UTILITY FRAME TELCO CABINET (AS REQUIRED) PROVIDED BY OWNER, INSTALLED BY CONTRACTOR. THE ELECTRICAL DESIGN ON THESE DRAWINGS IS BASED ON A TELCO CABINET CONFIGURED AS FOLLOWS:
 - A. A NEMA 3R ENCLOSURE SHALL INCLUDE A 3/4" THICK PLYWOOD BACKBOARD SIZED TO FIT CABINET. A PREWIRED 20A, 120V, GFCI DUPLEX RECEPTACLE, SURGE PROTECTORS, AND A GROUND BAR. TELCO CABINET SHALL BE MOUNTED TO THE UTILITY SERVICE FRAME.
 - B. THE TELEPHONE CABINET SHALL ACCOMMODATE ALL TELEPHONE LINES (PROPOSED AND FUTURE) AND CONNECTIONS FOR THEM.
21. PPC CABINET: PPC CABINET SHALL BE MOUNTED TO THE EQUIPMENT SLED SERVICE FRAME. THE ENCLOSURE DESIGN ON THESE DRAWINGS IS BASED ON A NORTHERN TECHNOLOGIES PPC CABINET CONFIGURED AS FOLLOWS:
 - A. PPC CABINET SHALL BE NEMA 3R RATED AND HAVE A DOOR TO ALLOW ACCESS TO INTERNAL COMPONENTS.
 - B. THE PPC ENCLOSURE SHALL INCLUDE A 120/240V, 1 PHASE, 200A MAIN BREAKER ELECTRICAL PANEL WITH SURGE PROTECTION AND WITH CIRCUIT BREAKERS AS REQUIRED FOR SLED ELECTRICAL LOADS. SURGE PROTECTION, AN INTERIOR 20A/120V DUPLEX RECEPTACLE, AND EXTERIOR WEATHERPROOF 20A/120V DUPLEX RECEPTACLE SHALL ALSO BE INCLUDED.
 - C. PROVIDE A GROUND WIRE SIZED PER NEC IN ALL CIRCUITS OVER 20 AMPS AND IN ALL CIRCUIT RUNS IN PVC.
 - D. PPC ENCLOSURE SHALL INCLUDE A 3/4" THICK PLYWOOD BACKBOARD SIZED TO FIT CABINET AND SHALL ACCOMMODATE ALL TELEPHONE LINES (PROPOSED AND FUTURE) AND CONNECTIONS FOR THEM. IT SHALL ALSO INCLUDE 2 TELCO GROUND BARS AND PROVIDE MOUNTING SPACE FOR ALARM EQUIPMENT.

GENERAL ELECTRICAL NOTES

SCALE: N/A

1

PREPARED BY Jacobs Challenging today. Reinventing tomorrow. Jacobs Telecommunications, Inc. 5449 BELLS FERRY ROAD ACWORTH, GA 30102 470-785-4050																	
DESIGN REVISIONS <table border="1"> <tr> <th>NO.</th> <th>DATE</th> <th>REVISIONS</th> <th>BY</th> </tr> <tr> <td>2</td> <td>06/10/22</td> <td>REVISED PER JX COMMENTS</td> <td>DAC</td> </tr> <tr> <td>1</td> <td>06/23/22</td> <td>REVISED PER JX COMMENTS</td> <td>DAC</td> </tr> <tr> <td>0</td> <td>05/04/22</td> <td>ISSUED FOR CONSTRUCTION</td> <td>VLH</td> </tr> </table>		NO.	DATE	REVISIONS	BY	2	06/10/22	REVISED PER JX COMMENTS	DAC	1	06/23/22	REVISED PER JX COMMENTS	DAC	0	05/04/22	ISSUED FOR CONSTRUCTION	VLH
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PREPARED FOR Mobile 1WS FARMCHOLD STREET CHARLESTON, SC 29402 PHONE: (843) 218-4201																	
SITE NUMBER 5FA0715C																	
SITE NAME SWANIZE ST. WATER TANK																	
SITE ADDRESS 401 W. SWANIZE ST. ELIZABETH TOWN, NC 28337																	
PREPARED BY APPROVED BY: K. KRATINA DESIGNED BY: V. HORUS PROJECT NO: EUTM2008 DATE: 04/29/2022																	
SHEET NAME GENERAL ELECTRICAL NOTES & SYMBOLS																	
SHEET NUMBER E-1																	

1. SITE GROUNDING SHALL COMPLY WITH T-MOBILE GROUNDING STANDARDS, LATEST EDITION, AND COMPLY WITH T-MOBILE GROUNDING CHECKLIST, LATEST VERSION. WHEN NATIONAL AND LOCAL GROUNDING CODES ARE MORE STRINGENT THEY SHALL GOVERN.

A. 5/8" x 10' LONG COPPER CLAD STEEL
B. STANDARD SPACING: 10'
C. TOP SHALL BE A MINIMUM OF 2'-6" BELOW BASE OF GRAVEL

A. #2 BARE TINNED SOLID COPPER UNLESS INDICATED OTHERWISE
B. WHEN DIRECTION OF CONDUCTOR CHANGES, IT SHALL BE DONE GRADUALLY
C. ALL GROUNDING CONDUCTORS SHALL RUN THROUGH PVC SLEEVES WHEREVER CONDUCTORS RUN THROUGH CONCRETE SLABS
D. GROUND RINGS SHALL BE BURIED A MINIMUM OF 2'-8" BELOW BASE OF GRAVEL. GROUND RINGS SHALL BE LOCATED A MINIMUM OF 2'-0" FROM OUTSIDE EDGE OF CABINETS, TOWER FOUNDATION, AND OTHER SITE OBJECTS.

A. ALL CONNECTIONS SHALL BE EXOTHERMIC (CAWELDED OR EQUIVALENT) UNLESS INDICATED OTHERWISE.
B. ALL MATERIALS USED SHALL BE INSTALLED PER MANUFACTURER'S RECOMMENDATIONS AND INSTRUCTIONS.
C. CONNECTIONS AT GROUND BARS AND SERVICE DISCONNECTING MEANS SHALL CONSIST OF LUGS CAWELDED TO GROUND CONDUCTORS UNLESS INDICATED OTHERWISE. LUGS SHALL BE ATTACHED TO GROUND BARS USING STAINLESS STEEL OR HOT-DIPPED GALVANIZED STEEL BOLTS, NUTS, AND LOCKWASHERS.

- A. VERTICAL RUNS THAT ARE 200' OR LESS SHALL REQUIRE A GROUNDING KIT AT THE TOP AND BOTTOM OF TOWER
- B. VERTICAL RUNS THAT ARE GREATER THAN 200' SHALL REQUIRE A GROUNDING KIT (IN ADDITION TO THE ABOVE) FROM THE TOP EVERY 150' TOWARDS THE GROUND UNTIL THE DISTANCE IS LESS THAN 150' FROM THE GROUND (NOT FOR MONOPILES).
- C. SURGE ARRESTOR IS PROVIDED BY OTHERS AND INSTALLED BY CONTRACTOR. CONTRACTOR SHALL MAKE ALL CONNECTIONS REQUIRED FOR INSTALLATION.
- D. ALL GROUNDING KITS SHALL BE PROVIDED BY OTHERS AND INSTALLED BY CONTRACTOR.

- A. ANY METAL FENCE POST WITHIN 6' OF THE GROUND RING.
- B. TRANSMISSION LINE ENTRANCE HATCH.
- C. METAL CABINET PARTS NOT GROUNDED BY THE INTERNAL GROUND RING.
- D. METAL FUEL STORAGE TANKS.
- E. ANY SIGNIFICANT METAL OBJECT WITHIN 6' OF THE EXTERNAL GROUNDING SYSTEM OR ANY OTHER GROUNDED OBJECT.
- F. EXTERIOR ICE SHIELDS.
- G. GENERATOR AND SUPPORT SKID OR BASE AND SWITCH.

A. CONTRACTOR SHALL NOTIFY CONSTRUCTION MANAGER IMMEDIATELY IF THERE ARE ANY DIFFICULTIES INSTALLING GROUNDING SYSTEM DUE TO FIELD CONDITIONS.

B. CONTRACTOR SHALL NOT COVER UP GROUND RING AND CONNECTIONS UNTIL AN INSPECTION HAS BEEN PERFORMED. COORDINATE INSPECTION WITH CONSTRUCTION MANAGER.

C. PROVIDE TESTING OF GROUNDING SYSTEM AS DIRECTED BY CONSTRUCTION MANAGER.

THE MAXIMUM ALLOWABLE RESISTANCE READING SHALL BE 5 OHMS TO GROUND. IF THE RESISTANCE OF THE ENTIRE GROUNDING SYSTEM AS MEASURED AT THE ARRESTOR BRACKET EXCEEDS 5.0 OHMS, THE ELECTRICAL CONTRACTOR AND OWNER'S REPRESENTATIVE SHALL BE NOTIFIED SO THAT ADDITIONAL GROUND LOCATIONS CAN BE UTILIZED.

ALL EXPOSED GROUND LEADS TO GROUND RING, PLACED IN CONCRETE, SHALL BE ENCASED IN 3/4" FLEXIBLE CONDUIT, SEAL TYPE OR SIMILAR.

9. ALL GROUND WIRE CONNECTIONS TO EQUIPMENT GROUND RING THAT ARE RUNNING ABOVE GROUND SHALL BE RUN INSIDE SEALTIGHT FLEX CONDUIT

ALL CONNECTIONS ABOVE GROUND EXCEPT CONNECTIONS TO GROUND BARS OR ARRESTOR BRACKET SHALL BE WITH DOUBLE LUG CONNECTORS. CONNECTIONS TO GROUND BARS & ARRESTORS SHALL BE CROWFOOT.

COMPACT BACKFILL OF ALL TRENCHES FOR GROUNDING RING. SITE SOIL OR #57 STONE MAY BE USED FOR BACKFILL. MATERIALS CONTRACTOR SHALL OBTAIN APPROVAL FOR BACKFILL MATERIALS TO BE USED FROM CONSTRUCTION MANAGER.

CONTRACTOR SHALL PROVIDE S.S. FLAT & LOCK WASHERS AS REQUIRED FOR COMPLETE INSTALLATION OF GROUND LEADS AT GROUND BUS.

NOTE:
THIS DETAIL IS INTENDED TO SHOW THE
GENERAL GROUNDING REQUIREMENTS. SLIGHT
ADJUSTMENTS MAY BE REQUIRED BASED ON
EXISTING SITE CONDITIONS. THE CONTRACTOR
SHALL MAKE FIELD ADJUSTMENTS AS NEEDED
AND INFORM THE T-MOBILE CM OF ANY
CONFLICTS.

Diagram illustrating a tower top or sector ground bar system. The diagram shows a central vertical line representing the tower structure, with a horizontal bar at the top labeled "TOWER TOP OR SECTOR GROUND BAR TO BE REPLACED AS NEEDED". To the right of the tower, a dashed rectangular area contains three vertical rectangular units labeled "PROPOSED PANEL ANTENNA (TYP.)" and two smaller square units labeled "EXISTING PANEL ANTENNA (TYP.)". Below these units, a complex network of lines represents the "EXISTING & PROPOSED HYBRID" cable system, which connects the antennas to a central point. The diagram also shows a "PROPOSED RADIO (TYP.)" and an "EXISTING RADIO (TYP.)" connected to the system. The entire system is grounded at the base of the tower.

TOWER TOP OR SECTOR
GROUND BAR TO BE
REPLACED AS NEEDED

PREPARED BY

Jacobs.

Challenging today.
Reinventing tomorrow.

Jacobs Telecommunications, Inc.
5449 BELLS FERRY ROAD
ACWORTH, GA 30102
470-785-4050

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NO.	DATE	REVISIONS	5
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ENGINEER SEAL _____



PREPARED FOR _____

T-Mobile
185 FARCHILD STREET
CHARLESTON, SC 29402
PHONE: (843) 216-4301

0000-0001-9300-4000

SITE NUMBER _____

SF-A0715C

SITE NAME
SWANZE ST. WATERTANK

SITE ADDRESS _____
404 THE CHARACTER OF _____

401 W. SWANEE ST
ELIZABETHTOWN, NC 28337

APPROVED BY: K. KRATINA
DESIGNED BY: V. HORNE

PROJECT NO. EUTM0205
DATE: 04/20/2022

SHEET NAME _____

GROUNDING NOTES & DIAGRAM

SHEET NUMBER _____

50

E-2

GROUNDING NOTES

SCALE: N/A

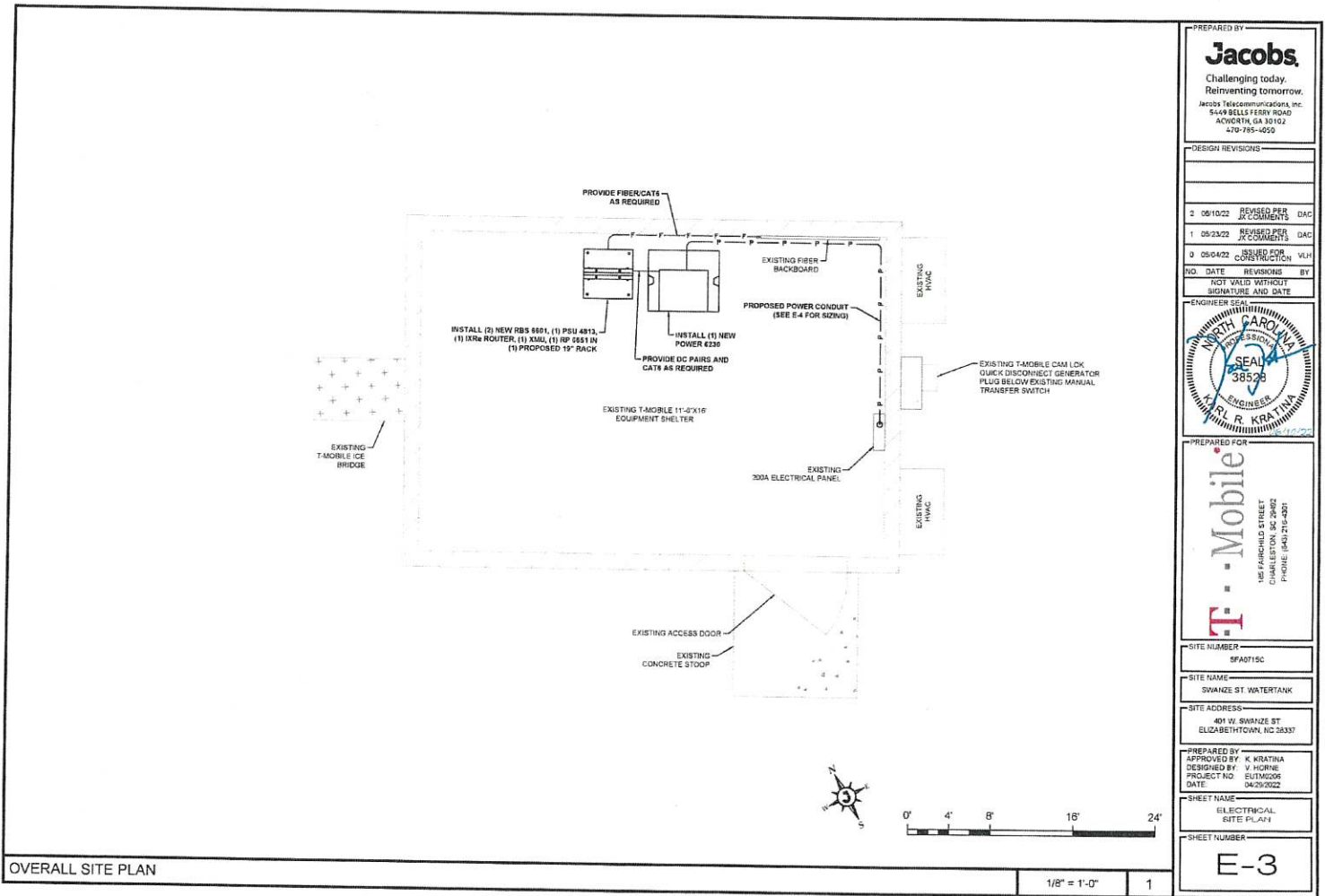
1

GROUNDING DIAGRAM

SCALE: N/A

1

E-2



OVERALL SITE PLAN

PREPARED BY
Jacobs
Challenging today.
Reinventing tomorrow.
Jacobs Telecommunications, Inc.
5449 BELLS FERRY ROAD
ACTON, MA 01501
478-785-0050

DESIGN REVISIONS

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1	05/23/22	REVISED PER JK COMMENTS	DAC
0	05/04/22	ISSUED FOR CONSTRUCTION	VLH

NOT VALID WITHOUT SIGNATURE AND DATE

ENGINEER SEAL
NORTH CAROLINA
SEAL
38528
K. R. KRATINA
ENGINEER

PREPARED FOR
T-Mobile
136 FAIRCHILD STREET
CHARLOTTE, NC 28202
PHONE: (844) 216-4301

SITE NUMBER
SFAD715C

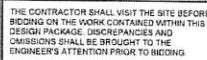
SITE NAME
SWANEE ST. WATERTANK

SITE ADDRESS
401 W. SWANEE ST.
ELIZABETHTOWN, NC 28337

PREPARED BY
APPROVED BY: K. KRATINA
DESIGNED BY: V. HORNE
PROJECT NO: EUTW2006
DATE: 04/29/2022

SHEET NAME
ELECTRICAL
SITE PLAN

SHEET NUMBER
E-3



FIRST THIRD AMENDMENT SITE LICENSE AGREEMENT (Municipal Water Tower Attachments)

THIS FIRST THIRD AMENDMENT TO SITE LICENSE AGREEMENT (Municipal Water Tower Attachments) ("Amendment") is made and entered into by and between Town of Elizabethtown, NC ("Licensor"), and Triton PCS Property Company, LLC. A Delaware limited liability company By: SunCom Wireless Management Company, Inc. its manager (Licensee)

Recitals

The parties hereto recite, declare and agree as follows:

A. Licensor and Licensee (or as applicable, their respective predecessors in interest) entered into and SITE LICENSE AGREEMENT (Municipal Water Tower Attachments) dated April 28, 2006 ("Lease"), including any prior amendments, the "License", with respect to the Premises located at 401 W. Swanze Street Elizabethtown, NC 28337.

B. Landlord and Tenant desire to enter into this Amendment in order to modify and amend certain provisions of the Lease.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord and Tenant covenant and agree as follows:

1. Effective as of August 1, 2019 June 1, 2022 Tenant will have the right to modify its equipment as described and depicted on Exhibit A, E-3, which is attached hereto and by this reference incorporated herein, and Landlord hereby consents to and approves of the modifications described and depicted on Exhibit A in all respects.

2. The terms and conditions of the Lease are incorporated herein by this reference, and capitalized terms used in this Amendment shall have the same meanings such terms are given in the Lease. Except as specifically set forth herein, this Amendment shall in no way modify, alter or amend the remaining terms of the Lease, all of which are ratified by the parties and shall remain in full force and effect. To the extent there is any conflict between the terms and conditions of the Lease and this Amendment, the terms and conditions of this Amendment will govern and control.

3. Landlord represents and warrants to Tenant that the consent or approval of no third party, including, without limitation, a lender, is required with respect to the execution of this Amendment, or if any such third party consent or approval is required, Landlord has obtained any and all such consents or approvals.

IN WITNESS WHEREOF, the parties have executed this Amendment effective as of the date of execution by the last party to sign.

Town of Elizabethtown, NC

**TRITONriton PCS Property ERTY
CompanyOMPANY, LLC.**

A Delaware limited liability company

By: SunCom Wireless Management
Company, Inc. its manager

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____

Exhibit "AE-3"

Anchor Construction Drawings

DRAFT



QCC SERVICES LLC LETTER AGREEMENT

May 09, 2022

QCC Services LLC

RE: Elizabethtown Annual Tank Inspections Proposal 2022-2025

Dear Mr. Steve Duffy:

QCC Services LLC(Contractor) is pleased to submit this proposal to provide services to The Town of Elizabethtown ("Client") for completing Annual Tank Inspections for years 2022-2025 ("Project"), under the terms described below.

The services QCC Services LLC will perform for the Client, and the estimated time for performance, are described in QCC Services Method and Amount of Compensation below in this letter. QCC Services will bill The Town Of Elizabethtown for services rendered each year. Payment shall be made to QCC Services LLC as follows:

Method and Amount of Compensation: The proposed work will be completed as follows:

Three (3) Elevated Tank Sanitary Inspections/Reports - \$600 each (2022)	Sub Total: \$1,800
Three (3) Elevated Tank Sanitary Inspections/Reports - \$600 each (2023)	Sub Total: \$1,800
Three (3) Elevated Tank Sanitary Inspections/Reports - \$600 each (2024)	Sub Total: \$1,800
Three (3) Elevated Tank Sanitary Inspections/Reports - \$600 each (2025)	Sub Total: \$1,800

TOTAL: \$7,200

The Client will be notified of work required that is outside of the proposed scope of services. Compensation for additional services will be negotiated with the Client prior to services being rendered. Compensation will be due upon completion of services and invoice submittal by QCC Services LLC. Invoices for completed work will be submitted weekly during the execution of services described above for these tasks. A final invoice will be submitted at the completion of the work.

Scope of Services:

A. ANNUAL SANITARY INSPECTIONS

Complete the following tasks (where applicable) while on-site for each tank:

- Inspect tank foundation.
- Inspect tank exterior and interior paint coatings.
- Inspect vent screens, hatches and other openings on atmospheric tanks to ensure sanitary protection.
- Inspect safety items (fall protection systems, etc.).
- Take pictures of pertinent items on the tank.
- Inspect water drainage on catwalk floor.

ATTACH. #H

843.601.2375
Sryancoxjr@gmail.com
www.theqccservicesllc.com

- Inspect level indicator (float system).

B. REPORTS

Provide the Town of Elizabethtown with the following after the inspections are complete:

- A PDF of the final Sanitary inspection report. The report will include the pertinent items that were noted during the inspection, inspection report for the interior and exterior of the tank, and pictures of the pertinent items on each tank.
- All photos taken will be delivered via WeTransfer upon delivery of the report.
- If any defects are discovered during the inspection, QCC Services will notify Elizabethtown staff immediately.
- Will notify Elizabethtown of interior wash out and exterior pressure wash conditions and needs.
- QCC Services LLC will complete the above services within 15 days from the Notice to Proceed.

QCC Services LLC looks forward to working with you on this Project. If the terms of this agreement are acceptable, please sign this letter in the space provided below and return it to me at your earliest convenience.

Very truly yours,

QCC Services LLC

Ryan Cox, NACE CIP Level 3

COO, QCC Services LLC

Bethany Steffenauer

CEO, QCC Services LLC

This Agreement is accepted by The Town of Elizabethtown, this _____ day of _____, 2022.

By: _____

Title: _____



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 11, 2022

SUBMITTED BY: Beverly Robinson, Police

ITEM TYPE: Public Hearing

AGENDA SECTION: PUBLIC HEARINGS

SUBJECT: Public Hearing - Ordinance #R-2022-07- Amendment to the Code of Ordinances- Parades and Demonstrations

BACKGROUND: Town Manager Dane Rideout brings forth a recommendation that Council amend its ordinance that regulates parades and other demonstrations. Under Section 100.64 Conduct of Participants remove item (E).

SUGGESTED ACTION: Council is requested to follow the Public Hearing procedure below:

HEARING PROCEDURE:

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

(To Be Considered in Agenda Item #6.1)

ATTACHMENTS:

[TOWN OF ELIZABETHTOWN NOTICE OF PUBLIC HEARING.docx](#)

TOWN OF ELIZABETHTOWN NOTICE OF PUBLIC HEARING

The public will take notice that the Elizabethtown Town Council will be conducting a Public hearing at 7:00 P.M. on Monday, July 11, 2022 at the Town of Elizabethtown Municipal Building concerning an amendment to the Code of Ordinances for Chapter 100 as it relates to Parades and Demonstrations.

Sylvia Campbell, Mayor



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 11, 2022

SUBMITTED BY: Beverly Robinson, Planning Department

ITEM TYPE: Public Hearing

AGENDA SECTION: PUBLIC HEARINGS

SUBJECT: PUBLIC HEARING - Ordinance #R-2022-08 - Amendment to the Code of Ordinances - Manufactured Homes

BACKGROUND: Text Amendment TA-22-001 Review, discuss and consider a recommendation to the Town Council regarding proposed amendments to the Town's Zoning Ordinance. The proposed amendment involves Appendix A Definitions, Article 6 Zoning Districts, and Article 7 Supplement Regulations. The request is a Town-initiated amendment.

SUGGESTED ACTION: Council is requested to follow the Public Hearing procedure below:

HEARING PROCEDURE;

- a) Open the hearing and call upon Director of Planning Rusty Worley 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 #6.2)

ATTACHMENTS:
[PUBLIC HEARING MOBILE HOMES.docx](#)



Town of Elizabethtown Notice of Public Hearing

Proposed Text Amendment Request, Town of Elizabethtown, North Carolina. Pursuant to N.C. G.S. 160A-364. 385 and 386, the Town of Elizabethtown will conduct a public hearing on Monday July 11, 2022 at 7:00 pm in the Elizabethtown Municipal Building. Town Council will consider the following: Text Amendment Request Petitioner: Town of Elizabethtown Request: Staff recommends various changes to the Zoning Code Table 6.6 for allowable uses within R-10, R15, R20, R40 districts relating to manufactured homes. All interested citizens are invited to attend this hearing and present comments on the above petition. Citizens desiring to speak are required to place their name on the sign-up sheet before the agenda adoption. Changes may be made in the advertised proposal that reflect information presented at the hearing. Those who choose to view a copy of the text amendment application may do so during regular business hours at the Elizabethtown Town Hall located at 805 West Broad Street in Elizabethtown NC. Following the Public Hearing for the Text Amendment on July 11, 2022.

Sylvia Campbell, Mayor



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 11, 2022

SUBMITTED BY: Beverly Robinson

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Monthly Projects Update

BACKGROUND: Either Town Manager Dane Rideout or Assistant Town 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: July 11, 2022

SUBMITTED BY: Beverly Robinson

ITEM TYPE: Resolution

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: ORDINANCE # R-2022-07 - Amendment to the Code of Ordinances
- Parade and Demonstrations

BACKGROUND: Town Manager Dane Rideout brings forth a recommendation that Council amend its ordinance that regulates parades and other demonstrations. Section 100.64 Conduct of Participants to remove (E).

SUGGESTED ACTION: Council is requested to approve the Ordinance.

ATTACHMENTS:
[Parades and Demonstrations \(July 2022\).docx](#)

TOWN OF ELIZABETHTOWN
CODE OF ORDINANCE AMENDMENT

Ordinance No. 2018-06

AN ORDINANCE OF THE TOWN OF ELIZABETHTOWN PROVIDING THAT THE CODE OF ORDINANCES BE AMENDED BY REVISING CHAPTER 100: STREETS AND SIDEWALKS, SECTION: *PARADES AND DEMONSTRATIONS*.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ELIZABETHOWN, NORTH CAROLINA:

Section §100.50 DEFINITIONS.

Certain terms shall have the meanings ascribed to them in this section unless the context clearly indicates otherwise. Chief of Police means the police chief of the Town of Elizabethtown or his/her designee. Town means the Town of Elizabethtown, North Carolina. Town Manager means the Town Manager of the Town of Elizabethtown or his/her designee. Parade means any march, demonstration, ceremony, or procession of any kind which moves from place to place completely or partially in or upon any street, sidewalk or other public grounds or places owned or under the control of the Town along a specified route. Parade permit means prior written authorization to utilize the street, sidewalk, or other Town-owned areas for a parade. Picketing means the stationing of any person by standing, lying, walking, sitting, kneeling, and bending or in any other similar manner at a particular place so as to persuade, or otherwise influence another person's actions or conduct, or to apprise the public of an opinion or message for the purpose of making known any position or promotion of such persons or on behalf of any organization or class of persons.

PARADE. Any assemblage of two or more persons participating in or operating any vehicle in any march, demonstration, ceremony, show, exhibition, or procession of any kind in or upon the public streets, sidewalks, alleys, parks or other public grounds or places under the control of the Town of Elizabethtown, North Carolina.

PARADE PERMIT. Prior written authorization to utilize the street, sidewalk, or other Town-owned areas for a parade.

PICKETING. The stationing of any person by standing, lying, walking, sitting, kneeling, and bending or in any other similar manner at a particular place so as to persuade, or otherwise influence another person's actions or conduct, or to apprise the public of an opinion or message for the purpose of making known any position or promotion of such persons, or on behalf of any organization or class of persons.

PICKET LINE. Any two or more persons formed together for the purpose of picketing as defined in §100.50 DEFINITIONS of the Town of Elizabethtown Code of Ordinances.

Section §100.51. PERMIT REQUIRED.

It shall be unlawful for any person to participate in, organize, conduct, obstruct or block the sidewalks or streets of the Town by any exhibition, group demonstration, organized demonstration, picket line, or commercial venture so as to prevent the normal flow of pedestrian or vehicular traffic, except that a special permit may be granted pursuant to this subchapter by the Chief of Police, by authority of the Town Council or, in his absence, the Town Manager, for temporary and peaceful occupancy of a limited portion thereof for purposes other than hostile demonstrations or commercial gain. Participation in any illegal exhibition, demonstration, organized demonstration, or picket line by any individual through leadership, organization, or physical participation therein shall be unlawful.

Section §100.52. ISSUANCE OF PERMIT; REQUIREMENTS.

The Chief of Police, or in his absence, the Town Manager, may issue a parade permit to a Non-Government Entity upon receipt and consideration of the following:

(A) A written application for a permit to be filed not less than ten (10) days in advance of such parade, picket line, or group demonstration.

(B) A written copy of the "Special Events Request Form" required by the North Carolina Department of Transportation for any event being held on a highway that falls under their jurisdiction, along with the response received listing any additional considerations or requirements.

(C) A written copy of a Certificate of Liability Insurance indicating a General Liability coverage of \$1,000,000 per each occurrence, and listing the Name and Type of Event, and the Town of Elizabethtown as an additional insured.

(D) Among other considerations, consider and find as a requisite to issuance the following:

- (1) The conduct of the parade will not require the diversion of so great a number of police officers of the town to properly police the line of movement of the parade and of contiguous areas so that adequate police protection cannot be provided the remainder of the town;
- (2) The activity will not interfere with the right of property owners in the area to enjoy peaceful and lawful occupancy and use of their property;
- (3) The conduct of the parade will not substantially interrupt the safe and orderly movement of other pedestrian or vehicular traffic contiguous to its route;
- (4) The parades, picket lines, or group demonstrations are to commence after 6:00 a.m. or terminate by 5:00 p.m.;
- (5) The parades or group demonstrations are not to be held at the same time and place as those designated in a permit issued pursuant to a written application previously received by the Chief of Police or his designee:

- (6) The conduct of the parade will not require the diversion of so great a number of ambulances and or firefighting/emergency personnel and equipment so that adequate services to portions of the town not occupied by the parade and contiguous areas will be prevented;
- (7) The concentration of persons, animals, and vehicles at assembly points of the parade will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such assembly areas;
- (8) The parade is not to be held for the primary purposes of advertising a produce, good, or event and is not designed to be held primarily for private profit; or
- (9) The conduct of the parade will not interfere with the movement of firefighting equipment en route to a fire to such an extent that proper fire protection cannot be provided to the town.
- (10) The conduct of the parade is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct, or to create a disturbance.
- (11) No parade, picket line or group demonstration shall be permitted within any public building or structure.
- (12) The parade is scheduled to move from its point of origin to its point of termination expeditiously and without reasonable delays en route.

(E) Require that the applicant complete and sign a waiver releasing and saving the town and its employees harmless from any claims, actions, and lawsuits arising out of the conduct of the parade. The permit shall also expressly contain this hold harmless provision.

(F) Require that the application for a permit shall specify and designate the person or persons in charge of the activity. Such person shall be required to accompany the parade, picket line, or group demonstration and shall carry such permit with him at that time. Such permit shall not be valid in the possession of any other person. The person designated in the application as responsible for the conduct of the parade shall be responsible for monitoring the conduct of the participants in the parade. Upon actual notice of any violation given to the responsible person by a law enforcement officer on the scene of said parade, such responsible person shall make immediate attempts to correct the violation. It shall be unlawful for such responsible person to refuse to make attempts to correct the violation.

(G) Each application shall be considered upon its own merits and shall not be granted or denied based on political, religious, ethnic, race, disability, sexual orientation or gender related grounds.

Section §100.53. CERTAIN ACTIVITIES PROHIBITED.

(A) It shall be unlawful for any person to conduct or otherwise participate in any parade that convenes before 6:00 a.m. or terminates after 5:00 p.m.

(B) It shall be unlawful for any person to engage in picketing focused on and taking place in front of a particular residence.

(C) It shall be unlawful for any person to unreasonably obstruct, impede or interfere with any parade or demonstration or with any person, vehicle, or animal participating therein being conducted under authority of a permit duly issued by the Chief of Police.

Section §100.58. PERMIT AND ESCORT FEES.

The Town shall charge an administrative fee of \$100.00 to cover expenses incidental to processing the application and to cover expenses for logistical support, including barricades, police escorts, and parking restrictions when said support is requested, or in the judgement of the Town, needed for the safety of the parade, whether or not such request or determination is made in advance of the event. The fees shall be waived in whole or in part as necessary to ensure that constitutional rights of the applicants are not infringed, as follows:

(1) The Town shall waive a permit fee, in whole or in part, for indigent individuals or groups as necessary to ensure that the constitutional rights of indigent applicants are not infringed. In cases where an indigence waiver is requested, the Chief of Police shall consider, but not be limited to, the following: whether the applicant is employed; the financial resources available to the applicant; whether the applicant receives federal, state, or local financial assistance; whether the applicant owns real property, and whether alternative arrangements are available. The Chief of Police may base his determination of indigence on the identity of the real party in interest.

(2) Even if the applicant is not determined to be indigent, the Town shall waive a permit fee, in whole or in part, if the applicant demonstrates that a waiver of fees is necessary, to avoid an infringement of constitutional rights. The applicant shall provide a statement supporting this assertion and shall identify the issue for which the parade is being organized.

(3) Furthermore, if it is later determined that there has been an intentional, material misrepresentation of the applicant's financial status or other information provided on the application, the Town reserves the right to charge the organizers an appropriate fee based on actual events.

Section §100.59. APPLICATION.

The applicant for a parade permit shall set forth the following information:

(A) The name, address, and telephone number of the person seeking to conduct such parade;

(B) If the parade is proposed to be conducted for, or on behalf of, or by an organization, the name, address, and telephone number of the headquarters of the organization and of the authorized heads of the organization;

(C) The name, address, and telephone number of the person who will be the parade chairperson, who will be responsible for its conduct;

(D) The date when the parade is to be conducted and the hours when such parade will start and terminate;

(E) The proposed route to be traveled, the starting point and termination point;

(F) The approximate number of persons who, and animals and vehicles which, will constitute such parade; the type of animals and description of the vehicles;

(G) The location by streets and designation by time of an assembly area of such parade;

(H) If the parade is designed to be held by, and on behalf of, or for any person other than the applicant, the applicant for such permit shall file with the Chief of Police a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit in his behalf;

(I) The interval of space to be maintained between units of the parade;

(J) The person or persons to be in charge of the parade for all purposes and who will accompany it and carry the permit at all times;

(K) The maximum lengths of the parade in miles or fractions thereof;

(L) Any additional information which the Chief of Police may need to clarify any of the specific information set forth above.

Section §100.60. GROUNDS FOR DENIAL OF PERMIT.

The Chief of Police, or in his absence, the Town Manager, shall refuse to issue a permit under this article;

(A) When the activity or purpose stated in the application would violate the provisions of the Code, any other ordinance of the city, or any statute of the state, or when the activity or purpose would endanger the public health or safety or hinder or prevent the orderly movement of pedestrian or vehicular traffic on the public streets, sidewalks, alleys, parks, or other public grounds or places.

(B) When without regard to any other provision of this subchapter, the Chief of Police, only from his consideration of available, appropriate, and necessary information shall deny the application for a license provided for by this subchapter when, from this information, he has reason to believe that any contemplated advocacy at the proposed event will be directed to inciting or producing imminent lawless action and will likely incite or produce such action.

Section §100.61. NOTICE OF REJECTION.

The Chief of Police shall act upon the application for a parade permit within two days after the filing thereof. If the Chief of Police disapproves the application, he shall notify the applicant with two days after the date upon which the application was filed of his action, stating the reason for his denial of the permit.

Section §100.62. APPEAL PROCEDURE.

Any person aggrieved shall have the right to appeal the denial of the parade permit to the Town Manager. Notice of the appeal must be given within five (5) business days after denial. The appeal upon such notice shall be heard by the Town Manager within five (5) business days after its receipt.

Section §100.63. ALTERNATE PERMIT.

The Chief of Police, in denying an application for a parade permit, shall be empowered to authorize the conduct of the parade on a date, at a time, or over a route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within five (5) days after notice of the action of the Chief of Police, file a written notice of acceptance with the Chief of Police. An alternate parade permit shall conform to the requirements of, and shall have the effect of a parade permit under the provisions of this subchapter.

Section §100.64. CONDUCT OF PARTICIPANTS.

The following acts or activities, when performed or undertaken in conjunction with or as a part of, any parade, picket line, or group demonstration, are hereby prohibited and declared unlawful. Violators will be removed from the parade route.

(A) The carrying on or about the person of any firearm, or any weapon or article, including but not limited to blackjacks, nightsticks, or flashlights which by their use might constitute a deadly weapon.

(B) No inappropriate music or vulgar language will be permitted. The sale, lending, renting, giving, publication, exhibition, sound recording or other dissemination of materials, with general knowledge of their obscene character and content. The parade reflects the Town of Elizabethtown values to the audience. Inappropriate music (profanity/swearing/degrading, etc.) or attire unsuitable for viewing by a family audience is not acceptable. Sound amplification may be used for music purposes, but not for addressing the audience – no speeches or campaigning.

(C) Alcoholic beverages and prohibited drugs are forbidden. Participants will not be allowed to take part in the event if they are found to be under the influence of alcohol or drugs.

(D) All horses must have someone to clean up, if necessary, along the parade route.

(E) No person shall operate a motorcycle, moped, mini-car, go kart or all-terrain vehicle (ATV) upon a highway or public vehicular area:

(1) When the number of persons upon or within such means of transportation, including the operator, shall exceed the number of persons which it was designed to carry,

(2) Unless the operator and all passengers thereon wear on their heads, with a retention strap properly secured, safety helmets of a type that complies with Federal Motor Vehicle Safety Standards (FMVSS) 218,

(3) Unless the operator of the motorcycle has a motorcycle endorsement shown on their driver's license,

(4) "Under the influence" of alcohol or drugs,

(5) In a reckless manner, North Carolina Statute NCSG Section §20-140: Reckless Driving:

(a) Any person who drives any vehicle upon a highway or any public vehicular area carelessly and heedlessly in willful or wanton disregard of the rights or safety of others shall be guilty of reckless driving.

(b) Any person who drives any vehicle upon a highway or any public vehicular area without due caution and circumspection and at a speed or in a manner so as to endanger or be likely to endanger any person or property shall be guilty of reckless driving.

(F) Parade participants must be willing and sufficiently physically fit to maintain both the parade pace (210 ft/min) and spacing (50 ft maximum between entries).

(G) Forward movement maneuvers only by dance/marching units are permitted. No units may stop forward motion to perform except in designated areas. The unit will have ONE MINUTE to perform at this location. Please make every effort to constantly move forward during the parade.

(H) All vehicles must display the entry number on the front/right dashboard of the lead vehicle.

(I) Walking groups must be dressed in uniform that easily identifies walkers as part of the same group.

Section §100.65. That prior amendments to Parades and Demonstrations shall be deemed repealed.

Section §100.66. That this ordinance become effective upon approval by Town Council and its subsequent publication.

Adopted this the 11th day of July 2022.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 11, 2022

SUBMITTED BY: Beverly Robinson, Planning Department

ITEM TYPE: Request

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Ordinance #R-2022-08 - Amendment to the Code of Ordinances for Manufactured Homes

BACKGROUND: With the Public Hearing having been conducted earlier this evening, Council is to consider adopting an amendment to the Town's Code of Ordinances for Mobile Homes. Planning Director, Rusty Worley may be called upon to answer any questions that Council may have. Ordinance #R-2022-08 attached.

SUGGESTED ACTION: Council is requested to adopt the Ordinance.

ATTACHMENTS:

Manufactured Home text ordinance (council) (July 11 2022).doc

Town of Elizabethtown

Code of Ordinance Text Amendment

Amendment #: TA-22-001

AN ORDINANCE OF THE TOWN OF ELIZABETHTOWN PROVIDING THAT THE CODE OF ORDINANCE
AMENDED BY REVISING APENDIX A, ARTICLE 6, ARTICLE 7: ZONING ORDINANE.

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

Appendix A Definitions

Manufactured Home

A structure, transportable in one or more sections, which in the traveling mode is eight body feet or more in width, or 40 body feet or more in length, or, when erected on site, is 320 or more square feet; and which is built on a permanent chassis and designed to be used as a dwelling, with or without permanent foundation when connected to the required utilities, including the plumbing, heating, air conditioning and electrical systems contained therein. "Manufactured home" includes any structure that meets all of the requirements of this subsection except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary of HUD and complies with the standards established under the Act.

For manufactured homes built before June 15, 1976, "manufactured home" means a portable manufactured housing unit designed for transportation on its own chassis and placement on a temporary or semipermanent foundation having a measurement of over 32 feet in length and over eight feet in width. "Manufactured home" also means a double-wide manufactured home, which is two or more portable manufactured housing units designed for transportation on their own chassis that connect on site for placement on a temporary or semipermanent foundation having a measurement of over 32 feet in length and over eight feet in width.

Amend Article 6, Zoning Districts, as follows:

PERMITTED USES	R-A	R-40	R-20	R-15	R-12M	R-12	R-10	O-I	C-1	C-2	CBD	L-I	H-I	B-C	Supplemental Regulations
Dwelling, manufactured home	PS				PS	PS									Section 7.23

Amend Article 7, Supplemental Regulations, Section 7.23 Manufactured Homes, as follows:

A certificate of occupancy will not be granted unless the lot and unit meet the following standards:

(B) The tongue, axles, transporting lights, and removable towing apparatus are removed after placement on the lot and before occupancy.

(C) The pitch of the home's roof shall have a minimum vertical rise of one (1) foot for each five (5) feet of horizontal run, and the roof is finished with a type of shingle that is commonly used in standard residential construction.

(D) A manufactured home has a length not exceeding four (4) times its width.

(E) A doublewide manufactured home has a length not exceeding two (2) times its width.

(F) The exterior siding consists of wood, hardboard, or aluminum (vinyl covered or painted, but in no case exceeding the reflectivity of gloss white paint) comparable in composition, appearance, and durability to the exterior siding commonly used in standard residential construction.

(G) Each manufactured home shall include a minimum 3' x 3' platform at the top of the steps.

Adopted this the 11th day of July 2022

Sylvia Campbell, Mayor

Attest:

Juanita Hester, Town Clerk



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 11, 2022

SUBMITTED BY: Beverly Robinson, Finance

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Monthly Financial Report

BACKGROUND: Finance Director Sharon Penny brings forth a financial report for June 2022. Mrs. Penny may be called upon to give a brief presentation of same.

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

ATTACHMENTS:
[June 2022 Financial Report.pdf](#)

ELIZABETHTOWN as of June 30, 2022 BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2021-2022 REVENUES

100% YEAR COMPLETED

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 6-30-2022	% of Budget
GENERAL FUND			
Ad Valorem & BID Taxes	1,601,173	1,605,731.62	100.3%
Vehicle Taxes	180,000	182,906.90	101.6%
Local Option Sales Taxes	700,000	745,239.73	106.5%
Utility Franchise Taxes	311,000	295,128.21	94.9%
ABC Revenue	105,000	105,000.00	100.0%
Powell Bill	111,000	114,239.63	102.9%
Street Improvement Project Loan	2,000,000	724,872.11	36.2%
Bladen Fire District	206,000	170,667.00	82.8%
Solid Waste fees	1,032,300	1,062,387.42	102.9%
Permits & Fees	32,815	39,384.36	120.0%
FEMA reimbursement	60,727	63,365.79	0.0%
Rental Income	43,800	35,919.36	82.0%
Salary & Admin. Reimbursements	283,680	211,849.80	74.7%
Miscellaneous Reimbursements	369,254	357,783.62	96.9%
General Fund Balance Approp.	366,305		0.0%
TOTAL GENERAL FUND	7,403,054	5,714,475.55	77.2%
WATER FUND			
Water fees	683,400	742,884.43	108.7%
Sewer fees	836,400	813,598.74	97.3%
Miscellaneous Revenue	155,300	158,178.64	101.9%
Utility Fund Balance Approp.	101,482		0.0%
TOTAL WATER FUND	1,776,582	1,714,661.81	96.5%

FINANCIAL REPORT

As indicated in the table to the left, Elizabethtown has received \$5,714,476 of its General Fund budgeted revenues during the reporting period, which began July 1, 2021.

\$1,714,662 of the Water Fund budgeted revenues has also been received. As of June 30, 2022, 98% of the current year appropriation for property taxes has been collected.

The total percentage of revenue received in the general fund and the water/sewer fund combined is 99.7%.

Notes:

1 - As of June 30, 2022, we have received monthly Local Option Sales Tax for July - March and Utility Franchise Taxes for quarter ending March 31, 2022. Amounts reported include and estimated Accounts Receivable of \$180,000 for sales tax and \$66,000 for utility franchise tax.

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2021-2022 EXPENDITURES

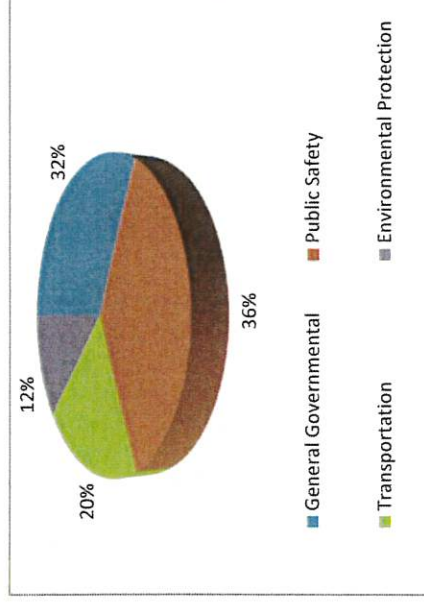
Department	Fiscal Year Budget	Actual Y-T-D as of 6-30-2022	% of Budget
Governing Body	48,825	45,048.93	92.3%
Administration	561,864	438,038.45	78.0%
Finance	262,420	251,446.94	95.8%
Public Works	256,746	248,085.99	96.6%
Public Facilities	335,376	330,442.12	98.5%
Police	1,451,230	1,374,126.55	94.7%
Fire	906,165	860,885.13	95.0%
Streets	506,288	500,038.01	98.8%
Powell	100,000	44,562.36	44.6%
Street Improvement Project	2,000,000	724,872.11	36.2%
Solid Waste	578,200	525,744.94	90.9%
Planning & Economic Develop.	87,210	16,761.29	19.2%
Recreation	41,125	30,513.33	74.2%
Special Appropriations	178,426	97,459.76	54.6%
Airport	89,180	87,906.86	98.6%
GENERAL FUND TOTAL	7,403,054	5,575,932.77	75.3%
WATER FUND			
Water	796,518	722,943	90.8%
Sewer	675,064	567,258	84.0%
Tank Maintenance & Transfer Out	305,000	234,896	77.0%
WATER FUND TOTAL	1,776,582	1,525,096.43	85.8%

REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	0	\$	138,543
WATER FUND	0	\$	189,565

TOTAL COMBINED FUNDS

0	\$	328,108
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As of June 30, 2022, Elizabethtown has expended \$5,575,933 of this fiscal year's \$7.3 million General Fund operating budget and \$1525,096 from it's Water Fund budget. The total expenditures for the combined funds equate to approximately 99% 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: July 11, 2022

SUBMITTED BY: Beverly Robinson

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Appointments: Bladen Housing Authority

BACKGROUND: During the month of June 2022, term of office expired for Bladen Housing Authority member Ericka Campbell. Mrs. Stevie Craig, Director of Bladen Housing Authority noted that Mrs. Campbell will be glad to serve another term of office.

SUGGESTED ACTION: Council is requested to make the appointments.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 11, 2022

SUBMITTED BY: Beverly Robinson, Public Services

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Approve RFQ to QCC Services for inspection and oversight of the painting of Dewitt St. water tank.

BACKGROUND: Questions may be directed to Director of Public Works and Engineering Stephen Duffy.

SUGGESTED ACTION: Council is requested to approve awarding the contract to QCC Services.

ATTACHMENTS:
[QCC Services Contract.pdf](#)



QCC SERVICES LLC LETTER AGREEMENT

May 09, 2022

QCC Services LLC

RE: Specifications and Construction Inspections for Dewitt Elevated Tank Rehab

Dear Mr. Steve Duffy:

QCC Services LLC(Contractor) is pleased to submit this proposal to provide services to the Town of Elizabethtown ("Client") for completing Project Specifications and Construction Inspections for the Dewitt Elevated Tank (Project"), under the terms described below.

The services QCC Services LLC will perform for the Client, and the estimated time for performance, are described in QCC Services Method and Amount of Compensation below in this letter. QCC will only bill the Client for inspections performed. The number of inspections listed below are an estimate but are ultimately based on contractor performance. Payment shall be made to QCC Services LLC as follows:

Method and Amount of Compensation: The proposed work will be completed as follows:

Specification/Solicitation/Bid:

1. Preparation of Technical Specifications - \$125.00 Hourly Rate **Sub Total: \$1,500.00**
(Estimating 12 hours max. Will only bill for agreed hours rendered)

2. Assistance with Solicitation/Bid - \$125.00 Hourly Rate **Sub Total: \$1,500.00**
(Estimating 12 hours. Will only bill for agreed hours rendered)

Pre-Construction Meeting:

1. One (1) Pre-Construction - \$750.00 each **Sub Total: \$750.00**

Weld/Repairs Inspections:

1. Three (3) Welding/Construction - \$750.00 each **Sub Total: \$2,250.00**

INTERIOR:

1. Nine (9) Interior Blast Inspections - \$750.00 each **Sub Total: \$6,750.00**

2. One (1) Stripe Coat/Prime Coat Inspection - \$750.00 each **Sub Total: \$750.00**

- | | |
|--|-----------------------|
| 3. One (1) Intermediate Coat Inspection - \$750.00 each | Sub Total: \$750.00 |
| 4. One (1) Finish Coat Inspection - \$750.00 each | Sub Total: \$750.00 |
| 5. Two (2) Touch-Up Final/Holiday Inspection - \$750.00 each | Sub Total: \$1,500.00 |

EXTERIOR:

- | | |
|--|------------------------|
| 1. Fifteen (15) Exterior Blast/Prime Inspections - \$750.00 each | Sub Total: \$11,250.00 |
| 2. One (1) Stripe Coat Inspection - \$750.00 each | Sub Total: \$750.00 |
| 3. One (1) Intermediate Coat Inspection - \$750.00 each | Sub Total: \$750.00 |
| 4. One (1) Finish Coat Inspection - \$750.00 each | Sub Total: \$750.00 |
| 5. Two (2) Touch-Up Final Inspection - \$750.00 each | Sub Total: \$1,500.00 |

TOTAL: \$31,500.00

The Client will be notified of work required that is outside of the proposed scope of services. Compensation for additional services will be negotiated with the Client prior to services being rendered. Compensation will be due upon completion of services and invoice submittal by QCC Services LLC. Invoices for completed work will be submitted weekly during the execution of services described above for the 3rd Party Construction Inspections. A final invoice will be submitted at the completion of the Final Passed Inspection.

Scope of Services:

A. PREPARATION OF TECHNICAL SPECIFICATIONS/SOLICITATION/BIDDING

Complete the following tasks:

- Produce Technical Specifications documents and send to Elizabethtown staff for approval. Specification documentation will include details about each tank, tank conditions, scope of work, and pictures of existing conditions. The documents will also include technical information detailing approved practices, standards, materials, and acceptance.
- Dewitt's tanks individual needs and repairs will be described in the Project Specification.
- QCC Services will work with Elizabethtown staff to send out solicitations to eligible contractors to receive bids.
- QCC Services will review the bids with Elizabethtown staff. If the low bid is accepted, QCC Services will work with Elizabethtown to notify the contractor, set up a schedule for a pre-construction meeting, and coordinate efforts with Elizabethtown.
- During the bidding process, QCC Services will provide answers to any technical questions submitted from potential bidders in a timely manner.

B. HOLD POINT INSPECTIONS/CM

Provide the following during the Construction Process:

- Maintain daily communication with the contractor. I will conduct a call every day with the contractor to monitor construction progress. In the event an issue/question/change arises, I will email all responsible parties immediately.
- Conduct progress hold point inspections as listed above. These inspections will be scheduled between the contractor and QCC based on progress and contractor readiness for the next progress hold point inspection.

- Provide daily hold point inspection reports for all site visits. These reports will have detailed information on progress, repairs, application, environmental conditions, specification conformance, non-conformance, DFT measurements, and discussions with contractors. This report will be emailed on the evening of the hold point inspection to the Client.
- Drone imagery will be provided during the construction phase in hard to access locations. Overall progress pictures will also be included and will be emailed separately throughout the project.
- Will provide detailed documentation in the event a CO or Change in scope is necessary during construction and share with all responsible parties.
- Will provide all inspection photos and attach to each hold point inspection report.
- Will conduct a Final Inspection that will include observation of the contractor performing a Holiday test on the interior of the tank and observe any touch-ups necessary while on-site.
- Will notify all parties of failed or incomplete inspections due to contractor performance, and/or poor workmanship. This will coincide with the specifications section "Observation and Acceptance", and the contractor will be responsible for QCC Services Inspection Fees listed above in the event of a failed or incomplete inspection.

C. PROJECT CERTIFICATION

Provide the following during the Construction Process:

- QCC Services will provide a letter of certification based on specification conformance, listed industry standards, and applied Industry best practices.
- QCC Services will stamp this document with our NACE CIP Level 3 seal before delivery.

QCC Services LLC looks forward to working with you on this Project. If the terms of this agreement are acceptable, please sign this letter in the space provided below and return it to me at your earliest convenience.

Very truly yours,

QCC Services LLC

Ryan Cox, NACE CIP Level 3
COO, QCC Services LLC

Bethany Steffenauer
CEO, QCC Services LLC

This Agreement is accepted by the Town of Elizabethtown, this _____ day of _____, 2022.

By: _____

Title: _____



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 11, 2022

SUBMITTED BY: Beverly Robinson

ITEM TYPE: Request

AGENDA SECTION: OTHER BUSINESS

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

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

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

ATTACHMENTS:
[BRIEFLY JULY 2022.pdf](#)

To: Mayor and Town Council
From: Dane Rideout, Town Manager
Subject: "Briefly"
Date: July 11, 2022

The following items are provided as information to Council:

- The Elizabethtown Planning Board met on July 7, 2022 at 6 pm.
- The Department Head Update Report for June 2022 is provided as a separate attachment.
- Chamber Member Breakfast Meeting July 19, 2022 at 8:00 AM.

Happy Birthday

For the month of July

7/21 – Dwayne Cheshire, Lieutenant Detective

7/29 – Hugh Bledsoe, Public Services Director



Department Head Updates

July 2022

COMMUNICATION AND MARKETING

Terri Dennison

NEW BROAD STREET BUSINESS OPENS

A ribbon cutting was held on Tuesday, June 21 to celebrate the opening of a new gift shop in the Central Business District. Mary and Dwayne Miller started "The People's Emporium" with the goal of promoting local businesses in Elizabethtown and Bladen County. "I'm thrilled to offer interesting shopping," Mary Miller said. "I want to bring in local artisans instead of them waiting for festivals". The gift store has a large variety of items for sale: cornhole boards, water floats, sunglasses, specialty foods, candles, and more. Immediately following the ribbon cutting, the Chamber along with the Millers hosted an After Hours function for Chamber Members.



It should also be noted that two new non-profits have opened in Elizabethtown: The Salvation Army is located in the Dreamworks' building and Wilmington Area Rebuilding Ministry, Inc. (WARM) is in the Small Business Incubator.

LEADERSHIP BLADEN

Leadership Bladen held its thirds session which focused on Health and Human Services, Law Enforcement and Emergency Services. A working lunch was held at the White Lake Training Center where the class participated in conflict resolution exercises. Elizabethtown Fire Chief Hollis Freeman took the class on a tour of the new fire station.

SOCIAL MEDIA AND UPGRADES

The Town Staff is working with a social media specialist to increase followers thru our social media pages. We are all ready seeing some good results. Our Farmers Market page has increased from 699 to 726 likes (28.6% increase) with a reach of 3,450. The Pork & Beats Page has increase from 283 like to 341 (17% increase) with a reach of 11,805. Note the reach increases as Facebook users share the posts. There are a least 2 posts a day. The specialist has also established Instagram accounts for each of these areas.

Example of recent
Facebook post



DOWNTOWN MERCHANT COMMITTEE

T. Dennison met with a group of the Downtown Merchants to review work being done in the area and possible promotions. Improvements requested for the Farmer's Market included a portable stage, an information kiosk, and murals that people could use as backdrops for pictures. Several action items came from the meeting including billboards on Highway 87 promoting the downtown, a radio ad campaign (thru the Chamber), and a formal request to the Chamber to re-institute the Summer Concerts. The Downtown Merchants meet the 4th Tuesday of the month at 8AM at the Farmers Market.

250th ANNIVERSARY COMMITTEE

The planning committee for the 250 Anniversary continues to grow as more people learn about it. At the June meeting, the committee planned the opening event as a Founder's Day on March 11, 2023. This event will include celebrating the founding families, a proclamation, the introduction of a walking tour, vignettes of life during Revolutionary War times and period costumes and music. After Founder's Day, an event will be held every other month to celebrate the next 50

years in Elizabethtown. The committee is currently gathering the names of influential people for each era. The 250 Anniversary Committee meets the 3rd Thursday of every month at 4pm at the Curtis Brown Airport.

CHAMBER ACTIVITIES:

Membership and Business Promotion: As of June 30, the Chamber has 137 members.

Member Meetings to reconvene: The Chamber is reconvening its Members Meetings starting in July. Instead of a luncheon meeting, the new format will be a breakfast meeting on the 3rd Tuesday of the Month at 8AM at the Farmer's Market. The topic for the July 19 meeting is the Economy with UNCW Associate Professor of Economic, Mohcine Guettabi. Register thru the Chamber's website under Calendar of Events.

Fourth of July Fireworks: All paperwork for permits was submitted to the required entities so that the Fourth of July Fireworks at White Lake could happen.

Season's Magazine: The Chamber placed 2 ads in the summer issue of *Season Magazine*, which is distributed through the Bladen Journal and Robesonian. The first one was a generic ad for the Chamber. The second promoted shopping in downtown Elizabethtown.

Coast Host Meeting: T. Dennison attended the quarterly meeting of the regional tourism promotion committee. Coast Host. The meeting provided information on promotional programs that other areas in Eastern Carolina are doing and what state and regional programs are available to Elizabethtown, White Lake and Bladen County.



ELIZABETHTOWN AIRPORT

Mitch Taylor

Stats for the month of June 2022

Recorded Aircraft Operations	508
Aviation Gasoline Sales	849 Gallons
Jet Fuel Sales	853 Gallons
Sales Revenue	\$9092

FIRE DEPARTMENT

Hollis Freeman



- Fires- 14
- EMS- 13
- Special Response-1
- Service Call- 4
- All Other Incidents- 6

- Total Calls for June -38

- Hydrants Tested- 12
- Pre Plans- 25
- Inspections- 29

- Training Hours for the Month of June
- 137 Hours Total

POLICE DEPARTMENT

Tony Parrish

Stats for 5/30-6/26	
Calls for Service	426
Reports Taken	69
Arrests	14
Traffic Collisions	21
Traffic Citations	42
Warning Tickets	14

Also, during this period, we used information from the Flock Safety (ALPR) Cameras for the following:

- Located three (3) stolen license plates.

PUBLIC WORKS

Stephen Duffy

Delana Faircloth

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

All routine daily sampling, testing, monitoring, and documentation requirements were completed for both the drinking water and wastewater operations. Staff responded and remediated 11 leaks, swapped out 1 meter, and reinstalled one of the three 75 HP pumps at Locks Road bringing the total operational pumps back up to two (2). The third 75HP remains idle because the drive and soft start are inoperable and awaiting parts to repair in early July. It is believed the pump issues at Locks Road may be due to the lack of a true 3 Phase electrical service at the site. We are looking into the cost to provide 3 Phase at this location. Additionally, there were approximately 27 service disconnections/reconnections and 65-meter re-reads executed. The Water Department team also performed a large-scale stormwater line replacement on Pine Street just off W. Broad Street. It included excavation and removal of a collapsed 10" corrugated metal pipe and replacement with C900 PVC pipe. The construction took place in a day and the asphalt was replaced the next morning. Jerimey Sykes and Sherry Lanier are to be congratulated on passing their Collection System II certification test. It takes a lot of personal time studying and preparing for these type tests, so our appreciation for their efforts is well deserved!! We would also like welcome Nick Kauffman to the Water Department Team. Nick joins the team with approximately 10 years' experience in various aspects of water utilities work. He has worked in both Water and Wastewater performing customer service calls and performing construction activities for utilities in Florida. Welcome to the team and Elizabethtown Nick!



*Figure 1 - Stormwater Pipe Replacement
Pine Street*



*Figure 2 - Stormwater Pipe Replacement
Pine Street After*



Figure 3 - 2" Water Leak



Figure 4 - 2" Water Leak Repair

Wastewater Treatment Plant - Hugh Bledsoe

All routine sampling, testing and general plant operating processes were executed as required. Plant equipment preventative maintenance completed as required. Sludge removal in the digester was performed until the middle of the month. It is scheduled to continue in July after the beginning of the 22-23 fiscal year. At this point no additional exceedances in the permitted limits of the plant have occurred. Two discussions regarding the design phase of the new plant development occurred in the month of June. Everything appears to be on track for the design phase to wrap up in early August. Hugh Bledsoe is working directly with the engineering team at E.L. Robinson to ensure the plant meets of Town's current and future needs. Our last discussion indicated initial drafts of the design should be ready mid to late July.

Facilities Management – Greg Taylor

Greg Taylor started, June 13th, in the position of Facilities & Public Services Manager. He has his Electrical License, Freon License, Grade I Wastewater Operators License and an Associate's Degree in Information Technology. He has acclimated very quickly and proven to be an extremely valuable member of the Public Works Team. Mr. Taylor identified several issues with HVAC equipment at the Public Works Building and Farmers Market. He performed significant maintenance to the coolers and freezer at the Farmers Market. Johnsons Park electrical systems have been repaired and are back in working order. He is in the process of inspecting all Town owned facilities and developing a plan to address any deficiencies.

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

The Streets and Parks grass mowing and landscape efforts are in full swing. The crew performed tree trimming and flower bed cleanup around the Town Hall facility. Several of the drainage ditches throughout town have been cut to aid in stormwater conveyance. Vegetative retardant spraying of the airport cutting areas is proving to be a success, as minimal growth has been noted in the 5 weeks since spraying. Areas missed by the spray are evident but minimal, further showing the effectiveness of the application. All town owned parks have been cut and trimmed. Dixie Youth League events at the Leinwand Park have gone off without a hitch. Cleanup within the cemetery has been performed including trimming of several trees and removal of some overgrown bushes pushing against the retaining walls. Several maintenance concerns have also been addressed this month with cleanup in the laydown yard behind the Public Works Garage, fenceline clearing at the airport and signage replacement being a few.



Figure 5 – Overgrown Brush @ Cemetery



Figure 6 - Clearing Fence @ Airport



Figure 7 - Ditch Elizabeth Street Before



Figure 8 - Ditch Elizabeth Street After

Fleet Maintenance - Tracy Priest

Mr. Priest serviced mowers 6 times, 14 Police Vehicles, 4 Public Works Vehicles, 1 Town Hall Vehicle and assisted with 4 unrelated maintenance issues outside the garage responsibilities during the month. The laydown yard behind the garage continues to see major cleanup efforts and improvement. We delivered two (2) loads of scrap metal to the recyclers in Whiteville and collected.

Janitorial Services - Joan Tew

Janitorial responsibilities at each of the park's restroom facilities, the Farmers Market, Town Hall, Airport, and the Public Works facilities have been complete as assigned. A Saturday evening event towards the end of June received complaints from the renter due to the condition of the Common Area and Restrooms. Mrs. Tew had performed a cleaning of the facility on Friday night, but the Saturday morning traffic of the associated shops and other activities resulted in less than ideal conditions on Saturday evening. We have addressed the situation by instructing Ms. Tew to perform the event prep clean-up just prior to any events. On events with too short of a notice it may require streets department personnel to perform the preliminary clean-up.

Town Planner

Rusty Worley

The Planning Department has completed reviewing ordinance of manufactured homes within the city limits and zoning districts. It will be carrying the text amendment to the Planning Board on July 7 for approval and will have public hearing at the July Council meeting. It will restrict mobile homes in the following zoning districts OI, R10, R15, R20 and R40. The allowable districts will be R12, R12M and RA, the text amendments. The text amendments will remove the types of manufactured homes A,B and C only redefine manufactured homes in one group. There will be one supplement adding requiring a three feet by three feet platform at the top of steps for manufactured homes.

Town of Elizabethtown was awarded the Rural Transformation grant in the amount of \$332,500 for the project Accent Dye. The town is in negotiations with the owners to purchase the property. Phase 1 and asbestos inspections have been completed on this project.

The Planning Department is in the process of reviewing the accessory and accessory building within the Town limits. There are a number of these that are being purchased by citizens without being permitted.

Zoning Permit Issued 10

Certificate of Occupancy Issued 3

<u>Investigations:</u>	<u>Nature</u>	<u>Condition</u>
Community Mart	Rear Lighting	Resolved
1800 MLK	Yard Debris	Complying
2100 MLK	Yard Debris Abandon Vehicles	Letter sent no response
409 & 411 West St	Abandon home, Tree on House	Tree removed, complying



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 11, 2022

SUBMITTED BY: Beverly Robinson

ITEM TYPE: Request

AGENDA SECTION: OPEN FORUM

SUBJECT: Open Forum

BACKGROUND: Open Forum is for the purpose of public concerns or comments.

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

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 11, 2022

SUBMITTED BY: Beverly Robinson

ITEM TYPE: Request

AGENDA SECTION: CLOSED SESSION

SUBJECT: Closed Session

BACKGROUND: Closed Session is needed for the purposes of Economic Development and Real Estate.

SUGGESTED ACTION: Mayor Campbell will entertain a motion and a second to enter into Closed Session in accordance with NCGS 143-318.11(a)(4)-Economic Development and NCGS 143-318.11(a)(5) - Real Estate.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 11, 2022

SUBMITTED BY: Beverly Robinson

ITEM TYPE: Request

AGENDA SECTION: ADJOURNMENT

SUBJECT: Adjournment

BACKGROUND: With no further business to conduct, the meeting will be adjourned.

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

ATTACHMENTS: