



**ELIZABETHTOWN
COUNCIL
RESCHEDULED MEETING
7:00 PM, Monday, September 12, 2022**

1. OPENING AND CALL TO ORDER
 - 1.1 Opening and Call to Order
Mayor Campbell will call the meeting to order.
2. PRESENTATION OF COLORS, PLEDGE OF ALLEGIANCE AND INVOCATION
 - 2.1 Presentation of Colors, Pledge of Allegiance and Invocation
Cadets from the Paul R. Brown Leadership Academy will present the Colors and all will join in reciting the Pledge of Allegiance.
3. APPROVE CONSENT AGENDA ITEMS
 - 3.1 Approve Consent Agenda Items
Council is requested to approve the Consent Agenda items presented.
[Peak Agenda Attachment - Consent Agenda Documentation - 9.12.22.pdf](#)
4. CITIZEN REQUEST TO APPEAR
 - 4.1 Citizen Request to Appear
Council is requested to hear the concern of Mr. Andrew Robinson - gates at MLK Park.
[Peak Agenda Attachment - Citizen Request to Appear - Mr. Andrew Robinson - 9.12.2022.pdf](#)
5. PRESENTATIONS
 - 5.1 Town Manager Update
Council is requested to hear the update.
6. ORDINANCES/RESOLUTIONS/PROCLAMATIONS
 - 6.1 Resolution #2022-09 - To Establish Policy for Town of Elizabethtown Remote/Virtual Meetings
Council is requested to approve the Resolution.
[Attachment - Peak Agenda - 9.12.22 Resolution - Policy for Remote-Virtual Meetings.pdf](#)

7. ADMINISTRATIVE MATTERS

7.1 Approval of Stormwater Grant Application

Council is requested to approve Stormwater Grant Application Resolution.

[Resolution for Stormwater Project - Town and County - September 2022.pdf](#)

[Peak Agenda Attachment - County Resolution of Support for Stormwater Project - 9.12.2022.pdf](#)

7.2 Live Work Play Land Transfer

Council is requested to approve the Land Transfer.

7.3 Property Acquisition by Town - 403 Martin Luther King Drive

Council is requested to approve the purchase of property located at 403 Martin Luther King Drive.

7.4 Appointments - Local Firefighters' Relief Fund Trustee and Bladen Housing Authority

Council is requested to make the appointments.

[Peak Agenda Attachment - NCGS 58-84-30 - Local Firefighters' Relief Fund Trustees - 9.12.2022.pdf](#)

[Bladen Housing Authority Board Members - 9.12.2022.docx](#)

7.5 Proposed Facility & Park Rental Fee Change

Council is asked to approve the proposed changes to the rental fees for the Farmers' Market and parks.

[Proposed Facility_Park Rental Fee Changes.xlsx](#)

7.6 Monthly Financial Report

Council is requested to approve the Monthly Financial Report for August 2022.

[August 2022 Financial Summary.pdf](#)

8. OTHER BUSINESS

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

Council is requested to hear the reminders and announcements.

[Peak Agenda - Briefly - 9.12.2022.docx](#)

[Peak Agenda Attachment - Departmental Update Report - September 2022.pdf](#)

9. OPEN FORUM

9.1 Open Forum

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

10. ADJOURNMENT

10.1 Adjournment

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



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 12, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OPENING AND CALL TO ORDER

SUBJECT: Opening and Call to Order

BACKGROUND:

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

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 12, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

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

SUBJECT: Presentation of Colors, Pledge of Allegiance and Invocation

BACKGROUND:

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

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 12, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: APPROVE CONSENT AGENDA ITEMS

SUBJECT: Approve Consent Agenda Items

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

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

ATTACHMENTS:

[Peak Agenda Attachment - Consent Agenda Documentation - 9.12.22.pdf](#)



September 12, 2022 Rescheduled Town Council Meeting Consent Agenda Items

- A. Proposed Agenda – Agenda considered *proposed* until approved by the Board.
ACTION RECOMMENDED: Approval
- B. August 1, 2022 Noon Work Session Minutes **ATTACH. #B**
ACTION RECOMMENDED: Approval
- C. August 1, 2022 Evening Meeting Minutes **ATTACH. #C**
ACTION RECOMMENDED: Approval
- D. August 1, 2022 Closed Session Meeting Minutes **ATTACH. #D**
(To be distributed at the evening meeting)
ACTION RECOMMENDED: Approval
- E. Tax Releases **ATTACH. #E**
ACTION RECOMMENDED: Approval
- F. Resolution #2022-07 – To Adopt the October 1, 2021 Records Retention and Disposition Schedule **ATTACH. #F**
Issued by the NC Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section
ACTION RECOMMENDED: Approval
- G. Proclamation – To Terminate Local State of Emergency **ATTACH. #G**
ACTION RECOMMENDED: Approval

TOWN OF ELIZABETHTOWN

Noon Meeting

August 1, 2022

The Elizabethtown Town Council met for its noon session on Monday, August 1, 2022 at 12:00 pm in the Council Chamber. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Rich Glenn, Paula Greene, Ricky Leinwand, Herman Lewis, Town Manager Dane Rideout and Town Attorney Goldston Womble. Absent was Council Member Howell Clark Jr. Department Heads in attendance included Finance Director Sharon Penny, Police Chief Tony Parrish, Assistant Town Manager Pat DeVane, Planner Rusty Worley, Director of Communications & Marketing Terri Dennison, Public Services Director/Engineering Services Steph Duffy and Fire Chief Hollis Freeman. Representative from the press included Curt Vincent with the "Bladen Journal."

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

Mayor Campbell recognized Austin Larner, who is an intern with Public Services and presented him with a lapel pin. Austin is archiving files, maps and scanning cemetery deeds.

Item #3.1: Approve Consent Agenda Items

This agenda item will be considered at the evening meeting.

Item #4.1: Recognition of Miss Hailey Hudson, 2022 Miss Collegiate USA

Council will recognize Miss Hudson at the evening meeting.

Item #5.1: Town Manager Update

Assistant Town Manager Pat Devane noted that NCDOT has been pouring concrete flooring for 3 weeks, beams on the North end are being manufactured and will start in August, should be able to use the new bridge in December or January 2023. Samples have been delivered for Town water and should be back in a few days. The thirty-one replacement lights for Broad Street will come from Sternberg Lighting and will cost \$50,000.00. The order will need to be placed by August 15, 2022. Title searches for the CDBG-NR Grant for Martin Luther King properties have been completed and the Adams Company is ready to move forward if the award of the Surveying Services and Asbestos Inspection Services are approved tonight. Two pumps were rebuilt at Lock and Dam lift station.

Item #6.1: Recommendation of Approval for Purchase of LED Street Lights for Downtown

This agenda item will be considered at the evening meeting.

ATTACH. #B

Item #6.2: Repairs to Leinwand Park ball fields
Council will consider at the evening meeting.

Item #6.3: Amendment to approve FY 2022-2023 Budget Ordinance text
This agenda item will be considered at the evening meeting.

Item #6.4: Approval of Firm for Live, Work, Play Master Plan
Council will consider at the evening meeting.

Item #6.5: Monthly Financial Report
Council will consider at the evening meeting.

Item #7.1: "Briefly"
This agenda item will be presented at the evening meeting.

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

Sylvia Campbell, Mayor

Beverly Robinson, Admin Asst/CTC

TOWN OF ELIZABETHTOWN

Regular Meeting

August 1, 2022

The Elizabethtown Town Council met for its regular meeting on Monday, August 1, 2022 at 7:00 pm in the Council Chamber. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Rich Glenn, Paula Greene, Ricky Leinwand, Herman Lewis, Town Manager Dane Rideout and Town Attorney Goldston Womble. Absent was Council Member Howell Clark Jr. Department Heads in attendance included Finance Director Sharon Penny, Police Chief Tony Parrish, Assistant Town Manager Pat DeVane, Planner Rusty Worley, Director of Communications & Marketing Terri Dennison, Public Services Director/Engineering Services Stephen Duffy 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 Rich Glenn, seconded by Council Member Herman Lewis, the Board unanimously approved the following Consent Items as presented: A. Proposed Agenda, B. July 11, 2022 Noon Minutes, C. July 11, 2022 Evening Minutes, D. July 11, 2022 Closed Session Meeting Minutes, E. Unpaid Fiscal Years' Tax Collection Report, F. Recommendation of Award for Surveying 2020 Elizabethtown CDBG-NR Project, G. Recommendation of Award for Asbestos Inspection 2020 Elizabethtown CDBG-NR Project.

Item #4.1: Recognition of Miss Hailey Hudson, 2022 Miss Collegiate USA

Mayor Sylvia Campbell recognized Miss Hailey Hudson, former 2019 graduate of East Bladen High School, who has been crowned 2022 Miss Collegiate USA. She is a rising senior at UNC Chapel Hill.

Item #5.1: Town Manager Update

Assistant Town Manager Pat Devane noted that NCDOT has been pouring concrete flooring for 3 weeks, beams on the North end are being manufactured and will start in August, should be able to use the new bridge in December 2022 or January 2023. Samples have been delivered for Town water and should be back in a few days. Title searches for the CDBG-NR Grant for Martin Luther King properties have been completed and the Adams Company is ready to move forward.

ATTACH. #C

Item #6.1: Recommendation of Approval for Purchase of LED Street Lights for Downtown
Assistant Town Manager Pat DeVane noted that the replacement lights for Broad Street will come from Sternberg Lighting and will cost \$50,000.00. Council Member Paula Greene, seconded by Mayor Pro Tem Rufus Lloyd, moved to approve Recommendation of Approval for Purchase of LED Street Lights for Downtown (Unanimous). Copy attached and incorporated herein by reference.

Item #6.2: Repairs to Leinwand Park ball fields

Council Member Ricky Leinwand, seconded by Council Member Rich Glenn, moved to approve repairs to Leinwand Park ball fields (Unanimous). Copy attached and incorporated herein by reference.

Item #6.3: Amendment to approve FY 2022-2023 Budget Ordinance text

Council Member Rich Glenn, seconded by Council Member Herman Lewis, moved to approve amendment for FY 2022-2023 Budget Ordinance text (Unanimous). Copy attached and incorporated herein by reference.

Item #6.4: Approval of Firm for Live, Work, Play Master Plan

Town Manager Dane Rideout noted there was one proposal received and that firm met all guidelines by EDA. Council Member Rich Glenn, seconded by Mayor Pro Tem Rufus Lloyd, moved to approve of recommended firm to First Floor for award of the Live, Work, Play Master Plan (Unanimous). Copy attached and incorporated herein by reference.

Item #6.5: Monthly Financial Report

Finance Director Sharon Penny noted that the General Fund is negative due to paying the insurance up front and no revenue for July. Council Member Herman Lewis, seconded by Council Member Rich Glenn, moved to approve Monthly Financial Report (Unanimous). Copy attached and incorporated herein by reference.

Item #7.1: "Briefly"

Town Manager briefed on the following:

Department Head Updates will be on the website.

Stephen Duffy and Street crew located 5 valves that caused a slow leak, great work.

Flock cameras are a great success for the Police Department.

Chamber Breakfast meeting August 16th at 8:00 am.

Town offices will be closed September 5th in observance of Labor Day.

Next Council meeting will be September 12, 2022.

Item #8.1: Open Forum

Ms. Scarlett Brisson at 107 S. Owen Street noted that there is a stormwater issue that floods her yard. It flows to Slingsby Street. Public Services flushed out the lines.

Assistant Town Manager Pat DeVane noted there is no ordinance for stormwater and no funds. Public Services Director/Engineering Services Stephen Duffy noted that there is Golden Leaf funds that can be used for stormwater. The Town will look at the master plan.

At this time, Mrs. Charlotte Smith with "BladenOnline" made a comment as to her concern of Personnel discussion during Closed Session; in particular, since she had made a prior request to Town Attorney Goldston Womble. Town Attorney Womble addressed Mrs. Smith's concern.

9.1: Closed Session

Council Member Paula Greene, seconded by Mayor Pro Tem Rufus Lloyd, made a motion to enter into Closed Session in accordance with NCGS 143-318.11(a)(5) Real Estate and NCGS 143-318.11(a)(6) Personnel.

RETURN FROM CLOSED SESSION TO OPEN SESSION:

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

There was no action taken.

With there being no further business to conduct, Council Member Ricky Leinwand, seconded by Council Member Rich Glenn, made a motion to recess the meeting (Unanimous).

Mayor Sylvia Campbell announced the recessed meeting will be reconvened on August 18, 2022 at 1:00 p.m. via Zoom Call (August 18, 2022 meeting canceled due to no action taken).

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, Admin Asst/CTC

MEMORANDUM

TO: Mayor and Town Council

FROM: Beverly Robinson, Certified Tax Collector *BR*

SUBJECT: Tax Releases

DATE: August 24, 2022

Tax Collector Beverly Robinson has requested the following tax releases:

		Account No.
1	2022 Pawn TX INC	0548364
	Reason Remove Late List	
	Release Value \$112.40	
	Personal Property	
	Tax Released	\$ 11.24
2	2022 Pawn TX INC	0548364
	Reason Remove Late List	
	Release Value \$ 66.78	
	Personal Property	
	Tax Released	\$ 6.68
3	2022 Pawn TX INC	0548364
	Reason Remove Late List	
	Release Value \$ 1.88	
	Personal Property	
	Tax Released	\$ 0.19
4	2022 Cape Fear Forest Resources	0524928
	Reason Aircraft Sold	
	Release Value \$ 125,414.00	
	Personal Property	
	Tax Released	\$ 771.30
	Late List	\$ 77.13
5	2022 Brian Investments	5012746
	Reason Aircraft Sold	
	Release Value \$ 216,600.00	
	Personal Property	
	Tax Released	\$ 1,332.09
	Late List	\$ 133.21
6	2022 James Bridgers	0548799
	Reason Not In City Limits	
	Release Value \$ 127,980.00	
	Real Property	
	Tax Released	\$ 787.08

ATTACH. #E

7	2022 Jerry Tatum	5013677	
	Reason Only 3.00 Acres In City Limits		
	Release Value \$ 185,302.00		
	Real Property		
	Tax Released		\$ 1,139.61
8	2022 Rotor Leasing I LLC	0549907	
	Reason Listed on #0541768		
	Release Value \$ 47,156.00		
	Personal Property		
	Tax Released		\$ 290.01
9	2022 Russell Worley	0547976	
	Reason Aircraft Sold Nov 2021		
	Release Value \$ 12,000.00		
	Personal Property		
	Tax Released		\$ 73.80
	Late List		\$ 7.38
10	2022 Carl Jones	5012581	
	Reason Veterans Exemption		
	Release Value \$ 45,000.00		
	Real Property		
	Tax Released		\$ 276.75
11	2022 Village Greene Properties LLC	5011958	
	Reason Only 15 Acres In City Limits		
	Release Value \$ 247,520.00		
	Real Property		
	Tax Released		<u>\$ 1,522.25</u>

Council is requested to grant the above tax releases

\$ 6,428.72

**TOWN OF ELIZABETHTOWN
RESOLUTION**

Adopting the October 1, 2021 Records Retention and Disposition Schedule – General Records Schedule: Local Government Agencies Issued by the N.C. Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section

#R-2022-07

WHEREAS, North Carolina General Statute § 132-1 defines public records as documents, maps, photographs, recordings, and other items in various media that are made or received in connection with the transaction of public business; and

WHEREAS, North Carolina General Statute § 121-5 prohibits disposal of any public record without the consent of the North Carolina Department of Natural and Cultural Resources; and

WHEREAS, the N.C. Department of Natural and Cultural Resources' Records Retention and Disposition Schedule, General Records Schedule: Local Government Agencies, dated October 1, 2021 identifies how long certain records must be retained in accordance with state and federal laws, rules, and regulations; and

WHEREAS, municipalities that adopt the October 1, 2021 Records Retention and Disposition Schedule, General Records Schedule: Local Government Agencies may lawfully dispose of certain records at the end of those records' retention periods, so long as those records are not needed for audit or legal purposes or in support of Town business.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Elizabethtown hereby adopts the October 1, 2021 Records Retention and Disposition Schedule, General Records Schedule: Local Government Agencies issued by the N.C. Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section, including the added locally defined administrative values of records, as presented in the September 12, 2022 Town Council agenda material, and that these Schedules supersede the Schedules adopted by the Elizabethtown Town Council in 2019.

Adopted this the 12th day of September, 2022.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

ATTACH. #F

TOWN OF ELIZABETHTOWN
PROCLAMATION
TERMINATING A LOCAL STATE OF EMERGENCY

WHEREAS, on March 31, 2020, Mayor Sylvia Campbell determined and declared a local State of Emergency for the Town's entire corporate jurisdiction; and

WHEREAS, the Town of Elizabethtown has determined the need for this local State of Emergency no longer exists in the Town based upon N.C. Governor Roy Cooper's Executive Order No. 267, Termination of the COVID-19 State of Emergency, issued on August 15, 2022.

NOW, THEREFORE, effective immediately, the Town of Elizabethtown Town Council hereby terminates the Declaration of a local State of Emergency and all of the restrictions and orders therein.

Proclaimed this the 12th day of September, 2022.

Sylvia Campbell, Mayor

ATTACH. #G



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 12, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: CITIZEN REQUEST TO APPEAR

SUBJECT: Citizen Request to Appear

BACKGROUND: Mr. Andrew Robinson completed a "Request to Appear" form to appear before Council to voice a concern about the gates at MLK Park.

SUGGESTED ACTION: Council is requested to hear the concern of Mr. Andrew Robinson - gates at MLK Park.

ATTACHMENTS:

[Peak Agenda Attachment - Citizen Request to Appear - Mr. Andrew Robinson - 9.12.2022.pdf](#)

TOWN OF ELIZABETHTOWN

REQUEST TO APPEAR BEFORE TOWN COUNCIL

According to Town Council procedure, any individual who wishes to appear before Council must complete this request form and submit it no later than six (6) working days prior to the date of the scheduled meeting. Your request should be specific and provide sufficient information which will allow Council to consider the matter. Copies of any supporting material should be included with this request form. Individuals requesting to appear on the agenda will be granted a maximum of fifteen (15) minutes to make a presentation.

Name: Andrew Robinson

Address: 1203 E. Broad St Elizabethtown, NC

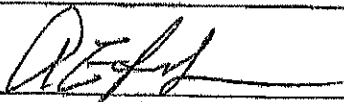
Telephone Number: 910-874-1778

Email Address: aerob717@yahoo

Date of Meeting you wish to appear at: SEPT 12, 2022

Please describe in detail the matter which would you like to discuss before Council:

BATES AT MLK PARK


Signature

8-30-22
Date

Please deliver your request to: Town of Elizabethtown, 805 W. Broad Street, P.O. Box 716, Elizabethtown, NC 28337. Mailed requests must be postmarked no later than 6 days prior to the scheduled meeting.



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 12, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Town Manager Update

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

SUGGESTED ACTION: Council is requested to hear the update.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 12, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

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

BACKGROUND: On August 15, 2022, with Governor Cooper's Termination of the State of Emergency, it has become necessary for the Town to consider establishing a policy to conduct Remote/Virtual meetings. Please see attached resolution to set the policy.

Town Attorney Goldston Womble was provided with a copy of the drafted policy for review.

Resolution attached.

SUGGESTED ACTION: Council is requested to approve the Resolution.

ATTACHMENTS:

[Attachment - Peak Agenda - 9.12.22 Resolution - Policy for Remote-Virtual Meetings.pdf](#)

TOWN OF ELIZABETHTOWN
REMOTE/VIRTUAL MEETING POLICY

#R-2022-09

WHEREAS, with the issuance of N.C. Governor Roy Cooper's Executive Order No. 267 dated August 15, 2022 terminating the COVID-19 State of Emergency, it becomes necessary for the Town to have a policy in place for conducting Remote/Virtual meetings; and

WHEREAS, by way of this Remote/Virtual meeting policy, such allows the Mayor and Council Members to continue to conduct the important business of municipal government without delay; and

WHEREAS, Remote/Virtual meetings will be appropriate when meeting in-person is not practical and shall be the decision of the Mayor (*and in Mayor's absence, the Mayor Pro Tem*) or the applicable Chair of the Board, Commission or Committee; and

WHEREAS, arrangements shall be made to ensure full and timely notice to the public setting forth the date and time of the Remote/Virtual meeting and providing the appropriate link to join the Remote/Virtual meeting; and

WHEREAS, all votes shall be conducted by roll call. Each member may vote on all matters at a Remote/Virtual meeting in the same manner as other meetings; and

WHEREAS, for Remote/Virtual meetings, those citizens wishing to speak in Open Forum will need to provide written comments at least two (2) business days prior to the Remote/Virtual Meeting by either emailing the comments to Town Clerk Juanita Hester, jhester@elizabethtownnc.org, or by leaving written comments in an envelope placed in the Town's Drive-Thru Drop-Box located at 805 W. Broad Street; and

WHEREAS, minutes of the Remote/Virtual meeting shall be taken in the same manner as other meetings; and

WHEREAS, based on legal advice, Public Hearings for Quasi-Judicial matters shall only be conducted at in-person meetings rather than at a Remote/Virtual meeting.

NOW, THEREFORE, BE IT RESOLVED that Mayor Sylvia Campbell and Town Council members hereby establish this Remote/Virtual meeting policy for the benefit of Town government; and

BE IT FURTHER RESOLVED that this Remote/Virtual meeting policy will apply to any remote meetings needed by the Town's other Boards and related Advisory Committees and Commissions and becomes effective upon its adoption.

Adopted this the 12th day of September, 2022.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 12, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Approval of Stormwater Grant Application

BACKGROUND: Town Manager Dane Rideout may be called upon to present this agenda item. If so approved for the Town, W.K. Dickson Engineering can make application for the newly-created Local Assistance for Stormwater Infrastructure Investments Program. Funds are available for cities, counties, regional councils of government and nonprofit partners for construction and planning projects that will improve or create infrastructure for controlling stormwater quantity and quality. If grant funding is received, the Town will partner with the County of Bladen for the stormwater project. Town of Elizabethtown Resolution #R-2022-08 provided as well as Resolution of Support from County of Bladen.

Resolution provided.

SUGGESTED ACTION: Council is requested to approve Stormwater Grant Application Resolution.

ATTACHMENTS:

[Resolution for Stormwater Project - Town and County - September 2022.pdf](#)

[Peak Agenda Attachment - County Resolution of Support for Stormwater Project - 9.12.2022.pdf](#)

RESOLUTION BY TOWN COUNCIL OF THE TOWN OF ELIZABETHTOWN

#R-2022-08

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction and studies of stormwater projects, and
- WHEREAS, The Town of Elizabethtown has need for and intends to construct a stormwater project that will also benefit Bladen County, and
- WHEREAS, The Town of Elizabethtown intends to request State loan and/or grant assistance for the project,

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

That Town of Elizabethtown, the Applicant, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the Applicant will partner and work with other units of local government or utilities in conducting the project, including Bladen County.

That the Applicant will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the Applicant agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the (unit of government) to make scheduled repayment of the loan, to withhold from the (unit of government) any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the Applicant will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Dane Rideout, Town Manager, the Authorized Official, and successors so titled, is hereby authorized to execute and file an application on behalf of the Applicant with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the Authorized Official, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Applicant has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 12th day of September, 2022 at Elizabethtown, North Carolina.

Sylvia Campbell, Mayor

**RESOLUTION OF SUPPORT FOR A
TOWN OF ELIZABETHTOWN STORMWATER PROJECT**

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction and studies of stormwater projects, and

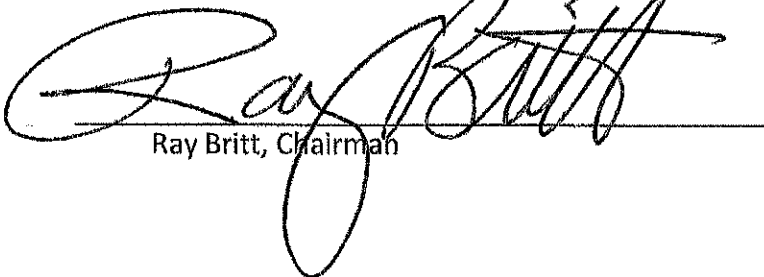
WHEREAS, The Town of Elizabethtown has the need for, and intends to construct, a stormwater project that will also benefit Bladen County, and

WHEREAS, The Town of Elizabethtown intends to request State loan and/or grant assistance for the project; now, therefore be it

RESOLVED, That the Town of Elizabethtown will be the Applicant for the funding of the project and will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

RESOLVED, That Bladen County will partner with the Applicant in conducting this mutually beneficial project.

Adopted this the 6th day of September, 2022 at Bladen County, North Carolina.


Ray Britt, Chairman



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 12, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Live Work Play Land Transfer

BACKGROUND: For the Live Work Play project, there are two parcels for Land Transfer to Bladen's Bloomin' as described below.
Parcel 1 - Corner of Aviation Parkway and Executive Drive 270 feet by 370 feet +/- 2.29 acres (Cape Fear Urgent Care); and
Parcel 2 - Beginning at New Road running NE 300 feet on Aviation Parkway and 370 feet deep +/- 2.54 acres (Distillery Site).

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

SUGGESTED ACTION: Council is requested to approve the Land Transfer.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 12, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Property Acquisition by Town - 403 Martin Luther King Drive

BACKGROUND: Property at 403 Martin Luther King Drive will be purchased by the Town for \$17,349.00. Town will pay all associated closing costs and waive the 2022 Town property taxes.

SUGGESTED ACTION: Council is requested to approve the purchase of property located at 403 Martin Luther King Drive.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 12, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Appointments - Local Firefighters' Relief Fund Trustee and Bladen Housing Authority

BACKGROUND: The following appointments will need to be considered by Council:

Local Firefighters' Relief Fund Trustee: Mr. Larry Richards has expressed an interest in serving another term of office if so appointed by Town Council. A copy of NCGS 58-84-30 is attached.

Bladen Housing Authority: Two vacancies exist, and Town Council can nominate candidates to fill these two vacancies. A list of current Bladen Housing Authority Board members is attached for ready reference.

SUGGESTED ACTION: Council is requested to make the appointments.

ATTACHMENTS:

Peak Agenda Attachment - NCGS 58-84-30 - Local Firefighters' Relief Fund Trustees - 9.12.2022.pdf

Bladen Housing Authority Board Members - 9.12.2022.docx

§ 58-84-30. Trustees appointed; organization.

For each county, town or city complying with and deriving benefits from the provisions of this Article, there shall be appointed a local board of trustees, known as the trustees of the local Firefighters' Relief Fund, to be composed of five members, two of whom shall be elected by the members of the local fire department who are qualified as beneficiaries of such fund, two of whom shall be elected by the mayor and board of aldermen or other local governing body, and one of whom shall be named by the Commissioner of Insurance. Their selection and term of office shall be as follows:

- (1) The members of the fire department shall hold an election to elect two representatives to the board to serve at the pleasure of the members of the department. The elected representatives may serve until their resignation or until the department holds an election to replace them. Board members elected pursuant to this subdivision shall be either (i) residents of the fire district or (ii) active or retired members of the fire department.
- (2) The mayor and board of aldermen or other local governing body shall appoint two representatives to the board to serve at the pleasure of the governing body. Board members appointed pursuant to this subdivision shall be residents of the fire district.
- (3) The Commissioner of Insurance shall appoint one representative to serve as trustee who shall serve at the pleasure of the Commissioner. The member appointed pursuant to this subdivision shall be either (i) a resident of the fire district or (ii) an active or retired member of the fire department.

All of the above trustees shall hold office for their elected or appointed time, or until their successors are elected or appointed, and shall serve without pay for their services. They shall immediately after election and appointment organize by electing from their members a chairman and a secretary and treasurer, which two last positions may be held by the same person. The treasurer of said board of trustees shall give a good and sufficient surety bond in a sum equal to the amount of moneys in his hand, to be approved by the Commissioner of Insurance. The cost of this bond may be deducted by the Insurance Commissioner from the receipts collected pursuant to G.S. 58-84-10 before distribution is made to local relief funds. If the chief or chiefs of the local fire departments are not named on the board of trustees as above provided, then they shall serve as ex officio members without privilege of voting on matters before the board. (1907, c. 831, s. 6; C.S., s. 6068; 1925, c. 41; 1945, c. 74, s. 1; 1947, c. 720; 1949, c. 1054; 1973, c. 1365; 1985, c. 666, s. 64; 1987, c. 174, ss. 1, 5; 2007-246, s. 3; 2012-45, s. 2; 2014-64, s. 1(a); 2016-51, s. 3.)

**BLADEN HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

8/25/2022

Executive Director Stevie Craig

Ericka Campbell

Jessica Graham

Aquenetta Robinson

Two Vacancies Exist



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 12, 2022

SUBMITTED BY: Juanita Hester, Town Manager

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Proposed Facility & Park Rental Fee Change

BACKGROUND: A fee of \$50 is being proposed to be added to the rental fee for the Farmers' Market and parks per the attached schedule. This fee would be to cover the cost to have the bathrooms cleaned and sanitized. The Town Manager, Mr. Dane Rideout, will be available to answer any questions.

SUGGESTED ACTION: Council is asked to approve the proposed changes to the rental fees for the Farmers' Market and parks.

ATTACHMENTS:
[Proposed Facility_Park Rental Fee Changes.xlsx](#)

Facility/Park Rental Fees
Proposed Fee Increases

Facility/Park	Current Resident Fee	Current Non- Resident Fee	Proposed Resident Fee	Proposed Non- Resident Fee
Farmers' Market (Half Day)	\$300.00	\$300.00	\$350.00	\$350.00
Tory Hole Picnic Shelter (4 hrs.)	\$50.00	\$75.00	\$100.00	\$125.00
Tory Hole Amphitheater (4 hrs.)	\$50.00	\$75.00	\$100.00	\$125.00
Tory Hole Wedding (4 hrs. Friday/8 hrs. Saturday)	\$350.00	\$400.00	\$400.00	\$450.00
Lloyd Picnic Shelter (4 hrs.)	\$25.00	\$30.00	\$75.00	\$80.00
Brown's Landing Picnic Shelter (4 hrs.)	\$50.00	\$75.00	\$100.00	\$125.00
Johnson Park Picnic Shelter (4 hrs.)	\$25.00	\$30.00	\$75.00	\$80.00



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 12, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Monthly Financial Report

BACKGROUND: Finance Director Sharon Penny brings forth a financial report for August 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 for August 2022.

ATTACHMENTS:
[August 2022 Financial Summary.pdf](#)

ELIZABETHTOWN as of August 31, 2022

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2022-2023 REVENUES

16% YEAR COMPLETED

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 8-31-2022	% of Budget
GENERAL FUND			
Ad Valorem & BID Taxes	1,654,000	741,741.89	44.8%
Vehicle Taxes	185,000		0.0%
Local Option Sales Taxes	700,000		0.0%
Utility Franchise Taxes	290,000		0.0%
ABC Revenue	105,000		0.0%
Powell Bill	114,000		0.0%
Street Improvement Project Loan	0	58,130.96	0.0%
Bladen Fire District	206,000	110,500.67	53.6%
Solid Waste fees	1,067,000	182,511.39	17.1%
Permits & Fees	26,350	5,588.00	21.2%
FEMA reimbursement	0		0.0%
Rental Income	43,800	8,529.06	19.5%
Salary & Admin. Reimbursements	79,669	7,683.37	9.6%
Miscellaneous Revenue	106,000	27,901.79	26.3%
Federal ARPA Funding	538,280	157,410.59	29.2%
General Fund Balance Approp.	223,471		0.0%
TOTAL GENERAL FUND	5,338,570	1,299,997.72	24.4%
WATER FUND			
Water fees	717,570	145,708.77	20.3%
Sewer fees	881,820	153,820.06	17.4%
Miscellaneous Revenue	135,200	27,660.33	20.5%
Utility Fund Balance Approp.	0		0.0%
TOTAL WATER FUND	1,734,590	327,189.16	18.9%

FINANCIAL REPORT

As indicated in the table to the left, Elizabethtown has received \$1,299,998 of its General Fund budgeted revenues during the reporting period, which began July 1, 2022.

\$327,189 of the Water Fund budgeted revenues has also been received. As of August 31, 2022, 44% 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 23%.

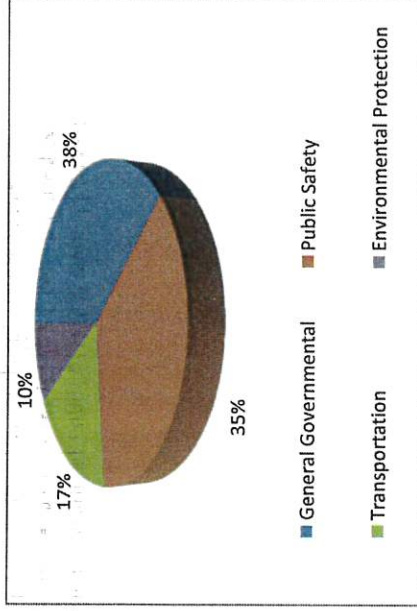
BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2022-2023 EXPENDITURES

Department	Fiscal Year Budget	Actual Y-T-D as of 8-31-2022	% of Budget
Governing Body	43,200	5,299.81	12.3%
Administration	517,795	232,448.46	44.9%
Finance	276,100	37,088.60	13.4%
Public Works	412,876	51,306.13	12.4%
Public Facilities	122,475	26,384.83	21.5%
Police	1,461,039	194,016.64	13.3%
Fire	919,234	171,013.46	18.6%
Streets	486,269	123,623.17	25.4%
Powell	114,000	0.00	0.0%
Street Improvement Project	-	58,130.96	0.0%
Solid Waste	570,000	47,478.06	8.3%
Planning & Economic Develop.	139,102	17,004.21	12.2%
Recreation	44,700	9,660.07	21.6%
Airport	79,669	10,410.73	13.1%
Special Appropriations	152,111	0.00	0.0%
GENERAL FUND TOTAL	5,338,570	983,865.13	18.4%
WATER FUND			
Water	808,404	155,113	19.2%
Sewer	826,186	136,048	16.5%
Tank Maintenance & Transfer Out	100,000	16,667	16.7%
WATER FUND TOTAL	1,734,590	307,827.55	17.7%

REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	0	\$	316,133
WATER FUND	0	\$	19,362
TOTAL COMBINED FUNDS	0	\$	335,494



As of August 31, 2022, Elizabethtown has expended \$983,865 of this fiscal year's \$5.3 million General Fund operating budget and \$307,827 from it's Water Fund budget. The total expenditures for the combined funds equate to approximately 19% 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: September 12, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OTHER BUSINESS

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

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

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

ATTACHMENTS:

[Peak Agenda - Briefly - 9.12.2022.docx](#)

[Peak Agenda Attachment - Departmental Update Report - September 2022.pdf](#)

To: Mayor and Town Council
From: Dane Rideout, Town Manager
Subject: "Briefly"
Date: September 12, 2022

The following items are provided as information to Council:

- The Department Head Update Report for September 2022 is provided as a separate attachment.
- The monthly Chamber of Commerce Member Breakfast meeting is set for September 20th at 8:00 a.m. at the new location of Whimsical Florist & Gifts.
- In observance of Columbus Day, the Town offices will be closed on Monday, October 10, 2022.
- As reported by Communications and Marketing Director Terri Dennison, the 250th Anniversary Planning Committee has decided on the following event dates:
 - *Saturday, March 11, 2023 – Founders Day Celebrating 1773-1823;*
 - *Saturday, May 6, 2023 – Celebrating the Years of 1824-1873;*
 - *Saturday, July 8, 2023 – Celebrating the Years of 1874-1923;*
 - *Saturday, September 23, 2023 – Celebrating the Years 1924 – 1974; and*
 - *Saturday, November 4, 2023 – The last 50 years which will be in conjunction with the Pork & Beats Festival.*



For the Month of September

9/11 – Samuel Hodge - Firefighter
9/19 – Rich Glenn – Council Member
9/20 – Sharon Penny – Finance Director
9/26 – Kenny Alligood – Fire Dept. – Part-time
9/27 – Madaleine Locklear – Police Officer



Department Head Updates

September 2022

COMMUNICATION AND MARKETING

Terri Dennison

EXPERIENCE ELIZABETHTOWN RADIO CAMPAIGN CONTINUES:

Five businesses are participating in a co-op radio advertising program on 100.9 The Cross. The ads will run for 3 months (August thru October) with 5 ads a day/ 7 days a week. The ads are structure so that they begin and end with an invitation to visit Downtown Elizabethtown, the middle 30 seconds promotes one of the 5 partners.

In support of the campaign, the Chamber is placing a billboard on Rt. 87 near the exit to West Broad Street.

The Downtown Committee meets the 4th Tuesday of every month at 8AM at the Farmers Market.



TOURISM SPENDING INCREASES 54.3%

Domestic and international visitors to and within Bladen County spent \$56.95 million in 2021, an increase of 54.3 % from 2020. The data comes from an annual study commissioned by [Visit North Carolina](#), a unit of the Economic Development Partnership of North Carolina.

These statistics come from the "Economic Impact of Travel on North Carolina Counties 2021," which can be accessed at partners.visitnc.com/economic-impact-studies. The study was prepared for Visit North Carolina by Tourism Economics in collaboration with the U.S. Travel Association.

TOURISM IMPACTS ON BLADEN COUNTY IN 2021	
Increase of 54.3% over 2020	
Visitor spending	\$56.95 Million
Number of employees in tourism industry	248
Payroll	\$10.4 Million
State Sales Tax Receipts	\$ 2.5 Million
Local Tax Receipts	\$ 1.9 Million
Economic Impact of Travel on North Carolina Counties 2022	

250TH ANNIVERSARY OF ELIZABETHTOWN

Planning continues with the events to celebrate the 150th Anniversary of Elizabethtown. Pole banners for downtown have been ordered and are expected to arrive in September.

CHAMBER ACTIVITIES:

Membership and Business Promotion:

As of July 31, the Chamber has 143 members.

Chamber of Commerce Monthly Member Meeting (Aug. 16):

Blythe Jordan of the NC Department of Transportation gave an update on projects in Bladen County including the next steps and schedule for the 701 Bridge repair. 25 people attended the breakfast meeting at the Farmers Market. The next Chamber Member Breakfast Meeting is Tuesday, September 20 at 8AM at Whimsical Florist. Ecotourism expert will be talking about the Governor's Hometown Strong Initiative and outdoor recreation.

Bladen County Christmas: The Christmas Committee has chosen the theme of Christmas Past, Present and Future for the holiday celebration.

Elizabethtown – White Lake Bound: This new on-line promotion links our social media efforts, marketing and content generation together in a fun contest for visitors to our area. Through it, we are inviting visitors to share their pictures and stories of adventures here. The entries will be posted on our social media. In November, one entry will be chosen as the winner of a 2-night stay here in Mother Nature's Playground. Through Visit NC, we have teamed up with Flip.to—a marketing platform that

helps inspire and win over travelers at a massive scale—to bring the platform to our area at no cost to any of our accommodations.



Leadership Bladen: Leadership Bladen Session 5 focused on economic development. The participants visited Chemours/Dupont, Smithfield, and STP in the morning. Lunch was provided by the Venue at Whimsical Florals with a panel of small business owners from White Lake Marine, Beyond Tax and Accounting, the People's Emporium, and Barefoot Brew. In the afternoon, they toured Anthem and Delton in the Industrial Park.

Other projects of the Chamber include:

- Developing a new logo for the Chamber.
- Updating listing on Visit NC for area lodging and events.
- Developing itineraries for traveling public and travel media.
- Revising the new business start-up guide.

ELIZABETHTOWN AIRPORT

Mitch Taylor

Stats for the month of August 2022

Recorded Aircraft Operations	701
Aviation Gasoline Sales	1015 Gallons
Jet Fuel Sales	2516 Gallons
Sales Revenue	\$18,451

FIRE DEPARTMENT

Hollis Freeman



- Call Report
- Fires: 6
- EMS call for service including wrecks: 18
- Service Call: 3
- All other incidents: 12
- Total Call: 39

- Community Events (Organizational meetings, public speaking, teaching)
- 08/11/2022 Back to School Giveaway at the Bladen County Library
- Professional Development (Certification and training classes, formal education, seminars)
- 242 combined hours of Training
- Hood System Inspected: 1
- Pre-Fire Plan Completed: 41
- Fire Inspections: 12

POLICE DEPARTMENT

Tony Parrish

Stats for 7/25- 8/29	
Calls for Service	609
Reports Taken	93
Arrests	26
Traffic Collisions	23
Traffic Citations	87
Warning Tickets	20

Flock ALPR Cameras results for this period:

- Assisted the Holden Beach Police department in identifying the person that stole a boat from their jurisdiction.
- Located a stolen vehicle that had been entered in NCIC.
- Used cameras to identify a vehicle used to commit a drive by shooting.
- Recovered two (2) stolen license plates that had been entered in NCIC.
- Used cameras to locate vehicle and apprehend the person identified in the drive by shooting.

The Elizabethtown Police Department received a plaque from Lexipol for Excellence in Law Enforcement Policy Management for 2021. This was achieved by our agency due to our officer's steadfast commitment to maintaining their online policy manual, completing Daily Training Bulletins and reviewing policy updates in a timely manner.



PUBLIC WORKS

Stephen Duffy

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

All routine daily sampling, testing, monitoring, and documentation requirements were completed for both the drinking water and wastewater operations. Staff responded and repaired 9 leaks and performed 4 service calls to determine availability of service. Locks Road Lift Station control panel upgrades have been completed. New electrical soft starts have been installed for all three pumps and a gas break has been incorporated into the conduit going from the panel to the wet well to prevent back gassing and damage to the components. These modifications have been incorporated to reduce the likelihood of power related failures. True 3Phase power is still be pursued for the site which should further shore up this primary conveyance asset. A new MS-5 SCADA control board was installed at the Cromartie Road Water Tank. USGS conducted follow-up water samples from our Well #1a. East Bladen Lift Station was serviced in preparation for the school year. Additionally, there were approximately 16 service disconnections/reconnections, 90-meter reads/re-reads executed, 2 new water taps and 8 other service-related calls. The new service truck approved in the 22-23 fiscal budget was purchased for \$49,225 and \$3,336 for lettering, lights and step rails. The total of \$52,551 is \$17,449 below budget. The Water Department team also performed a considerable amount of housekeeping in all phases of their operation, including vehicles, work areas and storage.



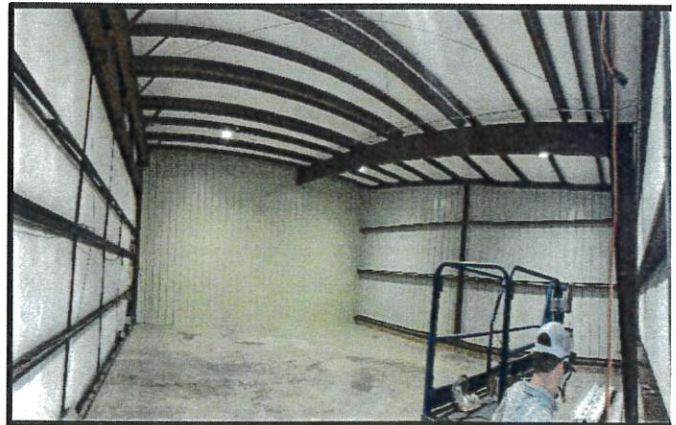
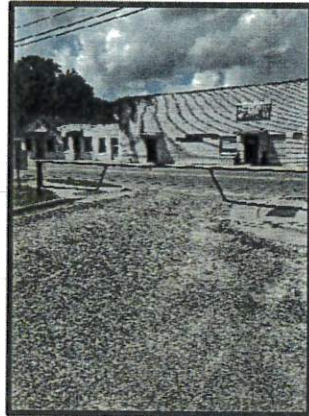
Wastewater Treatment Plant - Hugh Bledsoe

All routine sampling, testing and general plant operating processes were executed as required. Plant equipment preventative maintenance has been completed as required. Sludge removal has been suspended for this event. We are hopeful this session will catch up the operation for several months and possibly be sufficient to require only one additional session in the 22-23 fiscal year. EL Robinson has continued work on the design phase of the plant upgrade. We were informed near the end of the month the design should be ready for review and comment by mid-September. We have been in communication with Duke Power

regarding 3 Phase power to the wastewater treatment plant. They are working on estimating a cost to run the power underground for storm resiliency.

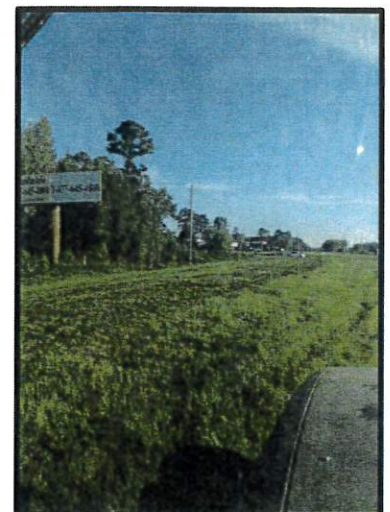
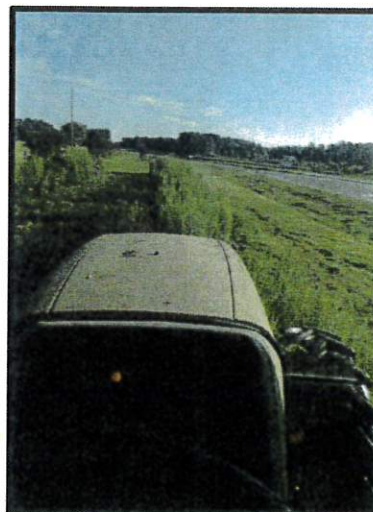
Facilities Management – Greg Taylor

Wireless thermostats were installed at Farmers Market Common Area, Barefoot's Sandwich Shop and Burney's. These units will allow staff to monitor and diagnose issues at the facility remotely to expedite repairs and potentially expose issues before failure. Additional sensors are being installed on the coolers and freezers at the facility. Future consideration will be given to installing them at Town Hall and Public Works. New LED lighting was installed in Hanger #7 at the Curtis L. Brown, Jr. Airport. Greg Taylor handled the installation, which dramatically improved the lighting. Additional hangers will be retrofitted similarly over time. Tracy Priest fabricated new gates for the Martin Luther King Jr. Park entrance.



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

The Streets and Parks grass mowing and landscape responsibilities have been well managed to this point in the season. The new 48" Gravely zero-turn mower, approved in 2022-23 fiscal budget, has arrived and been placed into service. The staff faced the challenge of having the Leaf and Limb Grapple Truck out of service for nearly the entire month. The team manually collected leaf and limb into the chipper truck and dump truck twice during the month. Additionally, they still managed to cut the 701 entrances into town, the 87 end of the airport and complete the scheduled mowing areas.



Fleet Maintenance - Tracy Priest

Mr. Priest serviced 13 mowers and other lawn equipment, 10 large pieces of equipment, 7 Police Vehicles, 10 Public Works Vehicles, fabricated 2 locking gates and assisted with numerous unrelated maintenance issues outside his garage responsibilities during the month.

Janitorial Services - Joan Tew (Contracted)

Janitorial responsibilities at each of the park's restroom facilities, the Farmers Market, Town Hall, Airport, and the Public Works facilities have been complete as assigned.

Town Clerk

Juanita Hester

- Received one Public Records Request from SmartProcure and the requested Purchase Order information was emailed on 8/10/2022. Admin. Assistant/Certified Tax Collector/Deputy Town Clerk Beverly Robinson prepared the P.O. listing to fulfill the Public Records Request.
- Per request received from the Water Department, Clerk submitted to the "Bladen Journal" for publication, the notice of "Local Wellhead Protection Program Plan".
- Clerk handled check request and obtained tag and title from local NCDMV office for new vehicle for the Public Services Department.
- Clerk prepared follow-ups from the August 1, 2022 Town Council meeting actions to include preparation of the 8/1/2022 Closed Session Meeting Minutes. In addition, submitted to the newspaper, the Town Council adopted actions for the May, June, July and August meetings.
- Distributed Notice of Cancellation for Town Council's Recessed 8/18/2022 Meeting.
- Clerk prepared Friday Memos during the month and made distribution to Town Council and Department Heads.
- Research items during the month by the Clerk included: Tory Hole Park information concerning use of purchased property; amendments for Primary Fire District and the process and forms used for the 2010 Downtown Revitalization Brick Purchase Program.
- On August 10, 2022, the Clerk submitted to the N.C. Secretary of State's office, the Annual Advisory Committee Appointments made by the Town Council for FY 2021-2022.
- Clerk prepared and submitted to USDA, Lumberton Office, the required annual reporting documentation for the Town's outstanding USDA loans.
- In preparation of the Auditor's review of Town records, worked on the Minute Books for FY 2021-2022.
- Notice of Town Council's Rescheduled September 12th meeting was prepared and distributed as well as posting of the Labor Day Holiday Notice on the Front Door of the Municipal Building.
- In coordination with the Manager, the Clerk prepared the September 12, 2022 Town Council meeting agenda material, posted the information to the Town's webpage and made distribution to Town Council and Department Heads. In addition, the Clerk made notification to the Press that agenda had been posted for their information.
- Notified Mrs. Theresa Lloyd at Paul R. Brown Leadership Academy of Town Council's Rescheduled September meeting so that arrangements may be made for the Cadets to be available at the Council meeting for presentation of the Colors and Pledge of Allegiance.

Town Planner
Rusty Worley

- The Planning Department is reviewing the Animal complaint within city limits on Third Street. The owner fenced the backyard in without a permit and moved 3 miniature horses inside of city limits. They were delivered a notice on July 15, 2022 regarding the ordinance 91.08. They responded verbally that they were therapy horses and did respond by letter on August 12, 2022. They included documentation that these were service animals and cc their attorney. A letter has been sent on the Town's behalf to the School of Government concerning the issue of number of horses and Town Ordinance. At this time we are waiting on a response from the School of Government.
- 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 last offer made to the Daniels was \$175,000. To their counteroffer of \$225,000.
- A complaint has been filed by a resident on Joyce Street about the number of trash cans that are left on by the road after pick-up. The problem exists over the entire town, the ordinance does not address the issue of removing the trash cans. A reminder was sent out on water bills to remove trash cans from roadside.

Zoning Permit Issued 19
 Certificate of Occupancy Issued 4

<u>Investigations:</u>	<u>Nature</u>	<u>Condition</u>
1800 MLK	Yard Debris	Complying
2100 MLK	Yard Debris, Abandon Vehicles	Letter sent no response
409 & 411 West St	Abandon home, Tree on House	Resolved
401 Hardwood St	Unpermitted Accessory Building	Complied
105 N Marvin St	Yard Debris	Complying
104 Craig St	Yard Overgrown	Complied
1602 Martin Luther	Abandon Home	Letter sent no response
1703 Greenwood	Damaged Structure	Letter sent no response



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 12, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OPEN FORUM

SUBJECT: Open Forum

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

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

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 12, 2022

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADJOURNMENT

SUBJECT: Adjournment

BACKGROUND:

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

ATTACHMENTS: