



**ELIZABETHTOWN
COUNCIL
RESCHEDULED MEETING
7:00 PM, Monday, January 9, 2023**

1. OPENING AND CALL TO ORDER

1.1 Opening and Call to Order

Mayor Sylvia Campbell will call the meeting to order.

2. PRESENTATION OF COLORS, PLEDGE OF ALLEGIANCE AND INVOCATION

2.1 Presentation of Colors, Pledge of Allegiance and Invocation

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

Invocation will be given by Mayor Pro Tem Rufus Lloyd.

3. APPROVE CONSENT AGENDA ITEMS

3.1 Approve Consent Agenda Items

Council is requested to approve the Consent Agenda items presented.

[Peak Agenda Attachment - Consent Agenda Documentation - 1.9.23.pdf](#)

4. PUBLIC HEARINGS

4.1 PUBLIC HEARING: Special Use Permit Request - Case Number SUP # 2021181 -
Petitioner Cynthia Campbell - To Construct a 930 Sq. Ft. Garage - **Quasi-Judicial**

Town Attorney Goldston Womble will be swearing in the witnesses for the Quasi-Judicial Hearing for the Special Use Permit Request.

The Petitioner has the burden of producing competent, substantial evidence tending to establish the facts and conditions for the Special Use Permit Request.

Council is required to follow the Public Hearing procedure below:

HEARING PROCEDURE:

a) Open the hearing and call upon Planning Director 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 #5.1)

Peak Agenda Attachments - Special Use Permit - Cynthia Campbell - P.H. Notice - Site Map - Certification of Notices Mailed to Property Owners - 1.9.23.pdf

Peak Agenda Attachment - Revised - Special Use Permit Application and Site Plan - Cynthia Campbell - 1.9.23.pdf

4.2 PUBLIC HEARING: Community Development Block Grant - Neighborhood Revitalization (CDBG-NR)

Council is requested to follow the Hearing Procedure noted below:

HEARING PROCEDURE:

- a) Open the hearing and call upon Planning Director 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.

(No Action To be Taken This Evening - Second Public Hearing 2/6/23 Meeting)

Peak Agenda Attachment - Public Hearing - CDBG-NR Program - 1.9.23.pdf

4.3 PUBLIC HEARING: Zoning Ordinance Text Amendment for Accessory Buildings - Case Number TA # 112222

Council is requested to follow the Public Hearing procedure as noted below:

HEARING PROCEDURE:

- a) Open the hearing and call upon Planning Director 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 #5.2)

Peak Agenda Attachment - Public Hearing Notice - Text Amendment for Accessory Buildings - 1.9.23.pdf

Peak Agenda Attachment - Revised - Zoning Ordinance Text Amendment - Accessory Buildings - 1.9.23.pdf

Peak Agenda Attachment - Planning Board Letter of Recommendation - Text Amendment for Accessory Buildings - 1.9.23.pdf

5. ORDINANCES/RESOLUTIONS/PROCLAMATIONS

5.1 Approval of Special Use Permit Application - Case Number SUP # 2021181 - Cynthia Campbell - To Construct 930 Sq. Foot Garage on lot adjacent to 511 Pinkney Street
Council is requested to consider **one** (1) of the following actions regarding the presented Special Use Permit Application:

- 1. Approve as presented; or
- 2. Impose additional conditions as part of the permit approval process; or
- 3. Deny the permit and state the reason(s) for denial.

5.2 Approval of the Zoning Ordinance Text Amendment for Accessory Buildings - Section 8.14.12.

Council is requested to approve/disapprove of the zoning text amendment request.

Council should use one (1) of the following statements when making a motion:

- A Statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.
- A statement rejecting the zoning amendment and describing its inconsistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.
- A statement approving the zoning amendment and containing at least all of the following:
 - A declaration that the approval is also deemed an amendment to the comprehensive plan. The Town Council shall not require any additional request or application for amendment to the comprehensive plan.
 - An explanation of the change in conditions the Town Council took into account in amending the Ordinance to meet the development needs of the community.
 - Why the action was reasonable and in the public interest.

5.3 Grant Project Ordinances

Council is requested to approve the ordinances as presented.

[FUND 13 - EV CHARGING STATION - GRANT PROJECT ORDINANCE.docx](#)

[FUND 63 - LWP INFRASTRUCTURE - GRANT PROJECT ORDINANCE.docx](#)

[FUND 66 - STORMWATER MASTER PLAN - GRANT PROJECT ORDINANCE.docx](#)

[FUND 67 - COMMUNITY CENTER - GRANT PROJECT ORDINANCE.docx](#)

5.4 Resolution #R-2023-01 - Surplus Property Declaration - Wrecked Police Vehicle - 2016 Dodge

Council is requested to approve the Resolution.

[Resolution - To Declare Wrecked Police Vehicle as Surplus Property - 1.9.23.docx](#)

6. PRESENTATIONS

6.1 Presentation to Family Members - Resolution in Memory and Honor of Mrs. Mae Ola Sheridan

Mayor Sylvia Campbell will present framed Resolution to the Family Members of Mrs. Mae Ola Sheridan

[Peak Agenda Attachment - Revised 2 - Resolution In Memory and Honor of Mrs. Mae Ola Sheridan - 1.9.23.pdf](#)

6.2 Audit Report for FY Ending 6/30/2022

Council is requested to hear the presentation of the Audit at the Noon Work Session.

[FY 2021-2022 Audit Presentation.pdf](#)

6.3 Town Manager Update

Council is requested to hear the update.

7. ADMINISTRATIVE MATTERS

7.1 Approval of Audit for Fiscal Year Ending June 30, 2022

Council is requested to approve the Audit for Fiscal Year Ending June 30, 2022.

7.2 Purchase of Lights for Upgrade to Downtown Lighting System

Council is requested to approve the upgrade for downtown lights.

[Peak Agenda Attachment - Purchase Order Copy for Upgrade of Downtown Street Lights - 1.9.23.pdf](#)

7.3 Roster of Certified Firefighters and Relief Fund Board of Trustees

Council is requested to approve the Certified Firefighters' Roster and Relief Fund Board of Trustees.

[Peak Agenda Attachment - Certified Firefighters' Roster - 1.9.23.pdf](#)

[Peak Agenda Attachment - Background for Certified Firefighters Roster - 1.9.23.pdf](#)

[Peak Agenda Attachment - Relief Fund Board of Trustees - 1.9.23.pdf](#)

7.4 Fire Department Funding Agreement and Automatic Aid Agreement

Council is requested to approve the Fire Department Funding Agreement and Automatic Aid Agreement with the County of Bladen.

[Peak Agenda Attachment - Fire Dept. Funding Agreement and Automatic Aid Agreement - 1.9.23.pdf](#)

7.5 Property Purchase - Parcel # 15789

Council is requested to approve property purchase of parcel needed for the Elizabethtown Community Center project.

[Peak Agenda Attachment - Property Purchase - One Parcel - 1.9.23.pdf](#)

7.6 Monthly Financial Report

Council is requested to approve the Monthly Financial Report.

[December 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 Attachment - Revised 2 - Briefly - 1.9.23.pdf](#)

[Peak Agenda Attachment - Department Head Update Report - January 2023.pdf](#)

9. OPEN FORUM

9.1 Open Forum

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

[Sign-In Sheet - Open Forum - 11.8.2022.docx](#)

10. ADJOURNMENT

10.1 Adjournment

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



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OPENING AND CALL TO ORDER

SUBJECT: Opening and Call to Order

BACKGROUND:

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

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

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.

Invocation will be given by Mayor Pro Tem Rufus Lloyd.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

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 - 1.9.23.pdf](#)



**January 9, 2023 Rescheduled Town Council Meeting
Consent Agenda Items**

- A. Proposed Agenda – Agenda considered *proposed* until approved by the Board.
ACTION RECOMMENDED: Approval
- B. December 5, 2022 Noon Work Session Meeting Minutes
ACTION RECOMMENDED: Approval ATTACH. #B
- C. December 5, 2022 Regular Meeting Minutes
ACTION RECOMMENDED: Approval ATTACH. #C
- D. December 5, 2022 Closed Session Minutes
ACTION RECOMMENDED: Approval ATTACH. #D
(Will be distributed at the evening meeting)
- E. Tax Releases
ACTION RECOMMENDED: Approval ATTACH. #E
- F. Resolution #R-2022-16 - In Memory and Honor of Mrs. Mae Ola Sheridan
ACTION RECOMMENDED: Approval ATTACH. #F

TOWN OF ELIZABETHTOWN

Noon Meeting
December 5, 2022

The Elizabethtown Town Council met for its noon work session on Monday, December 5, 2022 at 12:00 pm in the Council Chamber. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Rich Glenn, Paula Greene, Ricky Leinwand, Herman Lewis, Howell Clark Jr., Town Manager Dane Rideout and Town Attorney Goldston Womble. Department Heads in attendance included Police Chief Tony Parrish, Assistant Town Manager Pat DeVane, Planner Rusty Worley, Director of Communications & Marketing Terri Dennison, Public Service/Engineering Director Stephen Duffy, Town Clerk Juanita Hester and Fire Chief Hollis Freeman and Finance Director Sharon Penny.

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

Director of Communications and Marketing Terri Dennison updated Council on upcoming events for 2023:

Chamber Annual Meeting and Award Program January 19th

Trail Festival Weekend February 17-19th

Elizabethtown 250th Anniversary

There will be a lot of activities for 2023

Item #3.1: Approve Consent Agenda Items

This agenda item will be considered at the evening meeting.

Item #4.1: Community Development Block Grant (CDBG) for Neighborhood Revitalization Program - \$2,575,000.00

This agenda item will be considered at the evening meeting.

Item #5.1: Public Hearing: Land Transfer to Bladen's Bloomin' Agri-Industrial, Inc.

Town Planner Rusty Worley noted the land is being transferred to Bladen's Bloomin' for a hospital at the Industrial Park. This agenda item will be considered at the evening meeting.

Item #5.2: Public Hearing: Rezoning Request, Case Number RZ# 2021176, PIN # 1311.10.35.7031 – Rezone parcel of land from R10 to R12 – Placement Location – 400 Emma Street

Town Planner Rusty Worley noted Rebuild NC is replacing the old mobile home with a new one. This item will be considered at the evening meeting.

ATTACH. #B

Item #5.3: Public Hearing: Rezoning Request – Case Numbers RZ# 2021177 and RZ# 2021178-
PIN# 1320.00.67.5258 – Rezone parcel of land from L1 to R12 – Placement Locations – 128
Gene Drive and 168 Gene Drive

Town Planner Rusty Worley noted Rebuild NC is replacing two new mobile homes due to damage from Hurricane Florence. Council will consider at the evening meeting.

Item #6.1: Approval of Land Transfer to Bladen's Bloomin' Agri-Industrial Inc.
Council will consider at the evening meeting.

Item #6.2: Ordinance Approval for Rezoning Request, Case Number RZ# 2021176, PIN
#1311.10.35.7031 – Rezone parcel of land from R10 to R12 – Placement Location – 400 Emma
Street

This agenda item will be considered at the evening meeting.

Item #6.3: Ordinance Approval for Rezoning Request – Case Numbers RZ# 2021177 and RZ#
2021178, PIN #1320.00.67.5258, Rezone parcel of land from L1 to R12 – Placement Locations –
128 Gene Drive and 168 Gene Drive

Council will consider at the evening meeting.

Item #7.1: Town Manager Update

Assistant Town Manager Pat Devane noted the Paving Project started the week of November 28th. Biggs Street will be paved December 6th, paving on David, S. Robeson Street December 7th or 8th, the milling machine will take care of the water and the streetlights will be delivered in 8 – 10 weeks.

Item #7.2: Wastewater Treatment Plant Project Update – EL Robinson Engineering
Council will hear the update at the evening meeting.

Item #8.1: Approval of Property Purchase – Martin Luther King, Jr. Drive – Parcels 15779 and
15773

Town Manager noted the Town is still negotiating with landowners. The \$135,000.00 will come from ABC sales \$100,000.00 and Blueberry Hill Project \$20,000.00. The Community Center will not be used for church services and no alcohol on the premises. This item will be considered at the evening meeting.

Item #8.2: Authorize Planning Director Rusty Worley to Proceed with Obtaining Requests for
Qualifications (RFQs) for Design/Build Project – Community Center Project on MLK

Town Planner Rusty Worley recommended Cost Plus or Design Build. This agenda item will be considered at the evening meeting.

Item #8.3: Board Guidance on Accent Dye Property

Town Planner Rusty Worley noted Phase I has been done, there is contamination and parts of the building is starting to collapse. There was some discussion of sending a letter to the land owner or turn over to the State. Council will provide direction to staff at the evening meeting.

Item #8.4: Bid Award – Dewitt Elevated Tank Rehabilitation Project

Director of Public Service/Engineering Director Stephen Duffy noted he has not dealt with the lowest bidder; the company was recommended by Ryan Cox who has worked with this company. Council will consider at the evening meeting.

Item # 8.5: Budget Amendment #2023-01

This agenda item will be considered at the evening meeting.

Item #8.6: Monthly Financial Report

This agenda item will be considered at the evening meeting.

Item #9.1: “Briefly”

Town Manager briefed on the following:

Town Employee Luncheon and Recognition will be December 15th at Noon.

Next Town Council meeting will be January 9th.

Budget Retreat dates March 13-17th, will choose a date.

Lacy West Insurance has been bought out, so the Town will bid out the property and liability insurance.

DOT has no funds for lights for the bridge.

Choose name for Live Work Play from the 3 designs.

Item #10.1: OPEN FORUM

No concerns or comments.

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

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, Admin. Asst./CTC

TOWN OF ELIZABETHTOWN

Regular Meeting
December 5, 2022

The Elizabethtown Town Council met for its regular meeting on Monday, December 5, 2022 at 7:00 pm in the Council Chamber. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Paula Greene, Ricky Leinwand, Herman Lewis and Howell Clark Jr., Town Manager Dane Rideout and Town Attorney Goldston Womble. Department Heads in attendance included Police Chief Tony Parrish, Assistant Town Manager Pat DeVane, Planner Rusty Worley, Director of Communications & Marketing Terri Dennison, Public Service/Engineering Director Stephen Duffy, Town Clerk Juanita Hester, Fire Chief Hollis Freeman and Finance Director Sharon Penny. Council Member Rich Glenn was absent. Representative from the Press included Sara Fox with the "Bladen Journal."

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. November 7, 2022 Noon Work Session Meeting Minutes, C. November 7, 2022 Regular Meeting Minutes, D. November 7, 2022 Closed Session Minutes, E. Tax Releases, F. Calendar of Budget Activities – FY 2023-2024, G. Town Council Meeting Dates for 2023 (Jan. – June).

Item #4.1: Community Development Block Grant (CDBG) for Neighborhood Revitalization Program - \$2,575,000.00

It will be an event center, have an afterschool program and a basketball court. Council Member Herman Lewis, seconded by Mayor Pro Tem Rufus Lloyd, made a motion to approve the Community Development Block Grant (CDBG) for Neighborhood Revitalization Program - \$2,575,000.00 (Unanimous).

Item #5.1: Public Hearing: Land Transfer to Bladen's Bloomin' Agri-Industrial, Inc.

Mayor Sylvia Campbell opened the Public Hearing and called upon Town Planner Rusty Worley to present. Mr. Worley noted 2 parcels in the Industrial Park will be transferred to Bladen's Bloomin' for an Urgent Care and Economic Development. No one signed up to speak, therefore, Mayor Campbell closed the Public Hearing.

Item #5.2: Public Hearing: Rezoning Request, Case Number RZ# 2021176, PIN # 1311.10.35.7031 – Rezone parcel of land from R10 to R12 – Placement Location – 400 Emma Street

Mayor Sylvia Campbell opened the Public Hearing and called upon Town Planner Rusty Worley to present. Mr. Worley noted Rebuild NC is replacing the old mobile home with a new one and it is now zoned R10. No one signed up to speak, therefore, the Mayor closed the Public Hearing.

Item #5.3: Public Hearing: Rezoning Request – Case Numbers RZ# 2021177 and RZ# 2021178- PIN# 1320.00.67.5258 – Rezone parcel of land from L1 to R12 – Placement Locations – 128 Gene Drive and 168 Gene Drive

Mayor Sylvia Campbell opened the Public Hearing and called upon Town Planner Rusty Worley to present. Town Planner Rusty Worley noted Rebuild NC is replacing 2 mobile homes and they are zoned Light Industrial but need to be zoned Residential 12 to be in compliance.

Ms. Vickie Gillespie signed up to speak and asked if the rezone would affect other properties in the area. Town Planner Rusty Worley noted it would not affect the surrounding properties.

Mayor Campbell closed the Public Hearing.

Item #6.1: Approval of Land Transfer to Bladen's Bloomin' Agri-Industrial Inc.

Council Member Howell Clark Jr., seconded by Council Member Paula Greene, moved to approve land transfer to Bladen's Bloomin' Agri-Industrial Inc (Unanimous). As noted by Town Attorney Goldston Womble – transferring property by execution of contract as approved in legal form and in accordance with NCGS 158.7.1(d).

Item #6.2: Ordinance Approval for Rezoning Request, Case Number RZ# 2021176, PIN #1311.10.35.7031 – Rezone parcel of land from R10 to R12 – Placement Location – 400 Emma Street

Mayor Pro Tem Rufus Lloyd, seconded by Council Member Herman Lewis, moved to approve Ordinance Approval for Rezoning Request Case Number RZ# 2021176, Pin #1311.10.35.7031 – Rezone parcel of land from R10 to R12 – Placement Location – 400 Emma Street (Unanimous).

Item #6.3: Ordinance Approval for Rezoning Request – Case Numbers RZ# 2021177 and RZ# 2021178, PIN #1320.00.67.5258, Rezone parcel of land from L1 to R12 – Placement Locations – 128 Gene Drive and 168 Gene Drive

Council Member Howell Clark Jr., seconded by Council Member Paula Greene, moved to approve Ordinance Approval for Rezoning Request – Case Numbers RZ# 2021177 and RZ# 2021178, PIN #1320.00.67.528, Rezone parcel of land from L1 to R12 – Placement Locations 128 Gene Drive and 168 Gene Drive (Unanimous).

Item #7.1: Town Manager Update

Assistant Town Manager Pat Devane noted the Paving Project started the week of November 28th. Patching will take place around the hospital, David Street finished, patching on Swanzy Street and W King December 6th.

Item #7.2: Wastewater Treatment Plant Project Update – EL Robinson Engineering

Project Engineer David Brandes with E. L. Robinson presented an update on the WWTP Project. Mr. Brandes noted there is \$9,000,000.00 of work to be done and there is \$13,600,000.00 from ARPA funds. The grant will fund the project and the funds must be spent by December 31, 2026. The project will help to expand Bladenboro to a million gallons a day, the town already treats Dublin's sewer and no cost increase for citizens. The plant was upgraded in 1950, 1977 and 1997. The electrical system is out of code, building in good shape but not ready to triple in size, 10 acres on site, redo sludge drying building, repave, 2.16 gallons a day of future growth and there is room to grow. DEQ sending plans in December, should be approved in February 2023, bid in March 2023 and construction in May 2023.

Item #8.1: Approval of Property Purchase – Martin Luther King, Jr. Drive – Parcels 15779 and 15773

Town Planner Rusty Worley noted Parcel #15773 and #15779 on Martin Luther King will be purchased from Robert McKoy. Council Member Herman Lewis, seconded by Mayor Pro Tem Rufus Lloyd, moved to approve Approval of Property Purchase – Martin Luther King Jr. Drive – Parcels 15779 and 15773 (Unanimous). Copy attached and incorporated herein by reference.

Item #8.2: Authorize Planning Director Rusty Worley to Proceed with Obtaining Requests for Qualifications (RFQs) for Design/Build Project – Community Center Project on MLK

Council Member Howell Clark Jr., seconded by Council Member Ricky Leinwand, made a motion to Authorize Planning Director Rusty Worley to Proceed with Obtaining Requests for Qualifications (RFQs) for Design/Build Project – Community Center Project on MLK (Unanimous).

Item #8.3: Board Guidance on Accent Dye Property

Town Planner Rusty Worley noted a Transformation grant of \$332,500.00 was received from the State for blighted properties. Phase I has been done, there is contamination and parts of the building is starting to collapse. The property owners declined the offer of \$200,000.00 for the property. The grant will be used for other properties. Council Member Howell Clark Jr., seconded by Council Member Herman Lewis, made a motion to turn the situation over to the State due to the contamination (Unanimous). Mrs. Elizabeth Cole signed up to speak and wanted to know what the Town can do because it is an eye sore.

Item #8.4: Bid Award – Dewitt Elevated Tank Rehabilitation Project

Director of Public Service/Engineering Director Stephen Duffy noted 5 bids were received with E & L Contractors being the lowest of \$491,000.00. Council Member Howell Clark Jr., seconded by Mayor Pro Tem Rufus Lloyd, moved to approve Bid Award – Dewitt Elevated Tank Rehabilitation Project (Unanimous). Copy attached and incorporated herein by reference.

Item # 8.5: Budget Amendment #2023-01

Finance Director Sharon Penny noted the budget amendment is for the balance of the loan for street improvement project, \$5,000.00 for Fire Department, insurance funds for wrecked vehicle, \$55,000.00 carryover from FY 2021-2022, replacement car not purchased, insurance

reimbursement for Fire truck for repairs, ARPA funds, downtown lighting and maintenance, replace server and replaced computers in Finance and Administration. Council Member Howell Clark Jr., seconded by Council Member Herman Lewis, moved to approve Budget Amendment #2023-01 (Unanimous). Copy attached and incorporated herein by reference.

Item #8.6: Monthly Financial Report

Finance Director Sharon Penny noted the General Fund is negative \$67,547.00 as of November 30, 2022, taxes are a little ahead, expenditures for the combined funds are 46% of the operating budget. Council Member Howell Clark Jr., seconded by Mayor Pro Tem Rufus Lloyd, moved to approve the Monthly Financial Report (Unanimous). Copy attached and incorporated herein by reference.

Item #9.1: "Briefly"

Town Manager briefed on the following:

In observance of Christmas, the Town offices will be closed December 23rd, 26th and 27th.

Town offices will be closed January 2nd in observance of New Years.

The Martin Luther King Parade is scheduled for January 16, 2023 at 11:00 am.

Council Member Herman Lewis will be celebrating his birthday December 8th.

Planner Rusty Worley will be celebrating his birthday December 10th.

Marine Military training in our area December 7th – 22nd.

Item #10.1: Open Forum

No concerns or comments.

Item #11.1 Closed Session

Council Member Howell Clark Jr., seconded by Mayor Pro Tem Rufus Lloyd, made a motion to enter into Closed Session in accordance with NCGS 143-318.11(a)(3) – Attorney-Client Privilege and NCGS 143-318.11(a)(4) – Economic Development (Unanimous).

RETURN FROM CLOSED SESSION TO OPEN SESSION:

Council Member Howell Clark Jr., seconded by Council Member Herman Lewis, made a motion to leave Closed Session and to return to Open Session (Unanimous).

There was no action taken.

With there being no further business to conduct, Council Member Herman Lewis, seconded by Council Member Rufus Lloyd, made a motion to adjourn (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, Admin. Asst./CTC

MEMORANDUM

TO: Mayor and Town Council

FROM: Beverly Robinson, Certified Tax Collector ^{BR}

SUBJECT: Tax Releases

DATE: December 9, 2022

Tax Collector Beverly Robinson has requested the following tax releases:

		<u>Account No.</u>
1	2022 James Bridgers	0544689
	Reason Only 2.54 Acres In City Limits	
	Release Value \$133,206.00	
	Real Property	
	Tax Released	\$ 819.22
2	2009 Lillian S Randall	5002191
	Reason County Foreclosure- Over 10 Years	
	Release Value \$ 5,800.00	
	Real Property	
	Tax Released	\$ 35.67
3	2010 Lillian S Randall	5002191
	Reason County Foreclosure - Over 10 Years	
	Release Value \$ 5,800.00	
	Real Property	
	Tax Released	\$ 35.67
4	2011 Lillian S Randall	5002191
	Reason County Foreclosure - Over 10 Years	
	Release Value \$ 5,800.00	
	Real Property	
	Tax Released	\$ 35.67
5	2022 Executive Aircraft Services	548809
	Reason Incorrect Owner	
	Release value \$ 29,330.00	
	Real Property	
	Tax Released	\$ 180.38

ATTACH. #E

6	2020 D&M Enterprises	5012528	
	Reason Sold in 2019		
	Released Value	\$ 3,480.00	
	Personal Property		
	Tax Released		\$ 21.40
	Late List		\$ 2.14
7	2021 D&M Enterprises	5012528	
	Reason Sold in 2019		
	Released Value	\$ 3,360.00	
	Personal Property		
	Tax Released		\$ 20.66
	Late List		\$ 2.07
8	2022 D&M Enterprises	5012528	
	Reason Sold in 2019		
	Released Value	\$ 3,250.00	
	Personal Property		
	Tax Released		\$ 19.99
	Late List		\$ 2.00
9	2022 Food Lion	5013470	
	Reason Double on Account		
	Released Value	\$ 18,269.00	
	Personal Property		
	Tax Released		<u>\$ 112.35</u>
	Council is requested to grant the above tax releases		<u><u>\$ 1,287.22</u></u>



Town of Elizabethtown Resolution

Resolution #R-2022-16

In Memory and Honor of Mrs. Mae Ola Sheridan

WHEREAS, the Elizabethtown community lost a kind and generous resident with the passing of Mrs. Mae Ola Sheridan in November 2022 at the amazing age of 104; and

WHEREAS, her many acts of kindness and graciousness on a daily basis enriched those fortunate enough to have known Mrs. Mae Ola; and

WHEREAS, a few Nuggets of A LIFE WELL LIVED include being an avid storyteller; a seamstress; an excellent cook; and a babysitter to many; and

WHEREAS, Mrs. Sheridan worked and retired from the Bladen County Schools and was affectionately known as “Granny” by many. She grew up in the days of Horse and Buggy times; and

WHEREAS, she was a strong woman of FAITH that always enjoyed hymns and prayer. Her FAITH carried her through two bouts of COVID; and

WHEREAS, Mrs. Mae Ola “Granny” was captivating as a storyteller; and

WHEREAS, a family member described his quote of Her Life as *“Granny saw more as a blind person than most of us do with our eyes wide open.”*

NOW, THEREFORE, BE IT RESOLVED that the Elizabethtown Mayor and Town Council Members wish to honor the memory of Mrs. Mae Ola Sheridan who lived a remarkable life and was truly an inspiration to her family, friends and community.

This the 9th day of January, 2023.

Sylvia Campbell, Mayor

ATTACH. #F



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Public Hearing

AGENDA SECTION: PUBLIC HEARINGS

SUBJECT: PUBLIC HEARING: Special Use Permit Request - Case Number SUP # 2021181 -Petitioner Cynthia Campbell - To Construct a 930 Sq. Ft. Garage - **Quasi-Judicial**

*Town Attorney Goldston Womble will be swearing in the witnesses for the Quasi-Judicial Hearing for the Special Use Permit Request.
The Petitioner has the burden of producing competent, substantial evidence tending to establish the facts and conditions for the Special Use Permit Request.*

BACKGROUND: Planning Director Rusty Worley may be called upon to answer any questions related to this Special Use Permit request.

Copy of Public Hearing Notice, Site Map and Certification of Notices to Adjacent Property Owners provided. In addition, copy of application provided as well as staff-generated site plan.

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

HEARING PROCEDURE:

- a) Open the hearing and call upon Planning Director 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 #5.1)

ATTACHMENTS:

Peak Agenda Attachments - Special Use Permit - Cynthia Campbell - P.H. Notice - Site Map - Certification of Notices Mailed to Property Owners - 1.9.23.pdf

Peak Agenda Attachment - Revised - Special Use Permit Application and Site Plan - Cynthia Campbell - 1.9.23.pdf

"Bladen Journal"

Dec. 23 & 30, 2022

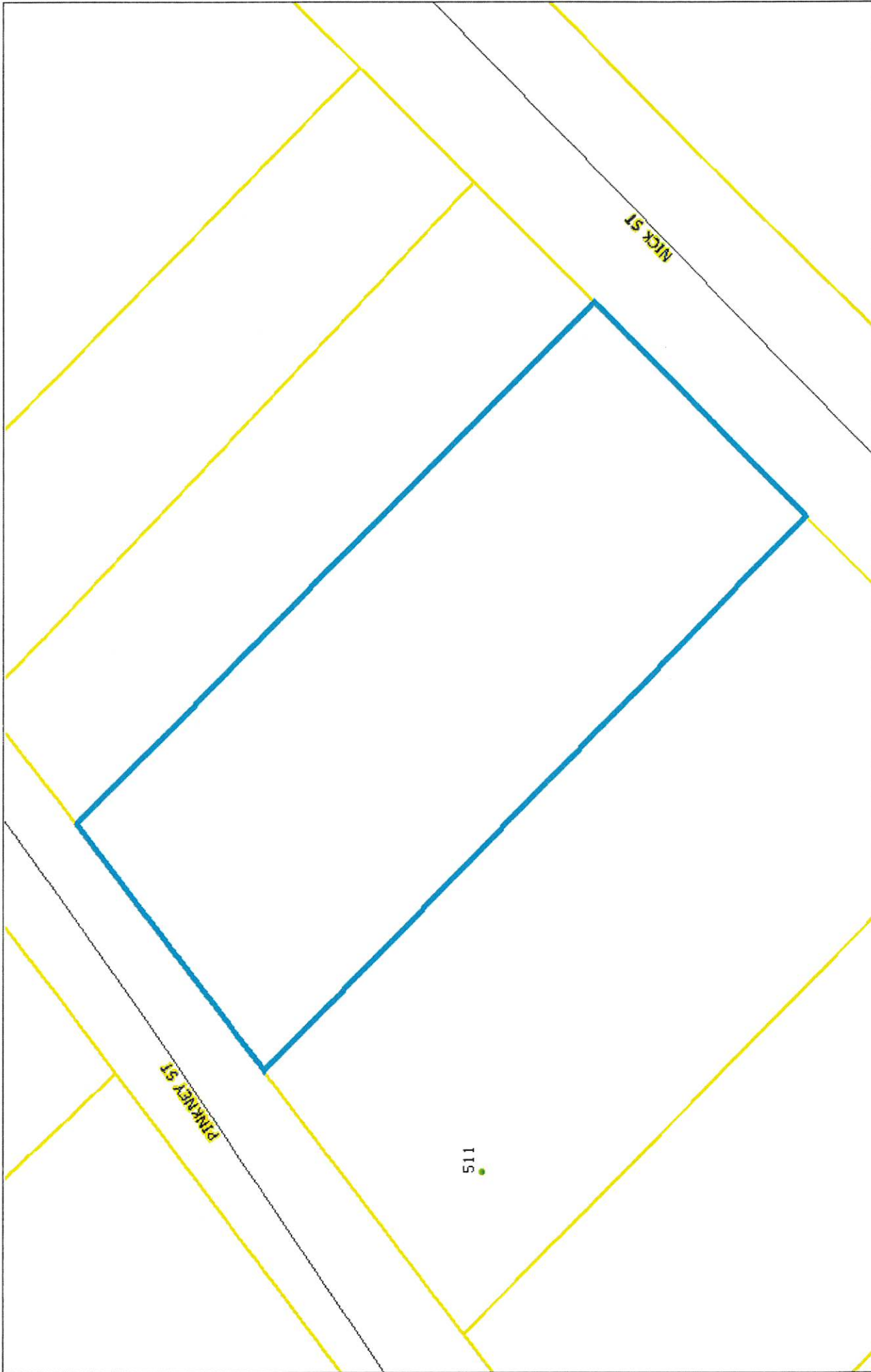
Notices

**TOWN OF ELIZABETHTOWN
NOTICE OF
PUBLIC HEARING**

Proposed Special Use Permit.
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, January 9, 2023 at
7:00 p.m. in the Elizabethtown
Municipal Building. Town
Council will consider the fol-
lowing:

Special Use Permit
Petitioner: Cynthia Campbell
Case Number: SUP # 2021181
Tax Map #:
PIN #1311.07.78.4117
Location: Lot Adjacent to 511
Pinkney Street
Request: To construct a 930
sq. foot Garage

All interested citizens are in-
vited to attend this hearing and
present comments on the
above petition. Citizens desir-
ing to speak are required to
place their name on the sign-
up sheet before agenda adop-
tion. Changes may be made in
the advertised proposal that re-
flect information presented at
the hearing. Those who
choose to view a copy of the
Special Use Permit Applica-
tion may do so during regular
business hours at the Eliza-
bethtown Municipal Building
located at 805 West Broad
Street in Elizabethtown, NC.



Description: VACANT RESIDENTIAL OVERGROWN
Owner: BELL OLIVER ROSCOE ETUX

Account #: 549806

PIN: 131107784117

Parcel #: 15796

Physical Address:

DISCLAIMER: The information gathered from this site is for informational purposes only and the map(s) printed from this site should NOT be used as or in place of an actual survey. The map(s) should NOT be used in sales or conveyances.

BLADEN COUNTY GIS



TOWN OF ELIZABETHTOWN

PLANNING & COMMUNITY DEVELOPMENT

CERTIFICATION OF NOTICE TO PROPERTY OWNERS

I, Rusty Worley, Planning Director, do hereby certify to Town Council of the Town of Elizabethtown, that in accordance with the provisions of G.S. 160A-384, the owner(s) of the property involved in the zoning classification action(s) described below and the owner(s) of the parcels of land abutting the property involved in the zoning classification action(s) described, received a notice of the proposed classification by first class mail.

Case Number: SUP # 2021181

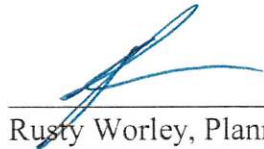
Petitioner: Cynthia Campbell

Property Owner: Cynthia Campbell

Zoning Classification Action(s): Special Use Permit for construction of a 930 sq. ft. garage on lot adjacent to 511 Pinkney Street.

OWNER NAME	OWNER ADDRESS	CITY	STATE	ZIP CODE
Albert Meyers	293 Manville Road - Apt.1A	Pleasantville	NY	10570
J.B. & N.Z. Inc.	P.O. Box 400	Elizabethtown	NC	28337
Dannie Williams	115-23 219 th Street - Apt #1	Cambria Heights	NY	11411-1167

*A copy of the Public Hearing Notice for the Special Use Permit request has been mailed to the Petitioner Cynthia Campbell.



Rusty Worley, Planning Director

12-22-22

Date

I, Juanita Hester, Town Clerk for the Town of Elizabethtown, do certify that the above-described notifications were mailed, and the property was posted with the Public Hearing information.



Juanita Hester, Town Clerk

12/22/22

Date

LAND USE APPLICATION

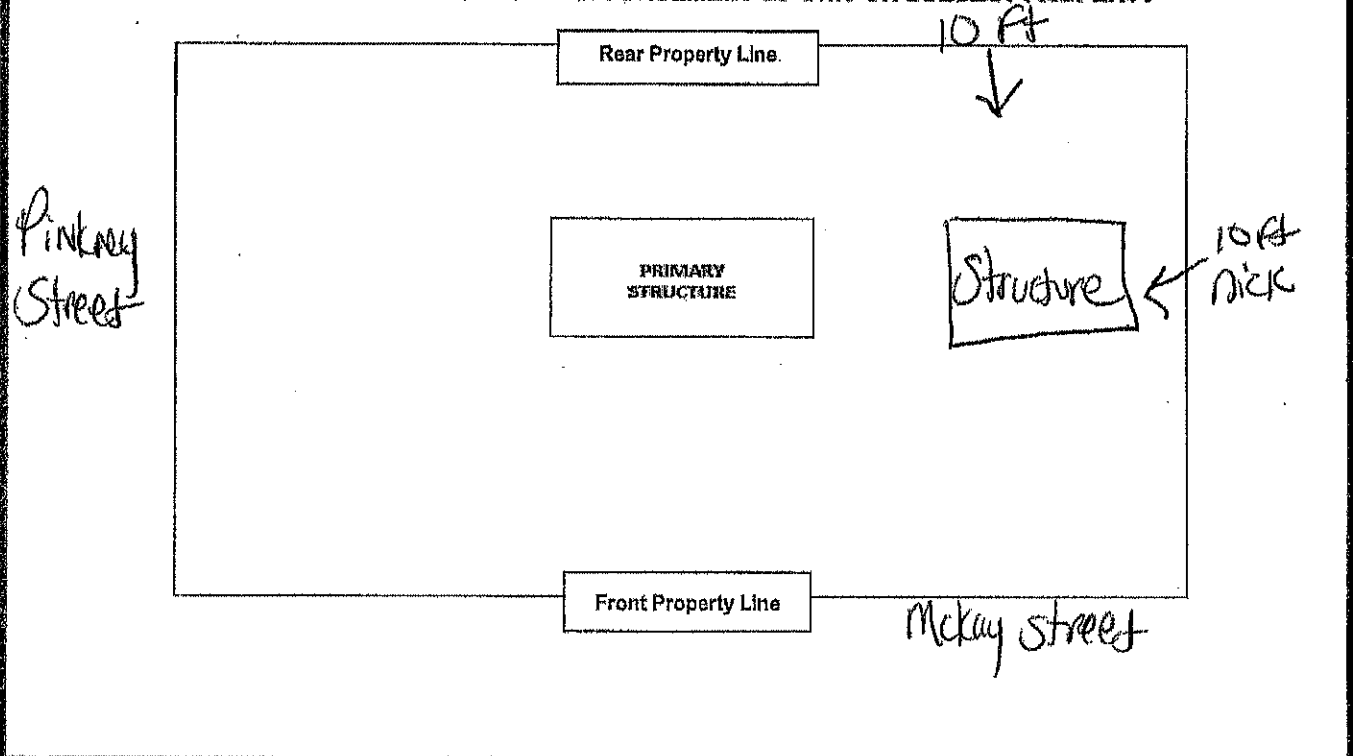
PROPOSED PLACEMENT

Applicant Name Oliver Campbell

Parcel ID _____

INSTRUCTIONS: Show a representative drawing of the intended placement location in relation to any driveways, existing buildings, fences, landscaping, street right-of-way and any neighboring drives or street intersections within 150 feet of the proposed placement location.

SCALE DRAWING OF PROPOSED PLACEMENT OF UNIT ON SUBJECT PROPERTY



INTENDED USE SECTION MUST BE COMPLETED

Intended Use: Storage Building, a place to store tractor, lawn mowers. Building will help tractor and other items from being in the rain to cause rust etc.

ACCESSORY BUILDINGS - RESIDENTIAL

1. One (1) detached garage
2. Two (2) accessory buildings
3. Located behind front line of building
4. No closer than 6' to an adjoining lot line.
5. ≥ 750 sq. ft. requires a Special Use Permit

AUTHORIZATION

I hereby affirm that I have full legal capacity to authorize the filing of this Application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The Authorized Signature invites Town representatives to make all reasonable inspections and investigations of the subject property during the period of processing this Application. Any application submitted by the deadline date found to be incomplete will be held by Planning and Development staff for a later schedule. It is the applicant's responsibility to verify that all required items have been submitted and accepted by Planning and Development staff.

Authorized Signature: _____

Oliver Campbell

Date: 12-12-2022

Printed
Signature/Title: _____



* Indicate how the special use maintains safe ingress and egress onto the site and safe road conditions around the site:

The building permit will be placed on site to ensure safety

* The special use allows for the protection of property values and the ability of neighboring lands to develop the uses permitted in the zoning district:

* Demonstrate how the special use allows for the protection of property values and the ability of neighboring lands to develop the uses permitted in the zoning district:

* Verification has been made that in our opinion the special use complies with all other relevant Town, State and Federal laws and regulations:

Applicant

* Applicant Name:

Oliver Campbell

* Owner:

Oliver Campbell

* Company:

Superior Metal Structures, Concrete

* Mailing Address:

511 Pinkney Street

* City, State, Zip:

Elizabethtown NC 28337

* Physical Address:

511 Pinkney Street

* City, State, Zip:

Elizabethtown NC 28337

* Phone Number:

910-536-3694

* Fax Number:

* Email:

ccampbell22@ecm.com

A copy of your site plans and/or blueprints is required and is to be attached.

I hereby affirm that I have full legal capacity to authorize the filing of this Application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The Authorized Signature invites Town representatives to make all reasonable inspections and investigations of the subject property during the period of processing this Application. Any application submitted by the deadline date found to be incomplete will be held by Planning and Development staff for a later schedule. It is the applicant's responsibility to verify that all required items have been submitted and accepted by Planning and Development staff.

* E-Signature:

Oliver Campbell

Upload Files:

Files No file chosen

Written Description of Special Use: Placement Tractors
Law Mower Motorcycles etc.

Written description of the proposed special use:
Storage Building using for storing tractor, law mower etc.

Written description of the zoning district designations:
Residential property

Indicate how the special use complies with all applicable use-specific standards:
Special permit complies with all specific standards the
permit will comply with residential area.

Describe how the special use complies with the character of surrounding lands:
Special permit complies with surrounding lands and buildings

Indicate how the special use avoids significant adverse impact on surrounding
lands: The permit will not adverse any permit on lands, no
negative effect on surrounding areas

Demonstrate how the special use is configured to minimize adverse effects:
The special permit the land is surrounded by buildings
houses

Explain how the special use avoids significant deterioration of water and air
resources: Special permit will avoid any deterioration
of water / air

Indicate how the special use maintains safe ingress:

Permit confirmed safe ingress ability to access their property through safe ingress sidewalk to enter

The special use allows for the protection of property:

Special use permit allows a parcel of land or property to be used in a manner that deviates from normally accepted activities in the area.

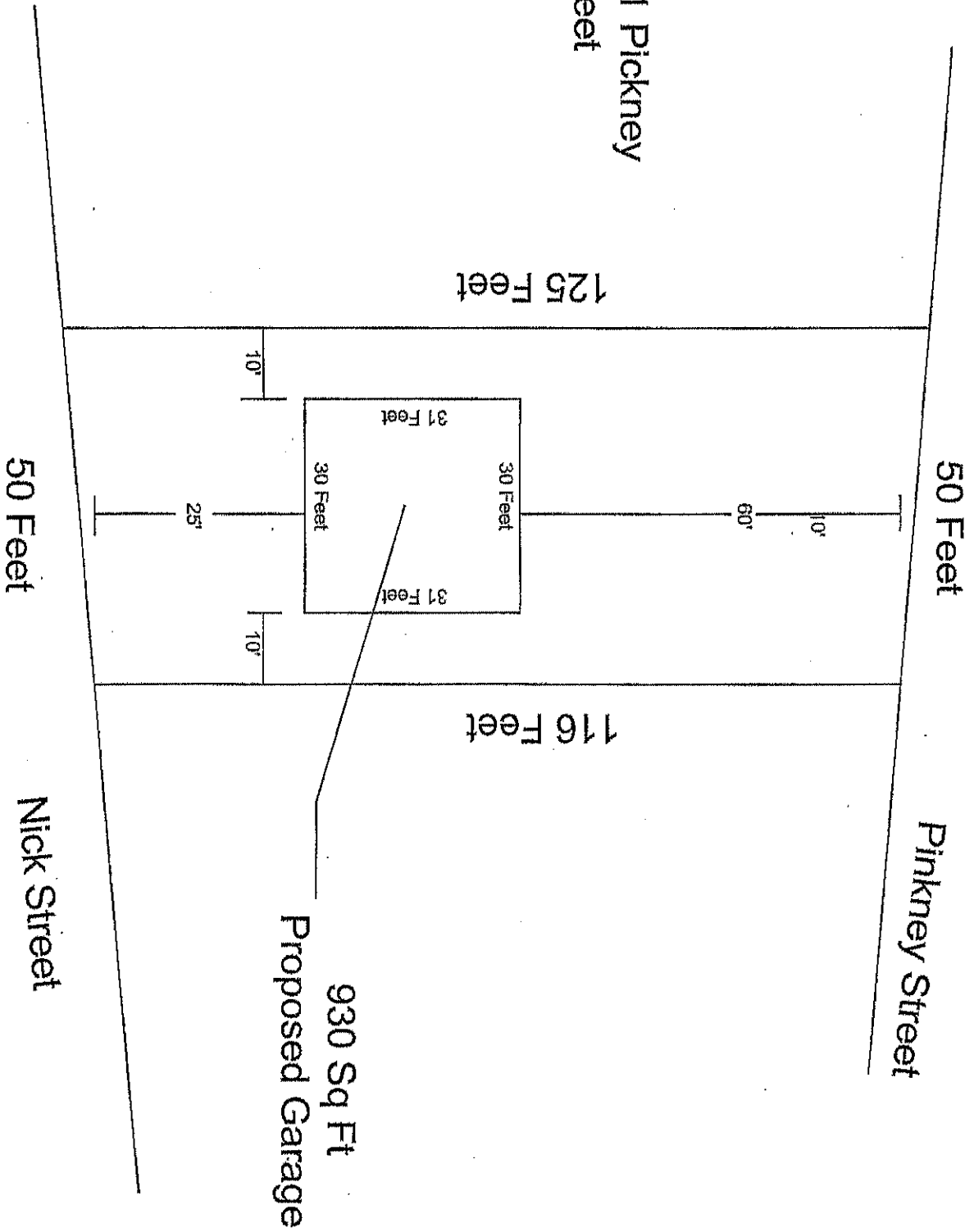
Demonstrate how the special use allows for the protection of property values:

The special permit allows protection property values, the values will not be affected, the permit will protect property

Staff-Generated Site Plan

1/5/23

511 Pickney
Street





Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Public Hearing

AGENDA SECTION: PUBLIC HEARINGS

SUBJECT: PUBLIC HEARING: Community Development Block Grant - Neighborhood Revitalization (CDBG-NR)

BACKGROUND: This Public Hearing will be the first of two required Public Hearings. No action on this item will be needed at tonight's public hearing.

Copy of Public Hearing notice provided.

SUGGESTED ACTION: Council is requested to follow the Hearing Procedure noted below:

HEARING PROCEDURE:

- a) Open the hearing and call upon Planning Director 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.

(No Action To be Taken This Evening - Second Public Hearing 2/6/23 Meeting)

ATTACHMENTS:

Peak Agenda Attachment - Public Hearing - CDBG-NR Program - 1.9.23.pdf

"Bladen Journal"
Dec. 30, 2022

**TOWN OF ELIZABETHTOWN
PUBLIC HEARING NOTICE**

The Town of Elizabethtown Town Council will be conducting the first of two Public Hearings on January 9, 2023 at 7:00 p.m. for the purpose of receiving public input on community development and needs in the Town of Elizabethtown in relation to Community Development Block Grant-Neighborhood Revitalization (CDBG-NR) funding. The Public Hearing will be conducted in the Elizabethtown Municipal Building located at 805 W. Broad Street, Elizabethtown, NC. Members of the public desiring to speak at this Public Hearing will be required to place their name on the sign-in sheet prior to the opening of the meeting.

Sylvia Campbell, Mayor



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Public Hearing

AGENDA SECTION: PUBLIC HEARINGS

SUBJECT: PUBLIC HEARING: Zoning Ordinance Text Amendment for Accessory Buildings - Case Number TA # 112222

BACKGROUND: Staff recommends approving this amendment to the Zoning Ordinance section related to Accessory Buildings.

Copy of Public Hearing Notice provided as well as Text Amendment for Zoning Ordinance Section 8.14.12. Accessory Buildings and Planning Board Letter of Recommendation.

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

HEARING PROCEDURE:

- a) Open the hearing and call upon Planning Director 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 #5.2)

ATTACHMENTS:

Peak Agenda Attachment - Public Hearing Notice - Text Amendment for Accessory Buildings - 1.9.23.pdf

Peak Agenda Attachment - Revised - Zoning Ordinance Text Amendment - Accessory Buildings - 1.9.23.pdf

Peak Agenda Attachment - Planning Board Letter of Recommendation - Text Amendment for Accessory Buildings - 1.9.23.pdf

"Bladen Journal"

Dec. 30, 2022

**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, January 9, 2023 at 7:00 p.m. in the Elizabethtown Municipal Building. Town Council will consider the following:

Text Amendment Request
Petitioner:
Town of Elizabethtown
Case Number: TA # 112222
Request: Staff recommends changes to the Elizabethtown Zoning Code as it applies to Accessory Buildings

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 agenda adoption. Changes may be made in the advertised proposal that reflect information presented at the hearing. Those who wish to view a copy of the text amendment application may do so by contacting Planning Director Rusty Worley at (910) 862-2066.

Sylvia Campbell
Mayor

ZONING ORDINANCE TEXT AMENDMENT
TA # 112222
Presented to Town Council 1/9/2023

8.14.12. Accessory Buildings

Accessory buildings shall be permitted in any zoning district provided they comply with by the following conditions:

- 8.14.12.1 Residential Districts (R-A, R-40, R-20, R-15, R-12, R-12M, R-10): Uses within Residential Districts are limited to one (1) detached garage or carport and one (1) accessory building, each of which shall be located behind the back line of the principal building. An accessory building 400 sq ft or less in size may be located no closer than 6 feet to any adjoining lot line. Any accessory building greater than 400 sq ft in size shall meet the setbacks for a principal building within that zoning district and shall require a special use permit.
- 8.14.12.2 Commercial Districts (C-1, C-2, L-I, H-I, O-I, CBD): Uses with Commercial Districts are limited to one (1) detached garage or carport and one (1) accessory building, each of which shall be located behind the back line of the principal building. Accessory building 400 sq ft or less in size may be located no closer than 6 feet to any adjoining lot line. Any accessory building greater than 400 sq ft in size shall meet the setbacks for a principal building within that zoning district and shall require a special use permit.
- 8.14.12.3 All Accessory Buildings must meet the North Carolina Building Code for construction, foundations and tie down requirements.
- 8.14.12.4 All Accessory Buildings will be in harmony with the existing development and uses within the area in which it is to be located.
- 8.14.12.5 Open Carport primarily metal shelters are to be only in RA and R12 zoning districts.
- 8.14.12.6 * Failure to comply with this ordinance or nonpermitted accessory building fine will be two hundred fifty dollars (\$100.00) per incident and \$10.00 per day, by the owner of the land.
- 8.14.12.7 Accessory Buildings larger than 400 square feet shall be placed on a concrete foundation.

REVISIONS FROM TOWN ATTORNEY HAVE BEEN INCORPORATED INTO THIS DOCUMENT – 1/3/2023.

*** At the 1/9/23 Noon Work Session, Attorney Womble can provide the applicable language for revision needed for Section 8.14.12.6 – Violation Fee.**

TOWN OF ELIZABETHTOWN

PLANNING & COMMUNITY DEVELOPMENT

MEMORANDUM

DATE: January 4, 2023
TO: Mayor Sylvia Campbell
FROM: Bobby Kinlaw, Chairman
Planning Board Members
RE: Petitioner: Town of Elizabethtown
Case Number: TA # 112222
Text Amendment Request for Accessory Buildings

Pursuant to the Elizabethtown Zoning Ordinance, the Elizabethtown Planning Board considered the above-referenced Text Amendment application during a regular meeting on December 20, 2022. The Text Amendment is for Accessory Buildings.

After consideration of the information presented at the meeting, the Planning Board forwards to Town Council a recommendation to approve the Accessory Building Text Amendment.



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Approval of Special Use Permit Application - Case Number SUP # 2021181 - Cynthia Campbell - To Construct 930 Sq. Foot Garage on lot adjacent to 511 Pinkney Street

BACKGROUND: Planning Director Rusty Worley may be called upon to answer any questions.

SUGGESTED ACTION: Council is requested to consider **one** (1) of the following actions regarding the presented Special Use Permit Application:

1. Approve as presented; or
2. Impose additional conditions as part of the permit approval process; or
- 3 Deny the permit and state the reason(s) for denial.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Approval of the Zoning Ordinance Text Amendment for Accessory Buildings - Section 8.14.12.

BACKGROUND: Planning Director Rusty Worley may be called upon to answer any questions.

SUGGESTED ACTION: Council is requested to approve/disapprove of the zoning text amendment request.
Council should use one (1) of the following statements when making a motion:
- *A Statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.*
- *A statement rejecting the zoning amendment and describing its inconsistency with an adopted comprehensive plan and explaining why the action taken is reasonable and in the public interest.*
- *A statement approving the zoning amendment and containing at least all of the following:*
- *A declaration that the approval is also deemed an amendment to the comprehensive plan. The Town Council shall not require any additional request or application for amendment to the comprehensive plan.*
- *An explanation of the change in conditions the Town Council took into account in amending the Ordinance to meet the development needs of the community.*
- *Why the action was reasonable and in the public interest.*

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

SUBMITTED BY: Juanita Hester, Finance

ITEM TYPE: Resolution

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Grant Project Ordinances

BACKGROUND: The following capital projects require that a Grant Project Ordinance be approved and in place for the disbursement of the project grant funds and any local match. Finance Director Sharon Penny provides a Capital Project Ordinance for the projects listed below and may be called upon to answer any questions that Council Members may have.

- 1 - Fund 13 - EV Charging Station
- 2 - Fund 63 - Live, Work, Play Infrastructure
- 3 - Fund 66 - Stormwater Master Plan
- 4 - Fund 67 - Community Center

SUGGESTED ACTION: Council is requested to approve the ordinances as presented.

ATTACHMENTS:

[FUND 13 - EV CHARGING STATION - GRANT PROJECT ORDINANCE.docx](#)

[FUND 63 - LWP INFRASTRUCTURE - GRANT PROJECT ORDINANCE.docx](#)

[FUND 66 - STORMWATER MASTER PLAN - GRANT PROJECT ORDINANCE.docx](#)

[FUND 67 - COMMUNITY CENTER - GRANT PROJECT ORDINANCE.docx](#)

GRANT PROJECT ORDINANCE
NCDAQ REBATE AGREEMENT
LEVEL 2 EV CHARGING STATIONS
TOWN OF ELIZABETHTOWN
2023-01

Be it ordained by the Elizabethtown Town Council that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: The project authorized is for the installation of an EV Charging Station with dual ports located at the Cape Fear Farmers' Market.

Section 2: The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the North Carolina Department of Air Quality and the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete this project:

NCDAQ Grant	\$10,000.00
Local Match	<u>\$15,306.00</u>
TOTAL REVENUES	\$25,306.00

Section 4: The following amounts are appropriated for this project:

Capital Outlay	\$22,536.00
Software Subscription	<u>\$2,770.00</u>
TOTAL APPROPRIATIONS	\$25,306.00

Section 5: The finance officer is hereby directed to maintain within the Grant Project Fund sufficient detailed accounting records to provide the accounting to the grantor agency required by the grant agreement.

Section 6: Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7: The Finance Officer is hereby directed to report annually on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8: The Budget Officer is hereby directed to report the financial status of the project to the governing board on at least a quarterly basis.

Section 9: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer, and to the Clerk to Town Council to be kept by them for their direction in the disbursement of funds.

Adopted this 9th day of January 2023.

Sylvia B. Campbell, Mayor

Juanita Hester, Town Clerk

GRANT PROJECT ORDINANCE
GOLDEN LEAF GRANT
INFRASTRUCTURE FOR LWP PROJECT
TOWN OF ELIZABETHTOWN
2023-02

Be it ordained by the Elizabethtown Town Council that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: The project authorized is the construction of infrastructure and for site development in the Elizabethtown Industrial Park for the Live, Work, Play project.

Section 2: The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the Golden Leaf Foundation and the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete this project:

Golden Leaf Grant	<u>\$364,896.00</u>
TOTAL REVENUES	\$364,896.00

Section 4: The following amounts are appropriated for this project:

Construction	\$56,846.00
Engineering	\$18,600.00
Permits	\$5,000.00
Site Development	<u>\$220,650.00</u>
TOTAL APPROPRIATIONS	\$364,896.00

Section 5: The finance officer is hereby directed to maintain within the Grant Project Fund sufficient detailed accounting records to provide the accounting to the grantor agency required by the grant agreement.

Section 6: Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7: The Finance Officer is hereby directed to report annually on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8: The Budget Officer is hereby directed to report the financial status of the project to the governing board on at least a quarterly basis.

Section 9: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer, and to the Clerk to Town Council to be kept by them for their direction in the disbursement of funds.

Adopted this 9th day of January 2023.

Sylvia B. Campbell, Mayor

Juanita Hester, Town Clerk

GRANT PROJECT ORDINANCE
GOLDEN LEAF GRANT
STORMWATER MASTER PLAN
TOWN OF ELIZABETHTOWN
2023-03

Be it ordained by the Elizabethtown Town Council that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: The project authorized is for the development of a Stormwater Master Plan.

Section 2: The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the Golden Leaf Foundation and the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete this project:

Golden Leaf Grant	<u>\$132,000.00</u>
TOTAL REVENUES	\$132,000.00

Section 4: The following amounts are appropriated for this project:

Project Management/Engineering	\$12,000.00
Field Data Collection	\$30,000.00
Watershed Assessment	\$50,000.00
Concept Plans	\$30,000.00
Summary Report	<u>\$10,000.00</u>
TOTAL APPROPRIATIONS	\$132,000.00

Section 5: The finance officer is hereby directed to maintain within the Grant Project Fund sufficient detailed accounting records to provide the accounting to the grantor agency required by the grant agreement.

Section 6: Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7: The Finance Officer is hereby directed to report annually on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8: The Budget Officer is hereby directed to report the financial status of the project to the governing board on at least a quarterly basis.

Section 9: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer, and to the Clerk to Town Council to be kept by them for their direction in the disbursement of funds.

Adopted this 9th day of January 2023.

Sylvia B. Campbell, Mayor

Juanita Hester, Town Clerk

GRANT PROJECT ORDINANCE
CDBG NEIGHBORHOOD REVITALIZATION GRANT
COMMUNITY CENTER PROJECT
TOWN OF ELIZABETHTOWN
2023-04

Be it ordained by the Elizabethtown Town Council that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: The project authorized is for the construction of a community center on Martin Luther King, Jr. Dr. in New Town.

Section 2: The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the Golden Leaf Foundation and the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete this project:

CDBG-NR Grant	<u>\$2,575,000.00</u>
TOTAL REVENUES	\$2,575,000.00

Section 4: The following amounts are appropriated for this project:

Administration	\$210,000.00
Parking Facilities	\$130,000.00
Playground	\$250,000.00
Other Activities	\$15,000.00
Construction	<u>\$1,970,000.00</u>
TOTAL APPROPRIATIONS	\$2,575,000.00

Section 5: The finance officer is hereby directed to maintain within the Grant Project Fund sufficient detailed accounting records to provide the accounting to the grantor agency required by the grant agreement.

Section 6: Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7: The Finance Officer is hereby directed to report annually on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8: The Budget Officer is hereby directed to report the financial status of the project to the governing board on at least a quarterly basis.

Section 9: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer, and to the Clerk to Town Council to be kept by them for their direction in the disbursement of funds.

Adopted this 9th day of January 2023.



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Resolution #R-2023-01 - Surplus Property Declaration - Wrecked Police Vehicle - 2016 Dodge

BACKGROUND: Police Chief Tony Parrish may be called upon to present this agenda item.

Provided is copy of Resolution to Declare Wrecked Vehicle as Surplus Property. The Town's Insurance Company will be taking possession of the vehicle. Insurance payment forthcoming.

SUGGESTED ACTION: Council is requested to approve the Resolution.

ATTACHMENTS:

[Resolution - To Declare Wrecked Police Vehicle as Surplus Property - 1.9.23.docx](#)

TOWN OF ELIZABETHTOWN

**RESOLUTION AUTHORIZING THE DISPOSITION OF
CERTAIN PERSONAL PROPERTY**

#R-2023-01

WHEREAS, the Town Council of the Town of Elizabethtown desires to dispose of certain surplus property of the Town of Elizabethtown;

NOW, THEREFORE, BE IT RESOLVED by the Town Council that:

1. The following described property is hereby declared to be surplus to the needs of the Town of Elizabethtown Police Department:

*2016 Dodge Charger, VIN #2C3CDXAG6GH356405 (Wrecked Police Vehicle
Declared Total Loss by Insurance Company)*

2. Police Chief Tony Parrish is authorized to dispose of the described property. The Town's Insurance Company is taking possession of the wrecked vehicle.
3. The Town Clerk shall publish notice summarizing this Resolution in accordance with NCGS 160A-267.

Adopted this the 9th day of January, 2023.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Presentation to Family Members - Resolution in Memory and Honor of Mrs. Mae Ola Sheridan

BACKGROUND: Family Members of Mrs. Mae Ola Sheridan will be in attendance at the evening meeting to accept Resolution in Memory and Honor of Mrs. Mae Ola Sheridan. Mayor Campbell will make the presentation.

SUGGESTED ACTION: Mayor Sylvia Campbell will present framed Resolution to the Family Members of Mrs. Mae Ola Sheridan

ATTACHMENTS:

Peak Agenda Attachment - Revised 2 - Resolution In Memory and Honor of Mrs. Mae Ola Sheridan - 1.9.23.pdf



Town of Elizabethtown Resolution

Resolution #R-2022-16

*In Memory and Honor of
Mrs. Mae Ola Sheridan*

WHEREAS, the Elizabethtown community lost a kind and generous resident with the passing of Mrs. Mae Ola Sheridan in November 2022 at the amazing age of 104; and

WHEREAS, her many acts of kindness and graciousness on a daily basis enriched those fortunate enough to have known Mrs. Mae Ola; and

WHEREAS, a few Nuggets of A LIFE WELL LIVED include being an avid storyteller; a seamstress; an excellent cook; and a babysitter to many; and

WHEREAS, Mrs. Sheridan worked and retired from the Bladen County Schools and was affectionately known as “Granny” by many. She grew up in the days of Horse and Buggy times; and

WHEREAS, she was a strong woman of FAITH that always enjoyed hymns and prayer. Her FAITH carried her through two bouts of COVID; and

WHEREAS, Mrs. Mae Ola “Granny” was captivating as a storyteller; and

WHEREAS, a family member described his quote of Her Life as *“Granny saw more as a blind person than most of us do with our eyes wide open.”*

NOW, THEREFORE, BE IT RESOLVED that the Elizabethtown Mayor and Town Council Members wish to honor the memory of Mrs. Mae Ola Sheridan who lived a remarkable life and was truly an inspiration to her family, friends and community.

This the 9th day of January, 2023.

Sylvia Campbell, Mayor



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

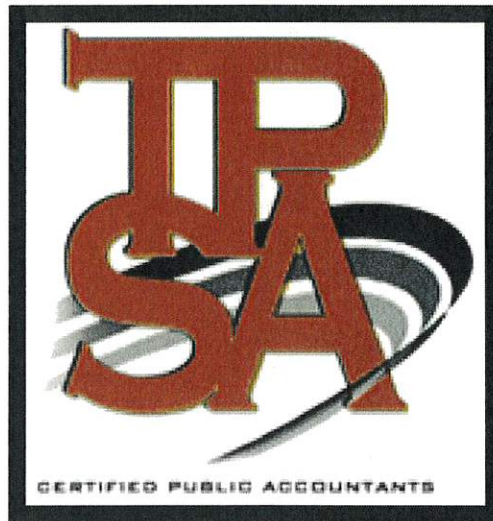
SUBJECT: Audit Report for FY Ending 6/30/2022

BACKGROUND: At the Noon Work Session, Auditor Bryon Scott will present the Audit Report for FY ending 6/30/2022. Consideration of the Audit approval will take place at the 7 p.m. evening meeting.

Copy of Audit Report provided.

SUGGESTED ACTION: Council is requested to hear the presentation of the Audit at the Noon Work Session.

ATTACHMENTS:
[FY 2021-2022 Audit Presentation.pdf](#)



**Financial Summary,
Required Auditor
Communications and
LGC Financial Indicators**

Town of Elizabethtown
Fiscal Year June 30, 2022

R. Bryon Scott, CPA
bscott@tpsacpas.com



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LGC Financial Indicators



Financial Summary

TOWN OF ELIZABETHTOWN SUMMARY OF AUDIT YEAR ENDED JUNE 30, 2022

	2022	2021	2020	2019
GENERAL FUND				
CASH (PAGE 14)	2,194,251	1,787,594	2,221,861	1,799,516
REVENUES AND TRANSFERS IN (PAGE 16)	5,705,998	4,892,120	5,742,666	5,805,022
EXPENDITURES AND TRANSFERS OUT (PAGE 16)	5,302,645	5,267,113	5,944,472	4,983,411
NET REVENUES OVER EXPENDITURES AND TRANSFERS (PAGE 15)	403,353	(374,993)	(201,806)	821,611
FUND BALANCE AT BEGINNING OF YEAR (PAGE 16)	2,252,748	2,627,741	3,140,367	2,318,756
FUND BALANCE AT END OF YEAR (PAGE 16)	2,656,101	2,252,748	2,938,561	3,140,367
UNASSIGNED PORTION OF FUND BALANCE (PAGE 14)	1,162,596	606,104	949,626	396,780
AVAILABLE FUND BALANCE TO EXPENDITURES %	27.14%	12.91%	18.40%	9.68%
STATEWIDE AVERAGE FOR TOWNS OF COMPARABLE SIZE	63.00%	77.29%	77.89%	77.21%
WATER AND SEWER FUND				
CASH (PAGE 19)	3,297,273	2,522,309	2,409,348	3,224,542
REVENUES AND TRANSFERS IN (PAGE 20)	1,735,459	1,813,220	1,567,398	1,598,807
CONTRIBUTED CAPITAL (GRANTS)	539,404	164,129	206,090	-
EXPENDITURES AND TRANSFERS OUT (PAGE 20)	2,065,668	2,090,023	1,920,178	1,695,111
NET REVENUES OVER EXPENDITURES AND TRANSFERS (PAGE 20)	209,195	(112,674)	(146,690)	(96,304)
FUND BALANCE AT BEGINNING OF YEAR (PAGE 21)	15,882,153	15,994,827	16,141,517	16,237,821
FUND BALANCE AT END OF YEAR (PAGE 19)	16,091,348	15,882,153	15,994,827	16,141,517
UNASSIGNED PORTION OF FUND BALANCE (PAGE 19)	3,000,895	2,199,552	2,122,256	2,944,798
AD VALOREM TAX COLLECTIONS (PAGE 70)				
	TOTAL	EXCLUDING MOTOR VEHICLE	MOTOR VEHICLE ONLY	
CURRENT YEAR VALUATION	291,691,545	256,738,212	34,953,333	
PRIOR YEAR VALUATION	282,616,585	249,666,504	32,950,081	
CURRENT YEAR COLLECTION RATE	96.73%	96.41%	100.00%	
PRIOR YEAR COLLECTION RATE	97.07%	96.78%	100.00%	



Required Auditor Communications

Area	Comments
Our Responsibility under Generally Accepted Auditing Standards	● Express opinion on these financial statements in conformity with generally accepted accounting principles. ● Plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. ● Determine audit procedures based upon our risk assessment of material misstatement and evaluation of internal control. ● Evaluating appropriateness of accounting policies, reasonableness of significant accounting estimates, and overall presentation of financial statements. ● Communicating significant matters to management. ● Accumulate all known and likely misstatements identified and communicate them to appropriate level of management. ● We have no responsibility to perform procedures beyond those related to the financial statements.
Planned scope and timing of the audit	● Perform the audit according to our letter to you dated May 2, 2022. (Copy available at your request.)



Required Auditor Communications

Area	Comments
Significant accounting policies	● Management is responsible for selecting and implementing appropriate accounting policies. ● See Note 1 to the financial statements. ● No transactions entered into for which there was a lack of authoritative guidance. ● Significant policies are listed in detail in the notes section. There are no unusual policies.
Adoption or change in accounting policies	● GASB 87 - Accounting for Leases
Significant accounting estimates	● Based on management's knowledge/experience. ● Significant estimates include uncollectable accounts, based on prior year write offs. ● Estimates are reasonable.
Significant disclosures	● Disclosures are neutral, consistent, and clear.
Difficulties encountered in Performing the audit	● No significant difficulties performing the audit.
Disagreements with management	● No such disagreements arose during the course of the audit.



Required Auditor Communications

Area	Comments
Corrected/uncorrected misstatements	● No uncorrected audit adjustments. ● Management reviewed and accepted responsibility for all proposed adjusting entries, including those to aid in converting cash to accrual.
Management representation	● Management has signed those representations. (Copy available at your request.)
Consultations with other accountants	● None to our knowledge.
Other issues	● Have been discussed with management and will be glad to share in detail at Board's request. ● Continue to build up General Fund's fund balance.
Other findings and comments	● See compliance section of audit. ● See the LGC Financial Indicators section. A response will need to be sent. ● Effective January 1st 2023 - New finance officer fidelity bond requirements.



Communication of Internal Control Related Matters

Report On Internal Control Over Financial Reporting And On Compliance and Other Matters Based On An Audit Of Financial Statements Performed In Accordance With *Government Auditing Standards*

Independent Auditor's Report

To the Honorable Mayor and
Members of the Town Council
Town of Elizabethtown, North Carolina

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Town of Elizabethtown, North Carolina, as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprises the Town of Elizabethtown's basic financial statements, and have issued our report thereon dated December 1, 2022. The financial statements of the Town of Elizabethtown ABC Board and Elizabethtown Airport/Economic Development Commission were not audited in accordance with *Government Auditing Standards*.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of Elizabethtown's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Elizabethtown's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs that we consider to be a significant deficiencies, 2022-001 and 2022-002.



Communication of Internal Control Related Matters

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Elizabethtown's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Town of Elizabethtown's Responses to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Town of Elizabethtown's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The Town's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Thompson, Price, Scott, Adams & Co., PA

Elizabethtown, North Carolina

December 1, 2022



Schedule of Findings and Questioned Costs

Section I. Summary of Auditor's Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance to GAAP: Unmodified.

Internal control over financial reporting:

- Material weakness(es) identified? _____yes ☒ none reported
- Significant Deficiency(s) identified? ☒ yes _____none reported

Noncompliance material to financial statements noted?

_____yes ☒ no

Federal Awards

Internal control over major federal programs:

- Material Weakness(es) identified? _____yes ☒ none reported
- Significant deficiency(s) identified? _____yes ☒ none reported

Type of auditor's report issued on compliance for major federal programs: Unmodified.

Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516(a)? _____yes ☒ no

Identification of major federal programs:

CFDA # Program Name

97.036 Disaster Grants-Public Assistance
(Presidentially Declared Disasters)

Dollar threshold used to distinguish between
Type A and Type B Programs

\$750,000

Auditee qualified as low-risk auditee?

_____yes ☒ no



Schedule of Findings and Questioned Costs

Section I. Summary of Auditor's Results

State Awards

Internal control over major State awards:

- Material weakness(es) identified? _____yes X no
- Significant Deficiency(s) identified? _____yes X none reported

Type of auditor's report issued on compliance for major State programs: Unmodified.

Any audit findings disclosed that are required
to be reported in accordance with
the State Single Audit Implementation Act? _____yes X no

Identification of major State programs:

Name of Program

State Match to the Federal Program Disaster Grants-Public Assistance
DOT-Powell Bill



Schedule of Findings and Questioned Costs

Section II – Financial Statement Findings

SIGNIFICANT DEFICIENCIES

Finding: 2022– 001 Segregation of Duties

Criteria: The assignment of responsibilities should be segregated so that one person is not responsible for the authorization and recording of a transaction and the custody of the related asset. There needs to be a reconciliation or control activity to provide reasonable assurance that transactions are handled appropriately.

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

Effect: Transactions could be mishandled, due to errors or fraud that could lead to loss of assets or the reporting of misleading financial information.

Identification of a repeat finding: This is a repeat finding from the immediate previous audit, 2021-001.

Cause: There are a limited number of personnel for certain functions and lack of board oversight.

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

Views of responsible officials and planned corrective actions: The Town agrees with this finding and will adhere to the correction action plan on page in this audit report.

Finding: 2022 - 002 Prior Period Adjustment

Criteria: The June 30, 2022, beginning Net Position was restated for expenditures in a capital project that were expended and not capitalized. Therefore, fixed assets were understated by \$459,494.

Condition: The scope of a capital project increased and was determined to be a capital asset.

Context: Capital assets did not show the full amount of capital project disbursements in the 2021 Financial Statements.

Effect: 2021 Financial Statement Total net position and total assets were understated by \$459,494.

Identification of a repeat finding: This is a repeat finding from the immediate previous audit, 2021-001.

Cause: The town was not sure to the extent and scope of a capital project and the anticipated grant funds that would be received. Initial intent was to expend as repairs.

Recommendation: Town management will consider the potential of all capital projects and if the scope could change and effect the expensing or capitalizing of the project.

Views of responsible officials and planned corrective actions: The Town agrees with this finding and has already taken action.

Corrective Action Plan



Town of Elizabethtown

PO Box 716
Elizabethtown, NC 28337

Corrective Action Plan
June 30, 2022

Section II – Financial Statement Findings

Significant Deficiencies

2022 – 001 Segregation of Duties

Name of contact person: Sylvia Campbell, Mayor

Duties and functions will be reviewed to determine where segregation needs to occur. The duties will be separated as much as possible and alternative controls will be implemented to compensate for lack of segregation. Nonfinancial employees will be trained and provide some assistance.

Proposed Completion Date: The Board will implement the above procedures immediately.

2022 - 002 Prior Period Adjustment

Name of contact person: Sylvia Campbell, Mayor

Corrective Action: The Town will review the potential of a scope change with all capital projects.

Proposed Completion Date: Immediately.

PERFORMANCE INDICATORS

The self-reported information from your unit's audit report was used to generate the following trends and performance indicators. We have created this Performance Indicator tab to make these indicators available to auditors and local governments when your audit is conducted. If any unit's results are shaded red, the unit must submit a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters" within 60 days from the auditor's board presentation. The response must address all performance indicators shaded in red.

Unit Name:	Elizabethtown	Fiscal Year 2022	Explanation of Performance Indicator
Unit Number:	50117		

In the past, units of government have been grouped by population to evaluate ratios and benchmarking (including Fund Balance Available). Beginning with fiscal year 2020, we have grouped units by General Fund expenditures for purposes of evaluating the minimum amount of fund balance a unit needs to operate. A unit's General Fund expenditures proved to be a better correlation to the amount of funds balance needed to operate, especially for units with large higher education or tourism populations. Activity from Debt Service Funds (if applicable) is included in the calculation because these funds typically originate from the General Fund and are transferred to a Debt Service Fund.

The table below lists the thresholds that are used in the analysis of your unit's fiscal health. These thresholds were determined based on an analysis of previous years general fund activity. These thresholds will be monitored and updated as applicable.

Municipalities			
General Fund Expenditures below:	Median FBA as % of Expenditures without Powell Bill	Minimum Thresholds FBA as % of Expenditures	# of Months FBA using Annualized Expenditures
\$100,000	260%	100%	12.00
\$100,000 to \$999,999	137%	71%	8.52
\$1,000,000 to \$9,999,999	63%	34%	4.08
Above \$10,000,000	46%	25%	3.00
Counties			
General Fund Expenditures below:	Median FBA as % of Expenditures without Powell Bill	Minimum Thresholds FBA as % of Expenditures	# of Months FBA using Annualized Expenditures
Below \$100,000,000	39%	20%	2.40
\$100,000,000 and above	32%	16%	1.92

Units of government are grouped by general fund expenditures for purposes of evaluating available fund balance as a percentage of expenditures (GF FBA%). Each grouping category has its own minimum threshold. If you are in the lower quartile your GF FBA% might be considered a performance indicator of concern and you might be asked to communicate to us. To the left are the minimum thresholds for Municipalities and Counties.

GENERAL FUND:	Minimum Threshold	Unit Results									
Fund Balance Available <table><caption>Fund Balance Available Data</caption><tr><th>Year</th><th>Percentage</th></tr><tr><td>2020</td><td>23.95%</td></tr><tr><td>2021</td><td>18.02%</td></tr><tr><td>2022</td><td>28.06%</td></tr></table>	Year	Percentage	2020	23.95%	2021	18.02%	2022	28.06%	34% -- Average of similar units is 63%	28.06%	Fund balance available for appropriation is an important reserve for local governments to provide cash flow during periods of declining revenues and to be used for emergencies and unforeseen expenditures. The information to the left indicates the amount of available cash on hand. You will also see the average for units of your size. Note that 8.33% represents enough fund balance to cover only one month of expenditures. Normally, a unit has to either increase revenues or decrease expenditures to increase fund balance available. This calculation looks at fund balance available plus debt service fund balance (if applicable) less Powell Bill. This number is then divided by the total of total expenditures plus transfers out less bond proceeds.
Year	Percentage										
2020	23.95%										
2021	18.02%										
2022	28.06%										

Unit Name:		Elizabethtown		Explanation of Performance Indicator
Unit Number:		50117		
GENERAL FUND:				
2.	There was appropriated fund balance for the General Fund in the 2022 budget AND your change in fund balance was negative. Please state if fund balance was used for operations or capital purposes.			Minimum Threshold Positive Change in Fund Balance
3.	The General Fund had total fund balance less than zero - Fund Deficit			Unit Results N/A \$2,656,101



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

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: January 9, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Approval of Audit for Fiscal Year Ending June 30, 2022

BACKGROUND: Mr. Bryon Scott, CPA, with Thompson, Price, Scott, Adams & Company, P.A., presented the Audit at the Noon meeting. Approval of Audit will be considered at the evening meeting.

SUGGESTED ACTION: Council is requested to approve the Audit for Fiscal Year Ending June 30, 2022.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Purchase of Lights for Upgrade to Downtown Lighting System

BACKGROUND: When the new brighter lights were purchased for downtown, the Town was told that the same light would work for both the single poles and twin poles. That has not proven to be the case. Lights for the twin poles and correct replacement lights come with a one-piece filigree arm that attaches to each side of the pole. These lights are a little more expensive than the singles and the lead time for shipping is stated at 8-10 weeks. This purchase will require a budget amendment which has been covered with the Finance Director. Funding will be from Fund Balance. Assistant Pat Manager Pat DeVane may be called upon to present this agenda item.

Copy of Purchase Order provided.

SUGGESTED ACTION: Council is requested to approve the upgrade for downtown lights.

ATTACHMENTS:

Peak Agenda Attachment - Purchase Order Copy for Upgrade of Downtown Street Lights - 1.9.23.pdf

TOWN OF ELIZABETHTOWN

805 W Broad St
PO Box 718
Elizabethtown, NC 28337-0718
(910) 862-3979

PURCHASE ORDER

PO Number: 08-1585 Date: 11/29/2022

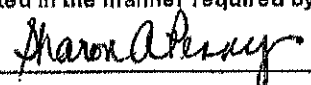
Request #: 08-1585 Vendor #: 01-1431

ISSUED TO: STERNBERG LANTERNS
36162 TREASURY CENTER
CHICAGO, IL 60694-6100

SHIP TO: TOWN OF ELIZABETHTOWN
805 WEST BROAD STREET
ELIZABETHTOWN, NC 28337

ITEM	UNITS	DESCRIPTION	G/L ACCOUNT	PROJ	PRICE	AMOUNT
1	16.00	LIGHTS	10 -4510-500		1,912.00	30,592.00
2	8.00	PCD	10 -4510-500		81.00	648.00
		SEE ATTACHED				
						</

This instrument has been preaudited in the manner required by the Local Government and Fiscal Control Act.

Authorized by: S PENNY  Date: 11/29/2022

Accounts Payable Dept. (910) 862-3979 Fax (910) 872-0716



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Roster of Certified Firefighters and Relief Fund Board of Trustees

BACKGROUND: Fire Chief Hollis Freeman may be called upon to present this agenda item.

In accordance with NCGS 58-86-25, a valid and accurate list of all eligible firefighters is required by the N.C. State Firefighters' Association. The annual roster of firefighters shows those who are eligible for the line of duty death benefit as well as Pension Fund credit. Copy of certified list is attached as well as applicable NCGS 58-86-25.

A copy of the Certified Firefighters' Roster, NCGS 58-86-25 and Relief Fund Board of Trustees provided.

SUGGESTED ACTION: Council is requested to approve the Certified Firefighters' Roster and Relief Fund Board of Trustees.

ATTACHMENTS:

[Peak Agenda Attachment - Certified Firefighters' Roster - 1.9.23.pdf](#)
[Peak Agenda Attachment - Background for Certified Firefighters Roster - 1.9.23.pdf](#)
[Peak Agenda Attachment - Relief Fund Board of Trustees - 1.9.23.pdf](#)

Fire Department Roster on 1/4/2023

Elizabethtown Fire Department



NC State Firefighters' Association
323 West Jones St, Suite 401
Raleigh, NC 27603
888-546-2732
919-821-9382

This Roster was last updated on 1/4/2023 12:49:10 PM

Elizabethtown Fire Department

PO Box 716

Elizabethtown, NC 28337

Day Phone 910-862-4586

Email hfreeman@elizabethtownnc.org

Member Id: 100911

Member Type: FDC / Fire Dept Combo

Department Chief: Hollis W. Freeman

Paid thru: 12/31/2022

NCSFA Member Y Certification Letter 2022

Paid	12		
Vol	27	Retired	3
Member	0	Life	0
Rescue	0	Non-Mem	0
Total	42	Vacant	0
County:	Bladen		

Name on Credit Card

Credit Card

Expiration Date

Signature

Showing certification for hours completed in 2022

	SSN	ID	Name/DOB	Address	PHONE/Email	GEN	MAR	P/V/R	CERT
1	XXXX-XX-5497 1/1/19 - now	234589	Daniel E. Adkins 07/14/1962	5367 NC 87-W Elizabethtown, NC 28337	(910) 862-7328 djdannyadkins@yahoo.com	M	S	RA	N
2	XXXX-XX-7234 2/1/21 - now	213786	Kenny A. Allgood 09/26/1994	9778 Mercer Mill Road Clarkton, NC 28433	(910) 374-7786 carverscreekfd@gmail.com	M	S	P	N
3	XXXX-XX-3323 1/1/18 - now	210452	John Dean Alsup 11/27/1998	511 Harwood St. Elizabethtown, NC 28337	910-548-6880 mwest@elizabethtownnc.org	M	S	V	Y
4	XXXX-XX-6723 12/28/18 - now	226494	Landon Davis Alsup 12/27/2000	511 Harwood St. Elizabethtown, NC 28337	huntinlife13@gmail.com	M	S	V	Y
5	XXXX-XX-8392 1/1/19 - now	234597	Joshua Robeson Babson 08/21/2002	441 Morganwood Estates Dr. Elizabethtown, NC 28337	rjbabson@gmail.com	M	S	V	Y
6	XXXX-XX-8724 1/1/19 - now	234584	Garrick Bailey 03/25/1998	7165 Hallisboro Rd. Clarkton, NC 28433	910-918-2249 garrick.bailey@gmail.com	M		V	N
7	5/1/22 - now	256557	Tristan Britt 10/15/1998	PO Box 716 Elizabethtown, NC 28337	hfreeman@elizabethtownnc.org	M		V	N
8	XXXX-XX-7190 9/1/15 - now	208983	Matthew Bryant 08/14/1992	PO Box 414 Rose Hill, NC 28458	(910) 258-0891 mbryant@penderems.com	M	S	V	Y
9	XXXX-XX-4663 1/1/19 - now	234599	Abigail Holbrook Cross 02/02/2002	203 Woodhouse Dr Elizabethtown, NC 28337	910-876-5814 crossabbie7@gmail.com	F		V	Y
10	XXXX-XX-3564 1/1/19 - now	234590	Powell J. Cross 09/01/1968	203 Woodhouse Dr Elizabethtown, NC 28337	(910) 862-8959 pjcross2360@gmail.com	M	M	RA	N

	<u>SSN</u>	<u>ID</u>	<u>Name/DOB</u>	<u>Address</u>	<u>PHONE/Email</u>	<u>GEN</u>	<u>MAR</u>	<u>P/V/R</u>	<u>CERT</u>
11	XXXX-XX-5004 11/3/18 - now	212541	Chris Dore 01/01/1991	5533 Marsh Rd. Fayetteville, NC 28306	(910) 425-9385 cgdore@hotmail.com	M	M	P	N
12	XXXX-XX-8152 2/19/13 - now	179341	Robert Nathan Dowless 01/29/1983	435 Hayfield St. Elizabethtown, NC 28337	910-874-1137 ndowless0503@gmail.com	M	M	V	N
13	XXXX-XX-6286 11/18/08 - now	143668	James Isaac Faulk 11/17/1994	903 James Street Elizabethtown, NC 28337	(910) 645-2515	M	S	V	N
14	XXXX-XX-6416 1/1/15 - now	203709	Allston Blake Freeman 04/15/1994	PO Box 544 PO Box 716 Bladenboro, NC 28320	(910) 671-3875 rnwest@elizabethtownnc.org	M	S	V	Y
15	XXXX-XX-8698 11/10/08 - now	110091	Holls W. Freeman 03/27/1975	30 Richardson Road Bladenboro, NC 28320	(910) 876-0385 hfreeman@elizabethtownnc.org	M	M	P	Y
16	XXXX-XX-2072 6/1/15 - now	203711	James Freeman 05/21/1972	821 S. Main St Bladenboro, NC 28320	jwco@intrstar.net	M	M	V	Y
17	XXXX-XX-7845 11/3/15 - now	119206	Ennis Byron Graham, Jr. 01/13/1949	15 Beaver Street / P O Box 1145 Elizabethtown, NC 28337	(910) 990-6355 bgraham@elizabethtownnc.org	M	M	V	N
18	XXXX-XX-8750 7/9/21 - now	244946	Cameron Hatcher 03/14/1987	81 Ed Sessoms Rd Clarkton Clarkton, NC 28433	anorris@elizabethtownnc.org	M	M	V	Y
19	XXXX-XX-1958 12/13/21 - now	247829	Chance K Hester 02/28/2003	1641 Owen Hill Road Elizabethtown, NC 28337	hfreeman@elizabethtownnc.org	M	S	V	Y
20	XXXX-XX-4817 7/1/19 - now	232719	Robert Thomas Hester 04/26/1977	1707 Winding Creek Rd. Elizabethtown Elizabethtown, NC 28337	rnwest@elizabethtownnc.org	M	S	V	Y
21	XXXX-XX-3340 6/1/16 - now	210450	LaShay High 12/08/1998	227 Frank Melvin Rd Elizabethtown, NC 28337	910-874-5225 rnwest@elizabethtownnc.org	F	S	V	N
22	XXXX-XX-4899 1/4/17 - now	203710	Samuel Hodge 09/11/1996	2334 Purdie Church Rd Tar Heel, NC 28392	samhodge910@gmail.com	M	S	P	Y
23	XXXX-XX-8212 9/17/20 - now	239874	Mrs. Dakota Corey Johnson 11/17/1995	310 Cromartie Rd Elizabethtown, NC 28337	dakotacjohnson14@gmail.com	F	M	V	Y
24	XXXX-XX-3325 12/13/21 - now	247830	Joel Byron Johnson 07/10/2003	868 Rosindale Road Clarkton, NC 28433	hfreeman@elizabethtownnc.org	M	S	V	Y
25	XXXX-XX-9595 2/2/16 - now	210449	Thomas Morgan Johnson III 03/05/1998	106 Easy St. Elizabethtown, NC 28337	910-874-3066 rnwest@elizabethtownnc.org	M	S	V	Y
26	XXXX-XX-7440 7/10/12 - now	174823	Randy O. Jones 10/30/1989	PO Box 372 Elizabethtown, NC 28337	(910) 580-9929	M	S	V	N
27	XXXX-XX-4580 11/18/14 - now	110084	Adam Lin Jordan 05/06/1992	251 Singletary Avenue Elizabethtown, NC 28337	adamjordan4@yahoo.com	M	S	V	Y
28	1/1/21 - now	243279	Ethan King 12/05/1992	PO Box 716 Elizabethtown, NC 28337	pbatton@ec.rr.com	M	M	P	Y
29	XXXX-XX-1229 11/12/18 - now	133600	Cameron Lee Kinlaw 01/05/1988	1904 W Broad Street Elizabethtown, NC 28337	(910) 862-4821 baylakesboy55@yahoo.com	M	S	P	Y
30	XXXX-XX-9260 7/1/19 - now	232720	Eckwood Chase Lancaster 10/05/1990	958 Mercer Mill Road Elizabethtown, NC 28337		M	M	V	N
31	XXXX-XX-2057 1/1/19 - now	234586	Eckwood Lancaster 10/12/1957	958 Mercer Mill Rd. Elizabethtown, NC 28337	rnwest@elizabethtownnc.org	M	M	RA	N
32	XXXX-XX-4876 3/25/22 - now	251739	Michael Keith Lewis 05/08/1992	400 Hall Street Apt. 2A Elizabethtown, NC 28337	(910) 850-8891 firemike6122@gmail.com	M	S	P	Y
33	XXXX-XX-6962 1/1/19 - now	234595	Hunter Blake Lookamy 11/28/2003	904 W. Broad St. Elizabethtown, NC 28337	910-849-7461 rnwest@elizabethtownnc.org	M		V	Y
34	XXXX-XX-9168 1/1/20 - now	235178	Callin C Melvin 10/06/1992	859 River Rd White Oak White Oak, NC 28389	comelvin13017@gmail.com	F	M	V	N

	<u>SSN</u>	<u>ID</u>	<u>Name/DOB</u>	<u>Address</u>	<u>PHONE/Email</u>	<u>GEN</u>	<u>MAR</u>	<u>P/V/R</u>	<u>CERT</u>
35	XXXX-XX-3354 3/15/21 - now	235177	Charles Dustin Melvin 06/19/1987	859 River Rd. White Oak White Oak, NC 28399	cmelvin@bladenco.org	M	M	P	Y
36	XXXX-XX-4120 9/3/15 - now	203023	James Mize 08/18/1987	PO Box 716 Elizabethtown, NC 28337	rnwest@elizabethtownnc.org	M		P	Y
37	XXXX-XX-8436 1/1/10 - now	110092	Stuart Neil Murphy 12/04/1957	102 Teal St Elizabethtown, NC 28337	(910) 845-4970	M	M	V	N
38	XXXX-XX-5281 11/10/15 - now	208964	Anthony T. Norris 10/30/1981	PO Box 94 Garland, NC 28441	(910) 249-0471	M	M	RA	Y
39	XXXX-XX-5047 1/17/19 - now	232721	Johnathon Norris 03/30/1992	205 Smiths Mill Pond Rd Garland Garland, NC 28441	rnwest@elizabethtownnc.org	M	M	P	Y
40	XXXX-XX-7619 2/11/13 - now	180511	Jason L. Page 06/29/1981	87 Karen Dr. Bladenboro, NC 28320	(910) 874-0747 jpage@etownfd.com	M	M	V	Y
41	XXXX-XX-8799 1/1/10 - now	110094	John David Parks, III 04/29/1982	845 Airport Road Elizabethtown, NC 28337	(910) 862-3018	M	M	V	N
42	XXXX-XX-9895 1/20/15 - now	198553	Lawrence C. Sholar 03/10/1989	P.O. Box 1125 Elizabethtown, NC 28337	(910) 874-4467 lsholar@ci.fay.nc.us	M	S	P	Y

§ 58-86-25. Determination and certification of eligible firefighters.

For purposes of this Article, eligible firefighters must attend 36 hours of training sessions in each calendar year. Each eligible fire department shall annually determine and report a certified roster of the names of those firefighters meeting the eligibility qualifications of this Article to its respective governing body, which upon determination of the validity and accuracy of the qualification, the department shall promptly submit the list to the North Carolina State Firefighters' Association. Submission of such information by a department to the North Carolina State Firefighters' Association constitutes a certification of its accuracy under accounting standards set forth by the Governmental Accounting Standards Board of the Financial Accounting Foundation. The North Carolina State Firefighters' Association shall provide a list of those persons meeting the eligibility requirements of this Article to the State Treasurer by January 31 of each year. For the purposes of the preceding sentences, the governing body of a fire department operated: by a county is the county board of commissioners; by a city is the city council; by a sanitary district is the sanitary district board; by a corporation, whether profit or nonprofit, is the corporation's board of directors; and by any other entity is that group designated by the board. An "eligible firefighter" may not also qualify as an "eligible rescue squad worker" in order to receive double benefits available under this Article. (1957, c. 1420, s. 1; 1959, c. 1212, s. 1; 1981, c. 1029, s. 1; 1983, c. 416, s. 7; 1985, c. 241; 2000-67, s. 26.22; 2001-222, s. 1; 2003-362, s. 1; 2009-66, s. 2(b); 2013-284, s. 1(a); 2015-88, s. 3; 2016-51, s. 6.)

Relief Fund Board of Trustees

Elizabethtown Fire Department

2022 Certification Date	Certified By
1/4/2023	Hollis W. Freeman

Board Trustees elected by Fire Department

Trustee #1

Powell Cross
203 Woodhouse Drive
Elizabethtown, NC 28337
pjcross2360@gmail.com
(910) 876-2360

Trustee #2

Byron Graham
P. O. Box 1145
Elizabethtown, NC 28337
bgraham@elizabethtownnc.org
(910) 990-6355

Board Trustees appointed by Local Government

Trustee #3

Wayne Edge
2202 First Avenue
Elizabethtown, NC 28337
j.wedge@hotmail.com
(910) 991-2662

Trustee #4

Larry Richards
93 Gibson Dairy Rd.
Elizabethtown, NC 28337
etown232@gmail.com
9106454917

Board Member appointed by Insurance Commissioner

Trustee #5

Giles Clark
P. O. Box 997
Elizabethtown, NC 28337
rnwest@elizabethtownnc.org
(910) 876-1945

Thursday, January 5, 2023 3:08 PM



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Fire Department Funding Agreement and Automatic Aid Agreement

BACKGROUND: Fire Chief Hollis Freeman may be called upon to present this agenda item. This agreement provides continuing fire protection service within the primary area of coverage and the other areas on the basis of mutual aid contracts with other Bladen County Fire Departments.

A copy of the Fire Department Funding Agreement and Automatic Aid Agreement is provided.

SUGGESTED ACTION: Council is requested to approve the Fire Department Funding Agreement and Automatic Aid Agreement with the County of Bladen.

ATTACHMENTS:

Peak Agenda Attachment - Fire Dept. Funding Agreement and Automatic Aid Agreement - 1.9.23.pdf

NORTH CAROLINA)
BLADEN COUNTY)

**FIRE DEPARTMENT FUNDING AGREEMENT
AND AUTOMATIC AID AGREEMENT**

THIS AGREEMENT, made and entered this 1st day of July 2021, by and between **BLADEN COUNTY**, North Carolina, a political subdivision of the State of North Carolina, hereinafter referred to as "County"; and **TOWN OF ELIZABETHTOWN**, a political subdivision organized under the laws of the State of North Carolina, having its principal office in Bladen County, North Carolina, hereinafter referred to as "Town";

WITNESSETH:

WHEREAS, the Town has agreed to provide continuing fire protection service within its primary area of coverage, and the other areas on the basis of mutual aid contracts with other County Fire Departments for the benefit of the citizens of Bladen County; and

WHEREAS, the Town has requested County to assist in the funding of above-described services by collecting and distributing a fire service district tax; and

WHEREAS, G.S. 153A-11, 153A-13, 153A-305 authorize Bladen County to provide the Town with financial support for the above described services;

NOW, THEREFORE, in consideration of the mutual benefits inuring to the parties hereto, and based upon the mutual covenants contained herein and the considerations stated therein, the parties do hereby covenant and agree as follows:

I. Purpose of Agreement and the Town's Use of Funds

A. Purpose of Agreement - County shall provide funds to the Town for the provision of providing fire protection, as follows:

(1) The Town shall provide continuing fire protection service consistent with the levels of equipment, personnel and training required by the North Carolina Department of Insurance to all citizens of the Fire District as defined in Exhibit A, maintain through the Office of State Fire Marshal at least a 9E/9S rating for the Insurance district, whether 5-mile or 6-mile, covered by the Town, and will respond to automatic and mutual aid calls when requested. For purpose of this Agreement, "Mutual Aid" is defined as requests for assistance when requesting fire Town has exhausted all of its available resources and the Town called for mutual assistance has available resources to send, as determined by the Incident commander of the department from which mutual aid is requested.

(2) Upon the initial call of a structure fire with the neighboring department in which the Computer Aided Dispatch System (CAD) has identified the Town as the automatic aid department, the Town will respond simultaneously, with a piece of fire apparatus capable of carrying 1,000 gallons of water or another apparatus as mutually agreed upon by the primary fire chief and the automatic aid fire chief.

(3) The Town will assist the County during technical and natural disasters in the clearance of debris on roadways within the fire district or other emergency protective actions as requested by County officials through the Emergency Operations Center or by the Office of Emergency Services.

(4) The County shall operate a communication system sufficient to alert the Town and other agencies of fires that occur in the County. The maintenance of Town owned communications equipment is the responsibility of the Town. The County Central Dispatch shall be responsible for the dispatch of the fire departments with their primary, automatic, and mutual aid areas of coverage.

A. Description of the Town's Service Area - The Town's service area is defined in Exhibit A, attached hereto and incorporated herein by reference.

B. Term of Agreement - The term of this agreement shall be from the date of execution through June 30, 2024; provided, however, that in the event no replacement contract is executed covering this fire district, this contract shall be extended annually under the same terms and conditions for a period of one hundred eighty (180) days or until it is cancelled by written notice mailed to the other party sixty (60) days prior to termination.

C. Payment - For services, County agrees to pay to the Town 1/12th of the approved annual appropriation on a monthly basis via electronic funds transfer. The County upon request shall furnish to the Town by October 1st of each year an accounting of all Fire Taxes collected during the preceding fiscal year. Fire district tax funds will not be paid to the Town unless this contract is properly approved, executed, and on file at the County Manager's Office, no later than June 30 of the current year.

D. Maintenance of Revenues - Should a revaluation of a Town's fire tax district result in negative growth value of the district such that revenues received by the Town would place an unnecessarily hardship in performing its duties under this agreement, the County will review the Town's budget and consider an adjustment of the tax rate for that district to maintain its revenue levels. This does not preclude the County from reducing the tax rate should revaluation yield a substantial increase in value for the district.

E. Disposing of Fixed Equipment - The Town shall, prior to the offer thereof to agencies outside of Bladen County, offer its surplus equipment to other fire departments within Bladen County.

F. Assets Should Town Dissolve - Should the Town voluntarily disband, dissolve or otherwise become unable to provide fire protection service for its fire district, or fail to maintain at least a 9E/9S fire insurance rating from the NC Department of Insurance, any and all equipment and other assets acquired by the use of fire district tax funding (in whole or in part) shall automatically revert to Bladen County or shall be dispersed as mutually agreed upon by the County, Town and Fire Chief. The Bladen County Emergency Services Director shall make a recommendation to the Board of County Commissioners regarding the use of these assets at the next meeting after the dissolution of said Town.

II. Minimum Standards

A. Staffing on Scene – The Town shall maintain standard operating guidelines, which shall be available for review by the Fire Marshal upon request, that address adequate staffing to operate safely on all types of incidents and, as applicable to emergency response services.

B. BCFFA – The Town shall use reasonable efforts to ensure the presence of a representative at all of the scheduled meetings of Bladen County Firefighters Association and Bladen County Fire Chiefs.

C. NIMS – The Town shall arrange for the National Incident Management System ("NIMS") staff training, as required in accordance with Homeland Security Presidential Directive-5 (Management of Domestic Incidents) including, but not limited to, ICS100, ICS200 and NIMS 700 and agrees to provide a copy of NIMS training for each member to the Bladen County Emergency Services office by June 30 of each year. The Town shall operate under the NIMS guidelines for all incidents.

D. District Coverage – The Town shall ensure that adequate fire protection is available for the fire district at all times.

E. Reporting – The Town shall participate in the National Fire Incident Reporting System ("NFIRS").

F. Pre-Incident Surveys – The Town shall endeavor to develop, and annually update, pre-fire incident surveys for all commercial buildings within the Fire District.

G. Fire Investigation – The Fire officer in charge shall attempt to determine the origin and cause of each fire. If the officer is unable to determine the origin and cause of the fire, if the cause is suspected to be incendiary in nature, or if there is any injury and/or death from the fire requiring treatment by and transport to a medical facility, the officer shall request the assistance of a representative of the Fire Marshal to provide reasonable assistance thereto.

H. Fire District Commission – The Town agrees to hold a minimum of two meetings annually with the Fire District Commission and provide the Clerk to the Board of Commissioners a copy of the attendance and minutes from each meeting by June 30 of each year.

I. Water Supplies – The Town shall maintain standard operating guidelines related to static water point and fire hydrant testing and maintenance. All fire hydrant testing shall be done with approval and coordination of the Bladen County Water Department as outlined in the Bladen County Hydrant Maintenance and Inspections Plan.

III. Termination of Agreement; Breach of Agreement

Each party shall have the right to terminate this Agreement by giving the other party sixty (60) days written notice of termination. In the event of termination, the Town shall only be entitled to a pro rata share of the fire district tax collected during the fiscal year based on the length of time that the contract was in effect. In the event the Town loses its Department of Insurance certification of meeting a 9S/9E standard, the County may terminate the contract by giving thirty

(30) days written notice.

IV. Town Financial Reporting Requirements

A. Annual Budget Request - The Town shall furnish to the County on or before April 1 of each year, a proposed operating and capital budget estimating expenditures and revenues for the next budget year beginning July 1, including the proposed district tax rate. The County acknowledges that there may be changes in the proposed budget and final budget based upon actual expenditures and revenues. The Town shall also maintain a Capital Improvement Plan (CIP), which should include capital improvements and capital expenditures (defined as those \$5,000 or greater in cost forecasted for at least five (5) years). The CIP shall be submitted annually with the proposed budget.

B. Annual Training Cooperation - The Town agrees to support and work jointly and cooperatively with the Bladen County Emergency Services Office in development of and participation in one or more annual training sessions and in ongoing evaluations of emergency scene performance.

C. Fire Station Construction/Renovation - The Town shall consult with the County Fire Marshal in considering new fire station locations and major renovations where the use of service district tax funds is proposed.

V. Conflict of Interest Policy

The Town shall adopt and implement a Conflict of Interest Policy. This policy shall be submitted to the Bladen County Emergency Services Office no later than December 31 of each year.

VI. Independent Contractor

The Town understands and agrees that, in entering into this Agreement and providing services, it is acting as an independent contractor. Neither the Town, nor its employees, members nor personnel shall be deemed or construed to be employees of Bladen County. The Town shall remain in complete operational control of its vehicles, program, volunteers, assistants and employees. The Town shall be responsible for any on the job injuries to its agents, volunteers, or employees. The Town shall control the hours, manner, and methods of providing fire suppression coverage by its volunteers, employees and all other persons acting in its behalf. The Town shall maintain insurance coverage covering its activities, equipment and employees.

VII. Indemnity Agreement

The Town shall indemnify and save harmless Bladen County from any and all liability and expenses, including attorney's fees, court costs, and other costs incurred by Bladen County as a result of the negligence of the Town, its agents and employees in the performance of this contract.

VIII. Entire Agreement

This Agreement, with exhibits, constitutes the entire understanding of the parties and contains all of the terms agreed upon with respect to the subject matter hereof. No modification or rescission of this Agreement shall be effective unless evidenced by a writing signed by both parties to this Agreement.

Any prior contracts between the parties hereto are hereby declared null and void as to the parties to this Agreement, save and except any prior agreement which has as its third party beneficiary any financial institution for the purpose of a loan guarantee.

If the fire Town fails and/or refuses to provide protection as agreed upon in the contract and after an investigation, the Emergency Services Office certifies to the County Manager that the Fire Town has failed and/or refused to provide services agreed upon in the contract, the County has a right to withhold any and all funds until a resolution is made. If any other conditions of this contract are not being met by the Fire Town, the County has the authority to withhold any and all funds.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, by authority duly given, on the date first above written.

BLADEN COUNTY
(CORPORATE SEAL)

ATTEST:

BY:

Clerk to the Board of Commissioners

Charles Ray Peterson, Chairman
Board of Commissioners

I, _____, a Notary Public of the State and County aforesaid, certify that personally appeared before me this day and acknowledged that she is Clerk to the Board of Commissioners of Bladen County, and that by authority duly given and as the act of the Board, the foregoing instrument was signed in its name by its Chairman, sealed with its official seal and attested by herself as its Clerk.

WITNESS my hand and official seal, this _____ day of _____, 20_____.

Notary Public
My Commission Expires: _____

TOWN OF ELIZABETHTOWN

(CORPORATE SEAL)

ATTEST:

BY:

Town Clerk

Mayor

I, _____, a Notary Public of the State and County aforesaid, certify that _____ personally appeared before me this day and acknowledged that (s)he is Secretary of the _____ Fire Town, a non-profit corporation and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its President and attested by him/herself as its Secretary.

WITNESS my hand and official seal, this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

Fire District Commissioners

Emily M. White

Paul J. Long

Gina M. Gillespie

Paul Davis

Paul Davis Jr



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COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Property Purchase - Parcel # 15789

BACKGROUND: Planning Director Rusty Worley may be called upon to present this agenda item.

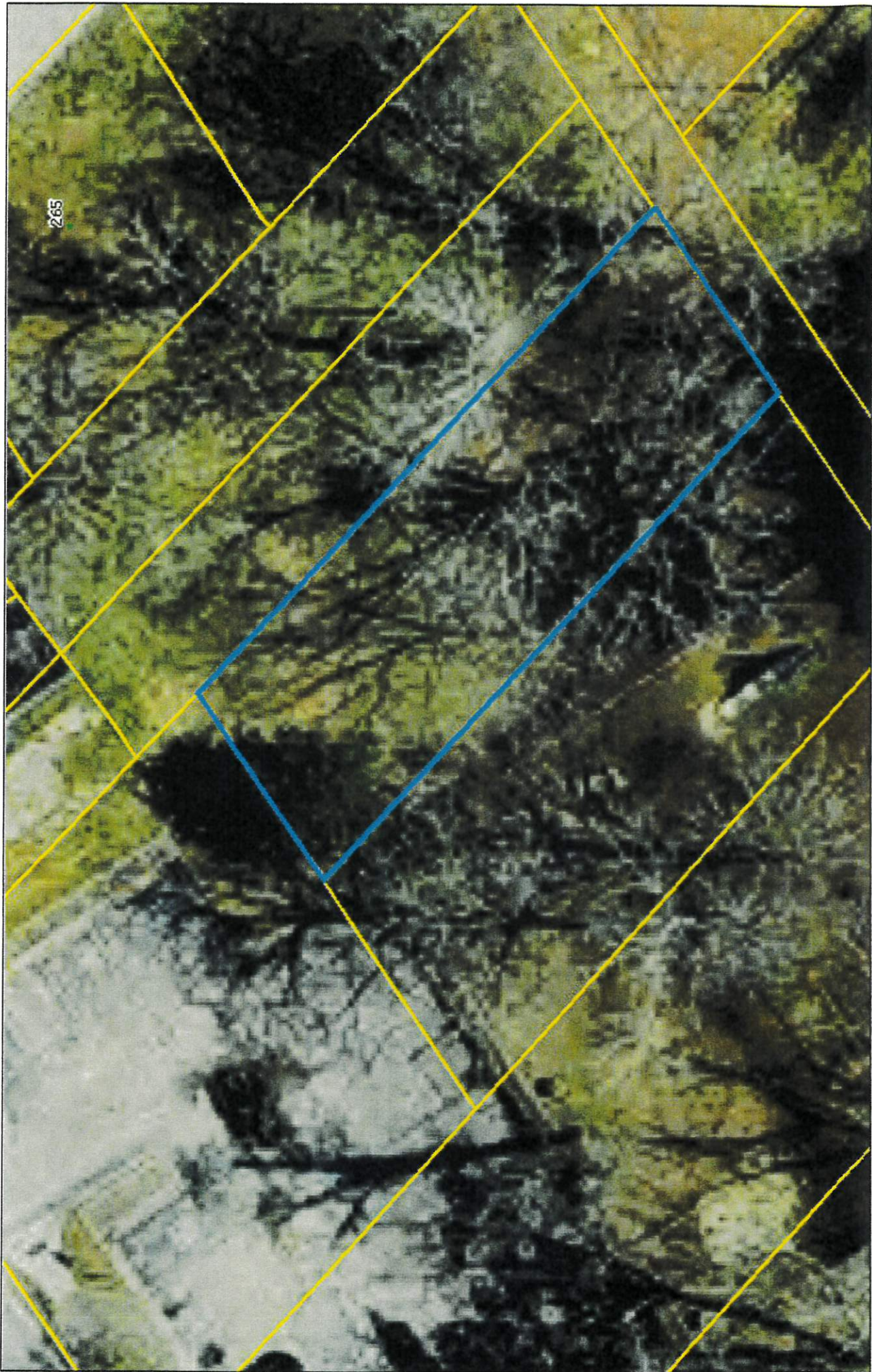
Town Attorney Goldston Womble's office will handle the legal documents for this property purchase.

Copy of Site Map provided.

SUGGESTED ACTION: Council is requested to approve property purchase of parcel needed for the Elizabethtown Community Center project.

ATTACHMENTS:

[Peak Agenda Attachment - Property Purchase - One Parcel - 1.9.23.pdf](#)



Description: VACANT RESIDENTIAL
Deed Book: **Owner:**
Deed Page: **Account #:**
Plat Book: PIN: 131107783869
Plat Page: Parcel #: 15789
Deeded Acres: 0 Physical Address:

BLADEN COUNTY GIS



DISCLAIMER: The information gathered from this site is for informational purposes only and the map(s) printed from this site should NOT be used as or in place of an actual survey. The map(s) should NOT be used in sales or conveyances.





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COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

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 the month of December 2022. Mrs. Penny may be called upon to give a brief presentation of the information.

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

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

ELIZABETHTOWN as of December 31, 2022

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2022-2023 REVENUES

50% YEAR COMPLETED

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 12-31-2022	% of Budget
GENERAL FUND			
Ad Valorem & BID Taxes	1,654,000	1,325,289.04	80.1%
Vehicle Taxes	185,000	73,844.72	39.9%
Local Option Sales Taxes	700,000	150,455.19	21.5%
Utility Franchise Taxes	290,000	157,345.18	54.3%
ABC Revenue	105,000	126,250.00	120.2%
Powell Bill	114,000	56,285.22	49.4%
Street Improvement Project Loan	1,275,128	223,787.47	0.0%
Bladen Fire District	206,000	134,209.00	65.2%
Solid Waste fees	1,067,000	555,043.34	52.0%
Permits & Fees	26,350	14,997.00	56.9%
FEMA reimbursement	0	0.00	0.0%
Rental Income	104,000	23,596.78	22.7%
Salary & Admin. Reimbursements	79,669	29,927.83	37.6%
Miscellaneous Revenues	64,607	160,445.63	248.3%
Federal ARPA Funding	538,280	480,140.00	89.2%
General Fund Balance Approp.	560,305		0.0%
TOTAL GENERAL FUND	6,969,339	3,511,616.40	50.4%
WATER FUND			
Water fees	717,570	416,782.20	58.1%
Sewer fees	881,820	481,592.98	54.6%
Miscellaneous Revenue	135,200	80,396.18	59.5%
Utility Fund Balance Approp.	0	0.00	0.0%
TOTAL WATER FUND	1,734,590	978,771.36	56.4%

FINANCIAL REPORT

As indicated in the table to the left, Elizabethtown has received \$3,511,616 of its General Fund budgeted revenues during the reporting period, which began July 1, 2022.

\$978,771 of the Water Fund budgeted revenues has also been received. As of December 31, 2022, 74% 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 52%.

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2022-2023 EXPENDITURES

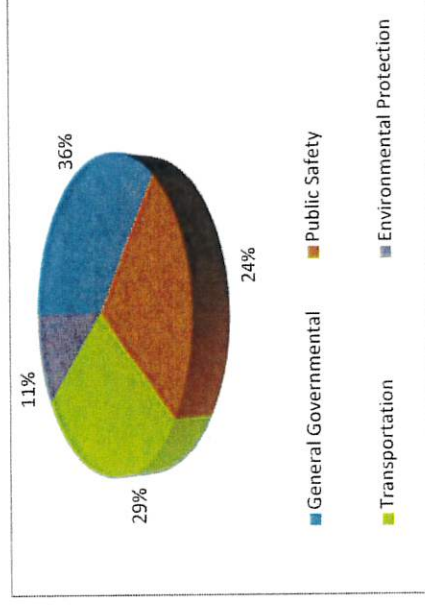
Department	Fiscal Year Budget	Actual Y-T-D as of 12-31-2022	% of Budget
Governing Body	78,200	58,908.96	75.3%
Administration	527,495	393,577.72	74.6%
Finance	281,400	134,608.52	47.8%
Public Works	414,662	157,501.02	38.0%
Technology	55,000	31,975.00	58.1%
Public Facilities	122,475	60,754.80	49.6%
Police	1,523,660	666,455.91	43.7%
Fire	940,234	518,228.83	55.1%
Streets	589,101	385,137.65	65.4%
Powell	114,000	8,505.74	7.5%
Street Improvement Project	1,275,128	179,434.90	0.0%
Solid Waste	570,000	235,867.92	41.4%
Planning & Economic Develop.	139,102	64,191.80	46.1%
Recreation	49,500	43,056.85	87.0%
Airport	105,869	72,113.32	68.1%
Special Appropriations	183,513	77,402.00	42.2%
GENERAL FUND TOTAL	6,969,339	3,087,721	44.3%
WATER FUND			
Water	808,404	471,680	58.3%
Sewer	826,186	362,718	43.9%
Tank Maintenance & Transfer Out	100,000	50,000	50.0%
WATER FUND TOTAL	1,734,590	884,398.44	51.0%

REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	0	\$	423,895
WATER FUND	0	\$	94,373

TOTAL COMBINED FUNDS

0	\$	518,268
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As of December 31, 2022, Elizabethtown has expended 3,087,721 of this fiscal year's \$5.3 million General Fund operating budget and \$884,398 from it's Water Fund budget. The total expenditures for the combined funds equate to approximately 46% 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.



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COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

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.

"Briefly" items provided along with Town's 250th Anniversary planned events and Departmental Update Report.

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

ATTACHMENTS:

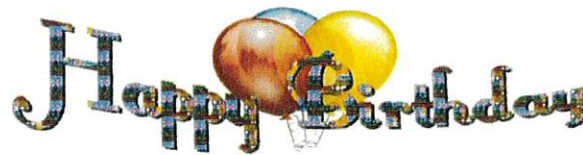
[Peak Agenda Attachment - Revised 2 - Briefly - 1.9.23.pdf](#)

[Peak Agenda Attachment - Department Head Update Report - January 2023.pdf](#)

To: Mayor and Town Council
From: Dane Rideout, Town Manager
Subject: "Briefly"
Date: January 9, 2023 Rescheduled Meeting

The following items are provided as information to Council:

- The Department Head Update Report for January 9, 2023 is provided as a separate attachment.
- The Chamber's Annual Meeting and Awards Banquet is scheduled for January 19th at Lu Mil Vineyard – Social at 5:30 p.m. followed by dinner at 6:00 p.m.
- In observance of Dr. Martin Luther King, Jr. holiday, the Town offices will be closed on Monday, January 16th.
- Arrangements are being finalized for Town Council's participation in the Dr. Martin Luther King, Jr. parade on January 16th at 11:00 a.m.
- The Town's Annual Budget Retreat is scheduled for March 7, 2023 at the Airport Terminal building.
- Director of Communications and Marketing Terri Dennison provides copy of the planned events for the Town's 250th Anniversary (**ATTACHMENT**).
- Mayor and Town Council members are invited to attend the Fire Department's Awards Banquet scheduled for Saturday, February 4th, at 6 p.m. at the Fire Station.



FOR THE MONTH OF JANUARY

1/05 - Beverly Robinson – Certified Tax Collector/Deputy Clerk
1/05 - Cameron Kinlaw – Firefighter
1/18 – David Schmale – Police Officer
1/21 – Zack Bridgers – Police Officer
1/30 – George Hopkins – Parks Maintenance Supervisor

Celebrating



250 years

1773 - 2023

SCHEDULE

March 4

Founders Day (1773-1824)
Parade & Revolutionary War

May 6

Civil War Era (1824-1873)

July 8

Agriculture is King (1874-1923)

September 23

****HOMECOMING WEEKEND****
(1924-1973)

November 3-5

Modern Times (1974-2023)
During Pork 'n Beats

For information on participating & vendor opportunities,
contact Terri Dennison at 910.862.4368 or tdennison@elizabethtownnc.org



Department Head Updates

January 2023

COMMUNICATION AND MARKETING

Terri Dennison

CHRISTMAS IN BLADEN COUNTY FEATURED IN *CAROLINA TRAVELER* MAGAZINE.

A picture of Santa Nick in front of the Cape Fear Farmers Market graced the front of the Holiday issue of *Carolina Traveler* Magazine. Inside not only did Santa and the antique fire engine appear on the content page, but a 4-page feature on Christmas here in Mother Nature's Playground mentioned area businesses like Cape Fear Winery, Lu Mil Vineyard, the Grand Regal, Sandy Ridge Campground, Camp Clearwater Campground, Melvins, Burney's, San Jose's, Giorgio's and Cindy's Restaurants.



CHRISTMAS AT THE FARMERS MARKET

Events at the Farmers Market over the Saturdays in December were well attended with an average of 10 vendors on site each day.

Dec. 3: All About the Kids: Children enjoyed a story-hour with the Grinch, a magician, ornament making and cookie decorating. Thank you to the Bladen County Extension office, Burney's and Bo Barefoot for helping with the event.

Dec. 10: Santa Paws and Claws: Over 50 people and their enjoyed getting their pictures with Santa and Mrs. Claus. Barking Lot and Elizabethtown Vet provided goodies and services to all who attended.

Dec. 17: It's A Foodie Christmas: Lu Mil Vineyard sold out of all their products that they brought for tasting.



pets

TOWN STAFF RECOGNIZED AT CHRISTMAS LUNCHEON

Connie Holland of the Finance Department was recognized as Employee of the Year. Service Awards were presented to Tracy Priest (20 years) and the Police Department's Erin Deaver (5 years)

BLUE CROSS/ BLUE SHIELD VISIT

T. Dennison represented Elizabethtown and the Chamber at a meeting with Blue Cross/ Blue Shield about concerns, needs and projects. This meeting was organized by the Bladen County Community College



The Chamber Annual Meeting and Awards Program:

The Chamber announced that the Annual Meeting will be held Thursday, January 19 at LuMil Vineyard. Guest speaker will be Simon Jones, CEO of NatureScapes. Mr. Jones will talk about how other places throughout the world have planned tourism strategies that honor their natural and cultural assets and benefit the overall community. Mr. Jones is a consultant for the Uplift Program.

UPLIFT Program sets public meeting

A meeting has been scheduled for Wednesday, January 18 at 4:30pm at the Powell-Melvin Agriculture Center to introduce the UPLIFT Tourism Program to the area. The goal of UPLIFT is to boost tourism in rural North Carolina communities. UPLIFT works regionally - across county borders - to support local tourism leaders and practitioners in realizing their vision for tourism in their community, including natural, recreational, cultural, agricultural, culinary, built

and other tourism. The program is implemented by Appalachian State University in collaboration with NatureScapes, NC State University & local residents.



Year of the Trail Festival Weekend:

Plans continue for the February 17-19 Year of the Trail Festival with local hotels, attractions, campgrounds, state parks, state forest and hiking groups participating in the effort. The Cape Fear Farmers Market will serve as Trail Central Headquarters on Friday afternoon into evening, as well as Saturday until 3pm. Then the festivities will move to Camp Clearwater on Saturday afternoon and evening. Area hotels, cottages and campgrounds have provided special rates for the weekend.

Celebrating
250 years
1773-2023

SCHEDULE

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250TH ANNIVERSARY UPDATE

The committee is finalizing plans. Please note that a few dates have been altered. At the request of Town Council and several individuals the September 28th event is focusing on Homecoming as well.

ELIZABETHTOWN AIRPORT

Mitch Taylor

Stats for the month of December 2022

Recorded Aircraft Operations	523
Aviation Gasoline Sales	2177 Gallons
Jet Fuel Sales	2552 Gallons
Sales Revenue	\$21,292

FIRE DEPARTMENT

Hollis Freeman



- Fire Calls: 2
- EMS Calls: 22
- Special Response: 2
- Service Calls: 2
- Other Type Incidents: 13
- Total Calls for Month of December: 41
- Total Training Hours by Members for December: 303 Hours
- Total Hydrants Tested: 60
- Total Pre-Plans: 11
- Total Inspections Completed: 20

Events

- 12/03/2022 Bladenboro Christmas Parade
- 12/17/2022 Standby at Lonestar Concert Cape Fear Winery

POLICE DEPARTMENT

Tony Parrish

Stats for 11/28/22-1/1/2023	
Calls for Service	434
Reports Taken	65
Arrests	11
Traffic Collisions	19
Traffic Citations	43
Warning Tickets	9

Flock ALPR Cameras results for this period:

1. Located one (1) stolen vehicle; with approximate value of \$8,000 and a stolen handgun
2. Located one (1) wanted person.

Utility Services – Water & Sewer - Don Edwards, Ricky Smith, Jerimey Sykes, Sherry Lanier, Nicholas Kauffman

All routine daily sampling, testing, monitoring, and documentation requirements were completed for both the drinking water and wastewater conveyance operations. Staff responded to 5 trouble calls ranging from flushing line to water leaks on David Street and E. Broad Street. Water Department assisted with demolition at the MLK Park in preparation of the Community Center project. Equipment was saved for future use elsewhere in the Town. Staff completed 340 manual meter readings and had to reread an additional 28 meters. Don Edwards and Sherry Lanier both took Wastewater certification examinations. Personnel inspected outfall lines throughout the system as part of compliance requirements, with no observed concerns. Quotes for the Valve Insertion program have been received and will be presented to Council at a later date.



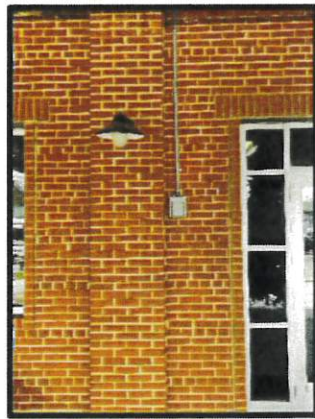
Figure 1 – David Street Leak Repair

Wastewater Treatment Plant - Hugh Bledsoe

- All routine sampling, testing and general plant operating processes were executed as required. Plant equipment preventative maintenance has been completed as required. Additionally...
- Having issues with the SBR PLC (Programmed Logic Circuits), need upgrades for the PLCs – parts for current PLC are obsolete.
- Currently experiencing a decanter issue on # 2 SBR, having to run it manually by opening and closing valves and starting and stopping the decanter throughout the day. Made a purchase request for needed repairs, vendor is yet to arrive.
- Submitted monthly discharge monitoring reports to NC Division of Water Quality for November, no violations.
- Have been thickening sludge in the system to minimize sludge removal events.
- Performed quarterly toxicity testing required, passed testing and reported to NCDEQ.
- Performed annual Priority Pollutants sampling for 2022, awaiting results to report.
- Performed semiannual Stormwater outfall inspections – OK.
- Had WWTP system failures over Christmas holiday related to PLC's, had a bad Fecal Coliform test as a result. Was able to avoid a compliance violation by taking a follow up sample and averaging.

Facilities Management – Greg Taylor

Mr. Taylor has continued to work very diligently on electrical repairs and lighting installation efforts throughout town. Replacing GFCI outlets on light poles in downtown and installing lights at the airport. He is preparing to install additional lighting down Poplar St. in the downtown area.



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

- Worked on taking down fence and playground equipment at MLK for future new construction.
- Cleaned and maintained farmers market for several events in December.
- Worked on getting leaf piles up through town as well as cleaning leaf debris from lift and well stations.
- Replaced damaged signs in town.
- Cleaned up storage rooms at public works



Fleet Maintenance - Tracy Priest

Mr. Priest serviced 1 mower, 2 small equipment items and other equipment, 5 large pieces of equipment, 11 Police Vehicles, 2 Public Works Vehicles, and various other tasks as assigned.

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**

- The follow-up and distribution of documents approved at the December 5, 2022 Town Council meeting were handled by the Clerk.
- Clerk prepared the programs for the 12/15/22 Town Employee Christmas Lunch event, prepared the Certification of Recognition for the "2022 Employee of the Year" and labeled envelopes for presentation of Town lapel pins to new employees and service awards.
- Notices were prepared for the closing of the Town offices in observance of Christmas and New Year's.
- Clerk prepared the 12/5/22 Closed Session meeting minutes.
- Prepared for the Manager's review, the Staff Meeting outline for the January 9, 2023 Town Council meeting.
- The Clerk prepared the three Public Hearing Notices for the January 9, 2023 Council meeting for publication in the "Bladen Journal". For the Special Use Permit request, the Clerk prepared the necessary notices and mailed to the adjacent property owners.
- Weekly Friday Memos were prepared by the Clerk and distribution made to Town Council and Department Heads.
- In coordination with the Manager, the Clerk prepared the January 9, 2023 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.
- Clerk updated the Safety Committee list for 2023 and made distribution to the Safety Committee Chairpersons.
- On December 8, 2022, Clerk made notification to Mrs. Theresa Lloyd at the Paul R. Brown Leadership Academy of Town Council's 1/9/23 rescheduled meeting at 7:00 p.m. 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 Rural Transformation Grant for the Accent Dye property for \$332,500 time limit has expired. We were able to find additional property, but Department of Commerce did not approve the Offer to Purchase Contract. We will be submitting a grant to them March of 2023, but they have removed the Accent Dye Grant.
- The Town has purchased the Robert McKoy Property and is taking bids to demo the site. The RFP is being written to accommodate the new purchase of the property.
- The Accessory Building Ordinance has been completed and will go before Council approval on January 9, 2023.
- Staff will be developing new ordinances for Short Term Rentals and Mobile Rental Businesses to present to Planning Board for the January 24, 2023 meeting.
- Insight Incorporate has started the Annexation Plan for the Industrial Park and an update will be provided January 9, 2023.

Zoning Permit Issued 12

Certificate of Occupancy Issued 5

<u>Investigations:</u>	<u>Nature</u>	<u>Condition</u>
401 Harwood Street	Accessory Structure non-compliant	Property Sold
415 Harwood Street	Accessory Structure non-compliant	Being Corrected
2215 Murray Street	Abandon Mobile Homes	No Response
604 Queen Ct	Overgrown Lot	New Owner



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OPEN FORUM

SUBJECT: Open Forum

BACKGROUND: Three (3) Minutes Per Citizen.....Should State Name/Address.
Copy of Open Forum Sign-In Sheet provided.

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

ATTACHMENTS:

[Sign-In Sheet - Open Forum - 11.8.2022.docx](#)



TOWN OF ELIZABETHTOWN

Open Forum Session

January 9, 2023 Rescheduled Meeting

Citizens will be allowed three (3) minutes to speak.

Sign-In Sheet

<u>Name</u>	<u>Address</u>	<u>Phone #</u>	<u>Topic of Concern</u>
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Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 9, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADJOURNMENT

SUBJECT: Adjournment

BACKGROUND:

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

ATTACHMENTS: