



**ELIZABETHTOWN
COUNCIL
REGULAR MEETING**
7:00 PM, Monday, March 6, 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.
3. APPROVE CONSENT AGENDA ITEMS
 - 3.1 Approve Consent Agenda Items
Council is requested to approve the Consent Agenda items presented.
[Peak Agenda - Consent Agenda Documentation - 3.6.2023.pdf](#)
4. SPECIAL RECOGNITIONS
 - 4.1 Special Recognitions
Mayor Sylvia Campbell will present framed Resolutions of Appreciation to NCDOT Engineers Ken Clark and Drew Cox and Town Employee Greg Taylor.
5. PRESENTATIONS
 - 5.1 Town Manager Update
Town Council is requested to hear the update.
6. ADMINISTRATIVE MATTERS
 - 6.1 Endorsement of Received Request to Name the New Cape Fear River Bridge
Council is requested to endorse the request received for naming the new Cape Fear River Bridge.
[Peak Agenda Attachment - Letter Request from Sheriff McVicker - Naming of New Bridge - 3.6.23.pdf](#)

- 6.2 Approve of Board of Directors for the Elizabethtown Community Center
Council is requested to approve the list of Board of Directors for the Elizabethtown Community Center.

[Community Center Board of Directors - 2.28.23.docx](#)

- 6.3 Bid Award for Demolition Services and Reconstruction of Two (2) Houses for the CDBG-NR Grant Project No. 19-C-3126

Council is requested to award the bids for demolition and reconstruction.

[Peak Agenda - Bid Advertisement Notice for Demolition Services - CDBG-NR Grant - 3.6.23.pdf](#)

[Peak Agenda Attachment - Recommendation of Bid Award - The Floyd Adams Company - CDBG-NR Project 3.6.2023.pdf](#)

- 6.4 Budget Amendment No. 2023-02

Council is requested to approve the Budget Amendment.

[Budget Amendment #2023-02 \(03-06-23\).xlsx](#)

- 6.5 Monthly Financial Report

Council is requested to approve the Financial Report.

[February 2023 Financial Summary.pdf](#)

7. OTHER BUSINESS

- 7.1 "Briefly" (*Reminders and announcements are made at this time*).

Council is requested to hear the reminders and announcements.

[Peak Agenda - Briefly - 3.6.23.docx](#)

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

8. OPEN FORUM

- 8.1 Open Forum

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

[Sign-In Sheet - Open Forum - 3.6.23 TC Meeting .docx](#)

9. CLOSED SESSION

- 9.1 Closed Session

Mayor Sylvia Campbell will entertain a motion and a second to enter into Closed Session for the purpose of NCGS 143-318.11(a)(4) - Economic Development.

10. ADJOURNMENT

- 10.1 Adjournment

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



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: March 6, 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: March 6, 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: After the Pledge of Allegiance, Mayor Campbell will call on Mayor Pro Tem Rufus Lloyd to give the Invocation.

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

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: March 6, 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 - Consent Agenda Documentation - 3.6.2023.pdf](#)



**March 6, 2023 Town Council Meeting
Consent Agenda Items**

- A. Proposed Agenda – Agenda considered *proposed* until approved by the Board.
ACTION RECOMMENDED: Approval
- B. February 6, 2023 Noon Work Session Meeting Minutes ATTACH. #B
ACTION RECOMMENDED: Approval
- C. February 6, 2023 Regular Meeting Minutes ATTACH. #C
ACTION RECOMMENDED: Approval
- D. February 6, 2023 Closed Session Minutes ATTACH. #D
ACTION RECOMMENDED: Approval
(Will Be Provided at the Evening Meeting)
- E. Unpaid Tax Report – 2022 Liens on Real Property ATTACH. #E
ACTION RECOMMENDED: Approval
- F. Close Out Capital Project Funds for: ATTACH. #F
#113 – LRCOG Asset Management Grant Project and
#127 – Industrial Park Water & Sewer Extension Grant Project
ACTION RECOMMENDED: Approval
- G. Response to Auditor’s Findings, Recommendations ATTACH. #G
And Fiscal Matters to LGC
ACTION RECOMMENDED: Approval
- H. Tax Releases ATTACH. #H
ACTION RECOMMENDED: Approval
- I. Recognition and Appreciation Resolutions ATTACHS. #I
for NCDOT Engineers Ken Clark (#R-2023-04)
and Drew Cox (#R-2023-05) and Town Employee
Greg Taylor (#R-2023-06)
ACTION RECOMMENDED: Approval

TOWN OF ELIZABETHTOWN

Noon Meeting
February 6, 2023

The Elizabethtown Town Council met for its noon work session on Monday, February 6, 2023 at 12:00 pm in the Council Chamber. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Paula Greene, Ricky Leinwand, Herman Lewis, Howell Clark Jr., Rich Glenn, 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.

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

Item #3.1: Approve Consent Agenda Items

This agenda item will be considered at the evening meeting.

Item #4.1: PUBLIC HEARING: Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) – Grant No: 21-C-4026

This agenda item will be considered at the evening meeting.

Item #5.1: Resolution #R-2023-03 – To Declare Personal Property as Surplus
Council will consider at the evening meeting.

Item #6.1: Town Manager Update

This item will be presented at the evening meeting.

Item #7.1: CDBG-NR Program Grant Agreement, Funding Approval, Resolution for Grant Acceptance, Signatory and Certification Form and Performance Based Contract – Implementation Schedule: CDBG No: 21-C-4026 – Elizabethtown Community Center
This agenda item will be considered at the evening meeting.

Item #7.2: Bid Award – Demolition of Structures in Support of Community Center
Council will consider at the evening meeting.

Item #7.3: Proposal for Site Preparation of Specific Properties at the Elizabethtown Industrial Park – Woodland Vegetation Management, Inc

Town Manager noted this is the 60 acres for Live Work Play and construction will start soon. Council will consider at the evening meeting.

Item # 7.4: Written Order for Special Use Permit Approval – Cynthia Campbell – Garage Construction

This agenda item will be considered at the evening meeting.

Item #7.5: Monthly Financial Report

This agenda item will be considered at the evening meeting.

Item #8.1: “Briefly”

Town Manager briefed on the following:

2023 Year of the Trail Festival February 17-19th.

Fire Department’s Annual Banquet February 24th at 6:00 p.m. at the Fire Station.

RFQ’s out for the Community Center Project.

Going out for bids with the Adams Company CDBG-NR Grant for demolition services.

Budget Retreat March 7th at 9:00 a.m.

Sent a certified letter to the lady about the Therapy horses and no response.

Public Service/Engineering Director Stephen Duffy is reviewing plans for Wastewater.

80% design on the Airport Project.

Item #9.1: OPEN FORUM

No concerns or comments.

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

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, Deputy Town Clerk

TOWN OF ELIZABETHTOWN

Regular Meeting

February 6, 2023

The Elizabethtown Town Council met for its regular meeting on Monday, February 6, 2023 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, Howell Clark Jr., Rich Glenn, 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.

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. January 9, 2023 Noon Work Session Meeting Minutes, C. January 9, 2023 Regular Meeting Minutes.

Item #4.1: PUBLIC HEARING: Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) – Grant No: 21-C-4026

Mayor Sylvia Campbell opened the Public Hearing and called upon Planner Rusty Worley to present. Mr. Worley noted this is the second Public Hearing for the CDBG-NR Grant. The property has been purchased, the building will be 1100 sq. ft. and RFQ's are ready to go out. The construction start date is May 15, 2023. Mayor Campbell closed the Public Hearing since no one signed up to speak.

Item #5.1: Resolution #R-2023-03 – To Declare Personal Property as Surplus

Council Member Howell Clark Jr., seconded by Mayor Pro Tem Rufus made a motion to approve Resolution #R-2023-03 – To Declare Personal Property as Surplus (Unanimous). Copy attached and incorporated herein by reference.

Item #6.1: Town Manager Update

Planner Rusty Worley noted the annexation is a voluntary annexation from Bladen's Bloomin'. It is 94 acres west of Mercer Mill Road.

Item #7.1: CDBG-NR Program Grant Agreement, Funding Approval, Resolution for Grant Acceptance, Signatory and Certification Form and Performance Based Contract –

Implementation Schedule: CDBG No: 21-C-4026 – Elizabethtown Community Center

Council Member Rich Glenn, seconded by Council Member Herman Lewis, made a motion to approve CDBG-NR Program Grant Agreement, Funding Approval, Resolution for Grant Acceptance, Signatory and Certification Form and Performance Based Contract – Implementation Schedule: CDBG No: 21-C-4026 – Elizabethtown Community Center (Unanimous). Copy attached and incorporated herein by reference.

Item #7.2: Bid Award – Demolition of Structures in Support of Community Center

Town Manager Dane Rideout's recommendation is to make bid award to RMJ Logistics in the amount of \$15,000.00. Council Member Rich Glenn, seconded by Council Member Howell Clark Jr., made a motion to award the bid to RMJ Logistics as presented (Unanimous). Copies attached and incorporated herein by reference.

Item #7.3: Proposal for Site Preparation of Specific Properties at the Elizabethtown Industrial Park – Woodland Vegetation Management, Inc

Town Manager noted this is the Industrial Park clearing. Council Member Howell Clark Jr., seconded by Council Member Herman Lewis, made a motion to approve Proposal for Site Preparation of Specific Properties at the Elizabethtown Industrial Park – Woodland Vegetation Management, Inc. in the amount of \$11,375.00 (Unanimous). Copy attached and incorporated herein by reference.

Item # 7.4: Written Order for Special Use Permit Approval – Cynthia Campbell – Garage Construction

Council Member Herman Lewis, seconded by Mayor Pro Tem Rufus Lloyd, moved to approve Written Order for Special Use Permit Approval – Cynthia Campbell – Garage Construction (Unanimous). Copy attached and incorporated herein by reference.

Item #7.5: Monthly Financial Report

Finance Director Sharon Penny noted the year is 58% completed, revenue 64%, tax revenue 93%, expenditure 54% and revenue over expenditure for water and sewer. Council Member Howell Clark Jr., seconded by Council Member Rich Glenn, made a motion to approve the Monthly Financial Report (Unanimous). Copy attached and incorporated herein by reference.

Item #8.1: "Briefly"

Director of Communications & Marketing Terri Dennison noted the Year of Trail is the first in N.C. It is February 17-19th check -in at the Trail Weekend Headquarters at the Cape Fear Farmers Market from 3:00-7:00 pm. There will be activities all weekend.

Founders Day for the 250th Anniversary is March 4th. Need all elected officials to attend.

Town Manager briefed on the following:
Read the Department Head Updates.
Server failure at Town Hall.
Budget Retreat is March 7th at 9:00 a.m.
Chief Tony Parrish's birthday is February 8th.

Item #9.1: OPEN FORUM

Mr. Bo Barefoot noted the strong law enforcement and asked for the police force to be compensated in the next budget.
Mr. Steve Lesane gave an update on the multiple housing unit for Martin Luther King Drive, the boundary lines will start next month.

Item #10.1: Closed Session

Council Member Howell Clark Jr., seconded by Council Member Rich Glenn, moved to enter into Closed Session for the purposes of 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 return to Open Session (Unanimous). There was no action taken.

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

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, Deputy Town Clerk

MEMORANDUM

TO: Mayor and Town Council
FROM: Beverly Robinson, Certified Tax Collector/Deputy Town Clerk/Admin Assist^{SR}
SUBJECT: Unpaid Tax Report
DATE: March 1, 2023

Listed below is the breakdown for years 2012-2021 that has been charged, advertised and left on the books. The amount for 2022 to be charged with and advertised is \$ 95,875.39.

2012	\$ 900.97
2013	\$ 968.43
2014	\$ 924.39
2015	\$ 1,633.65
2016	\$ 3,315.01
2017	\$ 28,489.38
2018	\$ 33,788.95
2019	\$ 24,639.90
2020	\$ 23,323.63
2021	\$ 34,353.71
2022	\$ 95,875.39

ATTACH. #E

TOWN OF ELIZABETHTOWN											
Integrating Water/Sewer Mapping with Asset Management											
FUND:	# 113										
NUMBER	REVENUE ACCOUNT	#113-3000	BUDGET	Amend #1	Amend #2	TOTAL REVISED BUDGET	ACTUAL TO 06/30/2019	ACTUAL TO 06/30/2020	ACTUAL TO 06/30/2021	ACTUAL TO 06/30/2022	Remaining Balance
340	NC Water Infrastructure		300,000.00			300,000.00		92,460.00	150,532.00	57,008.00	300,000.00
342	Local Match		15,000.00			15,000.00			15,000.00		0.00
342	Local Match - Grant Fee		4,500.00	(4,500.00)		0.00					0.00
	Revenue Total		319,500.00	(4,500.00)	0.00	315,000.00	0.00	92,460.00	165,532.00	57,008.00	315,000.00
											0.00
NUMBER	EXPEND. ACCOUNT	#113-8140	BUDGET	Amend #1	Amend #2	TOTAL REVISED BUDGET	ACTUAL TO 06/30/2019	ACTUAL TO 06/30/2020	ACTUAL TO 06/30/2021	ACTUAL TO 06/30/2022	Remaining Balance
330	Infrastructure Mapping (LRCOG)		0.00	10,000.00	16,000.00	26,000.00		10,000.00		16,000.00	0.00
520	Development of Planning		315,000.00	(14,500.00)	(16,000.00)	284,500.00	28,152.50	132,615.91	118,219.09	5,512.50	0.00
531	Other Incidental Expenses		4,500.00			4,500.00	4,500.00				0.00
	Expenditure Total		319,500.00	(4,500.00)	0.00	315,000.00	32,652.50	142,615.91	118,219.09	21,512.50	315,000.00
											0.00
Amendment #1 - Remove grant fee as additional local match. Included in required \$15,000 match per Jean Klein. Also budget for infrastructure mapping.											
Amendment #2 - Close out project.											
APPROVED: March 6, 2018		AMENDMENT #1: October 5, 2020		AMENDMENT #3 and CLOSEOUT: 3/6/2023							

ATTACH. #F

TOWN OF
ELIZABETHTOWN

805 West Broad Street
Post Office 700
Elizabethtown, NC 28337

TOWN MANAGER'S OFFICE

Office (910) 862-3979
Fax (910) 862-7117
www.elizabethtownnc.org
Email drideout@elizabethtownnc.org

March 6, 2023

Department of State Treasurer
State & Local Government Finance Division
3200 Atlantic Avenue
Raleigh, NC 27604

RE: Response to Auditor's Findings, Recommendations & Fiscal Matters

I. Financial Performance Indicators:

1. Available Fund Balance - The fund balance available for appropriation in the General Fund increased from 18.02% to 28.06% in FY 2021 – 2022 but is still below the minimum threshold of 34%. The unit is using most of the ARPA funds received for revenue replacement to increase the fund balance available for appropriation.
2. Unit Assistance List – The unit was put on the UAL due to having an available fund balance below the minimum threshold of 34% as of 6/30/2021. As indicated above, the unit is using the ARPA funds for revenue replacement to increase the fund balance.

II. Auditor's Findings of Significant Deficiencies:

1. Segregation of Duties:

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.

Auditor 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.

"The mission of the Town of Elizabethtown is to deliver cost effective services that promote public health and safety and enhance the quality of life of all citizens."

Corrective Action Plan – The finance director and town manager will review duties and functions 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 the inability to segregate. Nonfinancial employees will be trained and provide some assistance.

2. Prior Period Adjustment:

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

Auditor 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.

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

Sincerely,

Town of Elizabethtown

Mayor, Sylvia B. Campbell

Mayor Pro-Tem, Rufus Lloyd

Member, Herman Lewis

Member, Howell Clark

Member, Richard C. Glenn, Jr.

Member, Richard Leinwand

Member, Paula Greene

Finance Director, Sharon A Penny

Town Manager, Dane D Rideout

"The mission of the Town of Elizabethtown is to deliver cost effective services that promote public health and safety and enhance the quality of life of all citizens."

MEMORANDUM

TO: Mayor and Town Council

FROM: Beverly Robinson, Certified Tax Collector *BR*

SUBJECT: Tax Releases

DATE: February 7, 2023

Tax Collector Beverly Robinson has requested the following tax releases:

		Account No.
1	2022 James Lewis	0542551
	Reason Only .33 Acres in City Limits	
	Release Value \$99,205.00	
	Real Property	
	Tax Released	\$ 610.11
2	2008 Lillian S Randall	5002191
	Reason County Foreclosure- Over 10 Years	
	Release Value \$ 5,800.00	
	Real Property	
	Tax Released	\$ 35.67
3	2009 Richard Howie	5001212
	Reason Over 10 Years Old	
	Release Value \$ 20,500.00	
	Real Property	
	Tax Released	\$ 126.08
4	2010 Richard Howie	5001212
	Reason Over 10 Years Old	
	Release Value \$ 20,500.00	
	Real Property	
	Tax Released	\$ 126.08
5	2011 Richard Howie	5001212
	Reason Over 10 Years Old	
	Release Value \$ 20,500.00	
	Real Property	
	Tax Released	\$ 126.08
6	2012 Richard Howie	5001212
	Reason Over 10 Years Old	
	Released Value \$ 20,500.00	
	Real Property	
	Tax Released	\$ 126.08
7	2009 Richard Howie	5001212
	Reason Over 10 Years Old	
	Released Value \$ 37,500.00	

ATTACH. #1

	Real Property		
	Tax Released		\$ 230.63
8	2010 Richard Howie	5001212	
	Reason Over 10 Years Old		
	Released Value \$ 37,500.00		
	Real Property		
	Tax Released		\$ 230.63
9	2011 Richard Howie	5001212	
	Reason Over 10 Years Old		
	Released Value \$ 37,500.00		
	Real Property		
	Tax Released		\$ 230.63
10	2012 Richard Howie	5001212	
	Reason Over 10 Years Old		
	Released Value \$ 37,500.00		
	Real Property		
	Tax Released		\$ 230.63
11	2022 Debra McKoy	5014157	
	Reason Listed on #0549615		
	Released Value \$ 2,750.00		
	Personal Property		
	Tax Released		\$ 16.91
	Late List		\$ 1.69

Council is requested to grant the above tax releases

\$ 2,091.22



**RECOGNITION AND APPRECIATION FROM THE
TOWN OF ELIZABETHTOWN MAYOR AND TOWN COUNCIL
TO KEN CLARK, NCDOT**

#R-2023-04

WHEREAS, it seems fitting for the Town to recognize and show appreciation to Mr. Ken Clark, District 3 Engineer, North Carolina Department of Transportation; and

WHEREAS, each time the Town has reached out to Mr. Clark at the NCDOT, he has been more than cooperative in working with the Town on successful projects that have enhanced the Live, Work, Play theme for the Town; and

WHEREAS, the other important project for the Town which District 3 Engineer Clark has participated in recently is the Street Improvement project whereby Mr. Clark provided guidance for obtaining contractors, materials, and supplies for the phases of street work necessary so that those who live, work or visit the county seat have well-maintained streets to travel upon; and

NOW, THEREFORE, BE IT RESOLVED THAT the Town of Elizabethtown Mayor and Town Council Members do hereby extend their appreciation to Mr. Ken Clark of the NCDOT for working hand-in-hand with the Town and providing guidance along the way on many and varied projects that have greatly benefited the Elizabethtown community.

This the 6th day of March, 2023.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

ATTACH. #1



**RECOGNITION AND APPRECIATION FROM THE
TOWN OF ELIZABETHTOWN MAYOR AND TOWN COUNCIL
TO DREW COX, NCDOT**

#R-2023-05

WHEREAS, it seems fitting for the Town to recognize and show appreciation to Mr. Drew Cox, Division 6 Engineer, North Carolina Department of Transportation; and

WHEREAS, each time the Town has reached out to Mr. Cox at the NCDOT, he has been more than cooperative in working with the Town on successful projects that have enhanced the Live, Work, Play theme for the Town; and

WHEREAS, the other important project for the Town which Division 6 Engineer Cox has participated in recently is the Street Improvement project whereby Mr. Cox and Mr. Ken Clark have worked hand-in-hand to provide guidance for obtaining contractors, materials, and supplies for the phases of street work necessary so that those who live, work or visit the county seat have well-maintained streets to travel upon; and

NOW, THEREFORE, BE IT RESOLVED THAT the Town of Elizabethtown Mayor and Town Council Members do hereby extend their appreciation to Mr. Drew Cox of the NCDOT for working hand-in-hand with the Town and providing guidance along the way on many and varied projects that have greatly benefited the Elizabethtown community.

This the 6th day of March, 2023.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk



**RECOGNITION AND APPRECIATION FROM THE
TOWN OF ELIZABETHTOWN MAYOR AND TOWN COUNCIL
TO TOWN EMPLOYEE GREG TAYLOR**

#R-2023-06

WHEREAS, it seems fitting for the Town to recognize and show appreciation to Greg Taylor, the Town's Facilities and Public Works Manager; and

WHEREAS, Mr. Taylor has accomplished numerous electrical projects since he came aboard in 2022; and

WHEREAS, the most important project being the 42 downtown street light upgrades he finished in 2022 and how beautifully illuminated our downtown area appears at night – Mr. Taylor did this project installation on the weekends; and

WHEREAS, other projects he has worked on include installation of monitoring sensors in coolers and freezers at the Cape Fear Farmer's Market; thereby, allowing him to monitor the Farmer's Market HVAC and Cooler/Freezer conditions remotely. Additional outlets were installed in the Council Chamber to accommodate the new Audio/Video system, electrical repairs and lighting installation efforts throughout the Town – replacing GFCI outlets on light poles in downtown and installing lights at the airport, and performing repair of all "Exit" lighting systems for Town-owned structures; and

WHEREAS, in addition, Mr. Taylor has started his training for the Level 2 Wastewater Operator's Certification, has been named to assist with the Town's IT system and assigned as the contact person for listing the Town's surplus items on the internet auction site of GovDeals.com.

NOW, THEREFORE, BE IT RESOLVED THAT the Town of Elizabethtown Mayor and Town Council Members do hereby extend their appreciation to Town of Elizabethtown Employee Greg Taylor for his management and project work that have greatly benefited the Town.

This the 6th day of March, 2023.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: March 6, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: SPECIAL RECOGNITIONS

SUBJECT: Special Recognitions

BACKGROUND: The Town wishes to recognize and show appreciation to NCDOT District 3 Engineer Ken Clark and NCDOT Division 6 Engineer Drew Cox. They both have provided guidance to the Town on many varied projects that have greatly benefited the Elizabethtown community. It is always a pleasure to work with both of them.

In addition, the Town wishes to recognize and show appreciation to Town Employee Greg Taylor who is the Facilities and Public Works Manager for the Town. Greg has been instrumental in completing the lighting upgrades for the 42 downtown street lights. The new lighting system has brightened our downtown immensely.

Mayor Campbell will make the presentations.

SUGGESTED ACTION: Mayor Sylvia Campbell will present framed Resolutions of Appreciation to NCDOT Engineers Ken Clark and Drew Cox and Town Employee Greg Taylor.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: March 6, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Town Manager Update

BACKGROUND:

SUGGESTED ACTION: Town Council is requested to hear the update.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: March 6, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Endorsement of Received Request to Name the New Cape Fear River Bridge

BACKGROUND: Mayor Campbell has received a request from Sheriff Jim McKiver for Town Council to consider naming the new Cape Fear River Bridge in honor of two Bladen County Deputy Sheriffs who died while serving in the line of duty: Deputy Sheriff James B. Collins and Deputy Sheriff Dewayne C. Hester. Both of these men also served as Police Officers for the Town of Elizabethtown.

Copy of Sheriff McVicker's request provided.

SUGGESTED ACTION: Council is requested to endorse the request received for naming the new Cape Fear River Bridge.

ATTACHMENTS:

[Peak Agenda Attachment - Letter Request from Sheriff McVicker - Naming of New Bridge - 3.6.23.pdf](#)



Telephone (910) 862-6960

James A. McVicker
Sheriff of Bladen County
P.O. Box 396
Elizabethtown, North Carolina 28337-0396



Fax (910) 862-6949

22 February 2023

Mayor of Elizabethtown
Sylvia Campbell
805 West Broad Street
Elizabethtown, North Carolina 28337

Dear Mrs. Campbell,

As you are aware, the North Carolina Department of Transportation is building a new bridge across the Cape Fear River in Elizabethtown. The new bridge will serve US 701, NC 41, and NC 242. This bridge is scheduled for completion in the next few years.

Once the aforementioned bridge is completed, I am requesting that it be named in honor of the two Bladen County Deputy Sheriffs who died while serving in the line of duty; Deputy Sheriff James B. Collins (EOW on 26 September 2001) and Deputy Sheriff Dewayne C. Hester (EOW on 8 June 2012).

Please consider this an official request for the support and concurrence of the Elizabethtown Town Council in this endeavor.

If you have any additional concerns or questions, please let me know.

Respectfully,

A handwritten signature in black ink that reads "James A. McVicker".

James A. McVicker
Sheriff of Bladen County



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: March 6, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Approve of Board of Directors for the Elizabethtown Community Center

BACKGROUND: For Town Council approval, presented is the list of Board of Directors for the Elizabethtown Community Center. The Board of Directors will be serving an 18-month term. Assistant Town Manager Pat DeVane may be called upon to present this agenda item.

The Town received Community Development Block Grant - Neighborhood Revitalization funding for the construction of this new facility on Martin Luther King, Jr. Drive.

SUGGESTED ACTION: Council is requested to approve the list of Board of Directors for the Elizabethtown Community Center.

ATTACHMENTS:

[Community Center Board of Directors - 2.28.23.docx](#)

Elizabethtown Community Center

Board of Directors

February 28, 2023

18-Month Term of Office

Mr. Rich Glenn

Ms. Linda Gillespie

Mr. Mark Gillespie

Mr. Herman Lewis

Mr. Rufus Lloyd

Mr. Lorenzo McDowell

Mr. Tommy McKoy

Ms. Minnie Price

Mrs. Heather Tart

Ex Officio Members

Sylvia Campbell, Mayor

Dane Rideout, Town Manager

Sharon Penny, Finance Director

Stephen Duffy, Director of Public Works/Engineering

#####



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: March 6, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Bid Award for Demolition Services and Reconstruction of Two (2) Houses for the CDBG-NR Grant Project No. 19-C-3126

BACKGROUND: Assistant Town Manager Pat DeVane may be called upon to present this agenda item. Bids were received by The Adams Company for demolition and reconstruction of two (2) houses for the CDBG-NR project - Unit 20-01 located at 708 S. Hill Street and Unit 20-02 located at 2407 W. Broad Street. Bid opening took place at 2 p.m. on March 2, 2023.

The Adams Company provides the Official Bid Tabulation Summary and Letter of Recommendation. A copy of the Bid Advertisement Notice provided as well.

SUGGESTED ACTION: Council is requested to award the bids for demolition and reconstruction.

ATTACHMENTS:

[Peak Agenda - Bid Advertisement Notice for Demolition Services - CDBG-NR Grant - 3.6.23.pdf](#)

[Peak Agenda Attachment - Recommendation of Bid Award - The Floyd Adams Company - CDBG-NR Project 3.6.2023.pdf](#)

"Bladen Journal"
2/10/23

ADVERTISEMENT FOR BIDS

Town of Elizabethtown
805 W. Broad St.
Elizabethtown, NC 28337

The Town of Elizabethtown is bidding out two houses for demolition and reconstruction. Separate sealed BIDS for the TOWN OF ELIZABETHTOWN CDBG-NR RECONSTRUCTION PROJECT will be received by the TOWN OF ELIZABETHTOWN at the office of Dane Rideout located at 805 W. Broad St., Elizabethtown, NC 28337 until 2:00 p.m. on March 2, 2023. Each house will be awarded individually to the lowest responsible bidder.

The CONTRACT DOCUMENTS may be examined at the following location(s):

1. The Adams Company, Inc., 708 Abner Phillips Rd., Warsaw, NC 28398
2. Town of Elizabethtown, 805 W. Broad St., Elizabethtown, NC 28337 at the office of the Town Manager, Dane Rideout.

Copies of the CONTRACT DOCUMENTS may be obtained at the office of the Engineer located at 708 Abner Phillips Rd, Warsaw, NC, upon payment of \$ 50.00 for each set. Digital copies of the CONTRACT DOCUMENTS may be obtained at no cost by contacting the Engineer at 910-293-2770.

The OWNER reserves the right to reject any and all BIDS. BIDDER shall be properly licensed under Chapter 87, General Statutes of North Carolina. Small, minority, and women's businesses and labor surplus area firms are encouraged to submit BIDS.

February 10, 2023

Mayor, Sylvia Campbell
Town of Elizabethtown

THE **ADAMS COMPANY** INC.

ENGINEERING AND DESIGN

Firm License No. C-4438

708 Abner Phillips Road | Warsaw, NC 28398 | (910) 293-2770

MEMO

To: Pat DeVane

From: L. Ben Jones

Subject: Recommendation of Award
Elizabethtown CDBG-NR Reconstruction Package
Reconstruction Contracts 20-01, 20-02

Date: March 3, 2023

On March 2, 2023, at 2:00 pm bids were received at the Elizabethtown, Town Hall. The Bids were opened and read aloud. Attached is the Bid Tabulation Summary and a Notice of Award.

Based on the information on the Bid Tabulation Summary, Faith Home improvements is the low bidder on both contracts. We recommend awarding Reconstruction Contracts 20-01 to Faith Home Improvements at the bid price of \$ 164,000.00, and 20-02 to Faith Home Improvements at the bid price of \$158,000.00. I have contacted the contractor and discussed this with him. He is confident that he can have both completed in a timely manner.

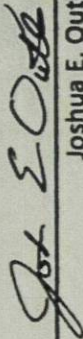
Please present this to the board and upon board approval have the mayor sign a copy of the Notice of Award. Please mail it to my office attention to me.

Bid Tabulation Summary
Town of Elizabethtown CDBG-NR
Bid Date: March 2, 2023 - 2:00 pm

Underline indicates low bidder.
 * Indicates mathematic error on bid sheet.

No.	Contractor	20-01 708 S. Hill Street	20-02 2407 W. Broad Street
1.	Thomas J. Holland 2496 Hwy 41 South Chinquapin, NC 28521	* \$175,000.00	* \$175,000.00
2.	Nash Locklear Const. Co, Inc. 1313 W. Carthage Rd. Lumberton, NC 28359	\$167,850.00	\$160,850.00
3.	Faith Home Improvements 212 Ottmus Rd. Pembroke, NC 28372	<u>\$164,000.00</u>	<u>\$158,000.00</u>
4.	Next Generation Construction 1523 Deep Bottom Rd. Wallace, NC 28466	\$184,500.00	\$182,750.00

I certify that these bids were received by the Town of Elizabethtown at 2:00 pm on March 2, 2023.
 The bids have been checked and verified to be correct to the best of my knowledge and belief.

 3-3-23
 Joshua E. Outlaw, PE

SECTION 00350

NOTICE OF AWARD

To: Faith Home Improvements and Construction
212 Ottmus Rd.
Pembroke, NC 28372

PROJECT Description:

Town of Elizabethtown CDBG-NR Reconstruction Project: Contract 20-01
Home Address: 708 S. Hill Street, Elizabethtown NC

The OWNER has considered the BID submitted by you for the above-described WORK in response to its Advertisement for BIDS dated February 10, 2023, and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of \$ 164,000.00.

You are required by the Information for BIDDERS to execute the certificates of insurance within twenty (20) calendar days from the date of this Notice to you.

If you fail to execute said Agreement within twenty (20) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this ____ day of _____, 20____.

Owner: Town of Elizabethtown

By: _____

Name: Sylvia Campbell

Title: Mayor

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by
_____ this the _____ day of _____, 20____.

By: _____

Name: _____

Title: _____

END OF SECTION

SECTION 00350

NOTICE OF AWARD

To: Faith Home Improvements and Construction
212 Ottmus Rd.
Pembroke, NC 28372

PROJECT Description:

Town of Elizabethtown CDBG-NR Reconstruction Project: Contract 20-01
Home Address: 2407 W. Broad Street, Elizabethtown NC

The OWNER has considered the BID submitted by you for the above-described WORK in response to its Advertisement for BIDS dated February 10, 2023, and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of \$ 158,000.00.

You are required by the Information for BIDDERS to execute the certificates of insurance within twenty (20) calendar days from the date of this Notice to you.

If you fail to execute said Agreement within twenty (20) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this ____ day of _____, 20____.

Owner: Town of Elizabethtown

By: _____

Name: Sylvia Campbell

Title: Mayor

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by
_____ this the _____ day of _____, 20____.

By: _____

Name: _____

Title: _____

END OF SECTION



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: March 6, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Budget Amendment No. 2023-02

BACKGROUND: Finance Director Sharon Penny brings forth a Budget Amendment. She may be called upon to present this agenda item.

Copy of the Budget Amendment is provided.

SUGGESTED ACTION: Council is requested to approve the Budget Amendment.

ATTACHMENTS:

[Budget Amendment #2023-02 \(03-06-23\).xlsx](#)

TOWN OF ELIZABETHTOWN
BUDGET AMENDMENT #2023-02
March 6, 2023

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>	<u>Justification</u>
Revenue			
10-3000-4XX	Ad Valorem Taxes - 2022 & Prior Years	\$ 73,400.00	
10-3000-5XX	BID Taxes - 2022 & Prior Years	\$ 4,100.00	
10-3100-320	TOE Motor Vehicle Licenses	\$ 7,398.00	
10-3200-335	ABC Store Sales	\$ 100,000.00	Additional allocation from ABC store
10-3300-320	Disposition of Fixed Assets	\$ 5,000.00	Surplus items sold
10-3300-338	Cemetery Lot Sales	\$ 1,200.00	Sale of two lots
10-3400-300	Interest Earnings	\$ 148,000.00	
10-3500-331	Miscellaneous Revenue	\$ 6,000.00	Sale of metal for scrap and foreclosure attorney fee reimbursements
10-3500-325	Donations - 250th Anniversary	\$ 1,600.00	
10-3500-310	Off Duty Officer's Pay Reimbursement	\$ 2,274.00	
10-3500-311	Police Dept. Miscellaneous	\$ 350.00	Charges for police reports
10-3500-320	Insurance Refunds	\$ 22,161.98	2017 Dodge police vehicle wrecked November 2022
10-3800-321	Transfer from Fund 11	\$ 4,612.00	Interest earnings on ARPA funds
10-3300-395	Fire Dept. Miscellaneous	\$ 5,000.00	County ARPA allocation to fire departments
10-3400-301	Powell Bill Interest Earnings	\$ 17,000.00	Interest earnings on Powell Bill funds
10-3400-315	Pork N Beats Festival Revenue	\$ 2,500.00	
10-3300-705	Farmers' Market Grant	\$ 50,300.00	Grant from T-Mobile
30-3200-301	Water Service Charges	\$ 75,000.00	Adjust budget for anticipated revenue
30-3300-301	Sewer Service Charges	\$ 75,000.00	Adjust budget for anticipated revenue
TOTAL		\$ 600,895.98	
Expenditures			
10-4120-500.06	ADMIN: Capital Outlay-Land Purchases	\$ 145,560.00	Property purchased for community center
10-4120-218	ADMIN: Computer Software & Supplies	\$ 7,307.00	Antivirus software & web hosting and domain
10-4120-382	ADMIN: IT Operations	\$ 7,500.00	Server crash assistance and software migration
10-4110-300	GOV. BODY: 250th Anniversary	\$ 5,000.00	
10-4110-491	GOV. BODY: Dues & Subscriptions	\$ 1,000.00	Line underbudgeted
10-4145-1XX	PUBLIC WORKS: Salary & Benefits	\$ 65,000.00	Position hired after budget approved for FY 2022-2023
10-4145-218	PUBLIC WORKS: Computer Software & Supplies	\$ 5,000.00	Purchase of ESRI/GIS software
10-4145-462	PUBLIC WORKS: Non-Capitalized IT Equipment	\$ 2,300.00	Server backup
10-4190-399	PUBLIC FACILITIES: Services - Other	\$ 11,375.00	Woodland Vegetation Management contract approved at Feb. council meeting
10-4310-121	POLICE: Salaries & Wages	\$ 2,274.00	
10-4310-319	POLICE: Drug Testing	\$ 350.00	
10-4310-500	POLICE: Capitalized Equipment	\$ 22,161.98	Purchase vehicle to replace wrecked one
10-4340-461	FIRE: Non-Capitalized Equipment Purchases	\$ 5,000.00	
10-4340-353	FIRE: Vehicle Repairs	\$ 15,000.00	Unexpected repairs to fire trucks
10-4510-500	STREETS: Capitalized Equipment	\$ 31,240.00	Purchase of street lights approved at January council meeting
10-4510-700	STREETS: Debt Service	\$ 15,528.00	Balloon payment on Caterpillar backhoe lease
10-4515-720	POWELL BILL: Debt Service - Interest	\$ 17,000.00	
10-6120-300	RECREATION: Pork N Beats Festival Expenses	\$ 2,500.00	
10-6120-1XX	RECREATION: Salary & Benefits	\$ 34,000.00	Moved from streets to recreation
10-6130-200	RECREATION: Operations & Services	\$ 5,300.00	T-Mobile Grant

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>	<u>Justification</u>
<u>Revenue</u>			
10-6130-461	RECREATION: Non-Capitalized Equipment	\$ 5,000.00	T-Mobile Grant
10-6130-462	RECREATION: Non-Capitalized IT Equipment	\$ 5,250.00	T-Mobile Grant
10-6130-500	RECREATION: Capitalized Equipment	\$ 34,750.00	T-Mobile Grant
10-6150-218	AIRPORT: M & R - Buildings	\$ 5,500.00	Replace lights in hangars
30-7130-255	WATER: Chemicals	\$ 20,000.00	Line underbudgeted
30-7130-700	WATER: Debt Service	\$ 18,000.00	Balloon payment on Caterpillar backhoe lease
30-7140-255	SEWER: Chemicals	\$ 20,000.00	Line underbudgeted
30-7140-352	SEWER: Repairs - Equipment	\$ 44,000.00	Line underbudgeted
30-7140-442	SEWER: Sludge Disposal	\$ 30,000.00	Line underbudgeted
30-7140-700	SEWER: Debt Service	\$ 18,000.00	Balloon payment on Caterpillar backhoe lease
	TOTAL	\$ 600,895.98	

DULY ADOPTED this 6th day of March 2023 by the Elizabethtown Town Council at Elizabethtown, North Carolina

Sylvia Campbell, Mayor

Dane D. Rideout, Town Manager/Budget Officer

ATTEST:

Juanita Hester, Town Clerk



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: March 6, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Monthly Financial Report

BACKGROUND: Finance Director Sharon Penny brings forth a Monthly Financial Report for the month of February. Mrs. Penny may be called upon to present this agenda item.

Copy of the Monthly Financial Report for February 2023 is provided.

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

ATTACHMENTS:

[February 2023 Financial Summary.pdf](#)

ELIZABETHTOWN as of February 27, 2023

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2022-2023 REVENUES

67% YEAR COMPLETED

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 2-27-2023	% of Budget
GENERAL FUND			
Ad Valorem & BID Taxes	1,654,000	1,750,508.20	105.8%
Vehicle Taxes	185,000	107,625.78	58.2%
Local Option Sales Taxes	700,000	365,929.63	52.3%
Utility Franchise Taxes	290,000	83,926.40	28.9%
ABC Revenue	105,000	152,500.00	145.2%
Powell Bill	114,000	112,570.43	98.7%
Street Improvement Project Loan	1,275,128	320,832.06	25.2%
Bladen Fire District	206,000	164,959.00	80.1%
Solid Waste fees	1,067,000	742,640.44	69.6%
Permits & Fees	26,350	20,797.00	78.9%
FEMA reimbursement	0	0.00	0.0%
Rental Income	104,000	31,303.84	30.1%
Salary & Admin. Reimbursements	79,669	41,819.47	52.5%
Miscellaneous Revenues	64,607	226,598.87	350.7%
Federal ARPA Funding	538,280	542,892.67	100.9%
General Fund Balance Approp.	560,305		0.0%
TOTAL GENERAL FUND	6,969,339	4,664,903.79	66.9%
WATER FUND			
Water fees	717,570	549,821.08	76.6%
Sewer fees	881,820	651,771.08	73.9%
Miscellaneous Revenue	135,200	115,675.89	85.6%
Utility Fund Balance Approp.	0	0	0.0%
TOTAL WATER FUND	1,734,590	1,317,268.05	75.9%

FINANCIAL REPORT

As indicated in the table to the left, Elizabethtown has received \$4,664,904 of its General Fund budgeted revenues during the reporting period, which began July 1, 2022.

\$1,317,268 of the Water Fund budgeted revenues has also been received. As of February 28, 2023, 96% of the current year for property tax assessment has been collected.

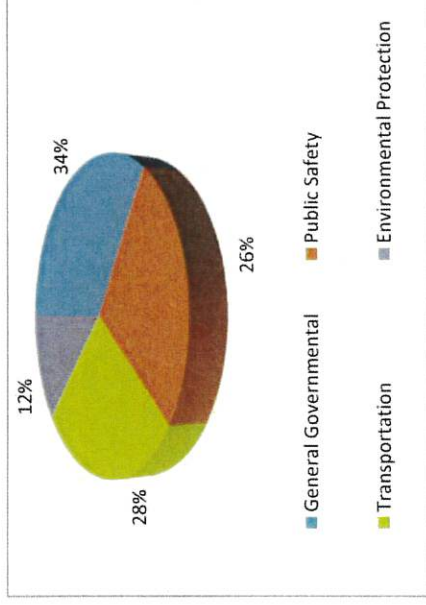
The total percentage of revenue received in the general fund and the water/sewer fund combined is 69%.

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2022-2023 EXPENDITURES

Department	Fiscal Year Budget	Actual Y-T-D as of 2-27-2023	% of Budget
Governing Body	78,200	68,619.22	87.7%
Administration	527,495	471,867.35	89.5%
Finance	281,400	189,391.62	67.3%
Public Works	414,662	233,372.14	56.3%
Technology	55,000	32,897.00	59.8%
Public Facilities	122,475	74,112.70	60.5%
Police	1,523,660	975,823.46	64.0%
Fire	940,234	647,742.12	68.9%
Streets	589,101	466,166.21	79.1%
Powell	114,000	12,093.00	10.6%
Street Improvement Project	1,275,128	279,408.09	21.9%
Solid Waste	570,000	327,881.44	57.5%
Planning & Economic Develop.	139,102	82,043.59	59.0%
Recreation	49,500	54,888.62	110.9%
Farmers' Market	-	300.00	0.0%
Airport	105,869	84,535.81	79.8%
Special Appropriations	183,513	79,402.00	43.3%
GENERAL FUND TOTAL	6,969,339	4,080,544.37	58.5%
WATER FUND			
Water	808,404	482,912	59.7%
Sewer	826,186	607,674	73.6%
Tank Maintenance & Transfer Out	100,000	66,667	66.7%
WATER FUND TOTAL	1,734,590	1,157,252.85	66.7%

REVENUE OVER/(UNDER) EXPENDITURES			
GENERAL FUND	0	\$	584,359
WATER FUND	0	\$	160,015
TOTAL COMBINED FUNDS	0	\$	744,375



As of February 28, 2023, Elizabethtown has expended \$4,080,544 of this fiscal year's \$6.9 million General Fund operating budget and \$1,157,253 from it's Water Fund budget. The total expenditures for the combined funds equate to approximately 60% of the current operating budget.

The fiscal year-to-date expenditures are shown by area of function in the pie chart above. The largest expenditures for the Town is related to the provision of Public Safety & General Government.



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: March 6, 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.

Copy of "Briefly" items provided as well as Departmental Update Report.

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

ATTACHMENTS:

[Peak Agenda - Briefly - 3.6.23.docx](#)

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

To: Mayor and Town Council
From: Dane Rideout, Town Manager
Subject: "Briefly"
Date: March 6, 2023

The following items are provided as information to Council:

- The Department Head Update Report for March 6, 2023 is provided as a separate attachment.
- The Town's Annual Budget Retreat is scheduled for March 7, 2023 at the Airport Terminal Building.
- The Chamber Member Breakfast is scheduled for March 21st from 8:00 a.m.– 8:30 a.m. at the Cape Fear Farmer's Market.
- The Dixie Youth Opening Ceremony is scheduled for April 15, 2023 at 10:30 a.m. at Leinwand Park.
- Other events planned for the 250th Anniversary Celebration are: **May 7th** (Civil War Era (1824-1873); **July 8th** (Agriculture-1874-1923); **September 23rd** (Major Industry Leaders – 1924-1973) and **November 3-4** (Modern Times – 1974-2023) celebrated during the Town's Annual Pork & Beats Festival.



FOR THE MONTH OF MARCH

03/02 – Preston Locklear, Police Officer
03/05 – Thomas Morgan Johnson, III, Firefighter
03/06 - Juanita Hester, Town Clerk
03/10 – Chad Sholar, Fire Captain
03/10 - Don Edwards, Utilities Supervisor
03/25 - Steve Duffy, Dir. of Public Works/Engineering
03/27 - Hollis Freeman, Fire Chief
03/30 - Johnathon Norris, Firefighter



Department Head Updates

March 2023

COMMUNICATION AND MARKETING

Terri Dennison

YEAR OF THE TRAIL FESTIVAL WEEKEND A BIG SUCCESS

The Year of the Trail Festival Weekend, held over Presidents' Weekend, was considered a success. Several hiking groups joined us on the trails and were amazed at the beauty of our area. Each event saw a good size group participating in the activity, whether it was hiking, birding or paddling around a 10' canoe in Jones Lake. We saw several of them at basecamp, the Cape Fear Farmer's Market, as they purchased food from Burney's and Barefoot's Sandwich Shop. They also carried bags from the Downtown Merchants. We know they booked up Jones Lakes State Park and the Elizabethtown Inn; several stayed at Cape Fear Winery, Camp Clearwater and Sandy Ridge Campground. The event met 2 goals in the both the County Strategic Plan and the Chambers Plan: 1.) to get more tourist visiting our area for our natural attractions and 2.) to introduce residents to the abundance of trails and outdoor recreation in our area.

Look for a repeat event in February 2024.



Dennison Participates in Bladen County Strategic Plan Update

T. Dennison along with C. Huestess gave an update to the Bladen County Commissioner on the economic accomplishments in the past year in regard to goals set for a "Prosperous Economy." These include a large number of grants, work on downtown revitalization, openings and ribbon cuttings for several new small businesses, increase in tourism spending and investments, and unprecedented partnerships.



Black Folks Camp Too Founder Earl Hunter Jr. spoke on diversity and inclusion in outdoor recreation at a campfire on Friday night at the Farmers Market



The Mature Hiking Club out of Raleigh enjoyed the music of a live band while sitting around a campfire Saturday night at Camp Clearwater

250th Anniversary Update

Due to low parade entry registration, the decision was made to cancel the Founder's Day Parade. The planned activities at the Farmers Market on March 4th would continue with an expanded Opening Ceremony.



Saturday, March 4
Founders Day
(1773-1824)
Revolutionary War

Cape Fear Farmers Market
106 MLK Dr, Elizabethtown

For information:
contact Terri Dennison at 910.862.4368 or
tdennison@elizabethtownnc.org

9AM
Revolutionary War Display
Founding Father's and Genealogy
Vendors

11:AM
OPENING CEREMONY
Color Guard
Drill Performance by Paul R Brown Cadets

12PM - 3PM
Barrowburn
Celtic Music Band



1:15pm
Story of Elizabethtown &
Battle of Elizabethtown

LOCAL BUSINESS WINS COAST HOST AWARD

It was announced at the Coast Host Awards Luncheon on Friday, February 25 that Camp Clearwater was chosen as the winner of the Tourism Impact Award for the southern region by the Eastern North Carolina Regional Tourism Group. T. Dennison accepted the award on behalf of Hope Campbell and staff. The award was delivered to the Elizabethtown office on Tuesday.



ELIZABETHTOWN AIRPORT

Mitch Taylor

Stats for the month of February 2023

Recorded Aircraft Operations	768
Aviation Gasoline Sales	7592.90 Gallons
Sales	\$31,593
Cost	\$35,007
Net	-\$3,414
Jet Fuel Sales	5255.20 Gallons
Sales Revenue	\$21,034
Cost	\$21,919
Net	-\$883

FIRE DEPARTMENT

Hollis Freeman



- Fire Calls: 5
- EMS Calls: 28
- Specialized Calls: 1
- Service Calls: 2
- Other Type Incidents: 17
- Total Call for February: 53 Calls for Service
- Fire Inspections Completed: 22

Events

Awards Banquet February 24th .

POLICE DEPARTMENT

Tony Parrish

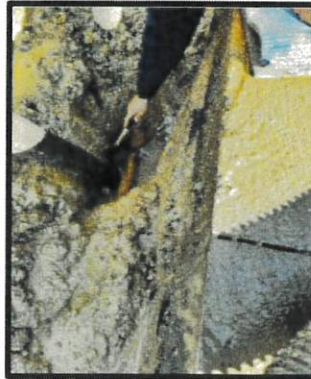
Stats for 1/30/2023 – 2/26/2023	
Calls for Service	409
Reports Taken	57
Arrests	11
Traffic Collisions	18
Traffic Citations	51
Warning Tickets	11

Flock ALPR Cameras results for this period:

1. Located one (1) stolen vehicle with approximate value of \$3,000
2. Located one (1) wanted person.
3. Seized one (1) handgun.
4. Seized 495.8 grams of marijuana (a little over 1 lb.)

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 6 trouble calls ranging from flushing lines to water leaks. Water Department assisted with traffic control while patch paving was conducted on E. Broad Street. Staff has continued to resolve billing and meter reading concerns with Connie Holland in Utility billing. Aclara performed a training course to educate existing staff with operations of the meter reading system. Training included installation, configuration and regular operation of the overall system. Some much needed maintenance was also addressed by staff at the Airport and Harwood Lift Stations.



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, 80% design drawings have been received and are in the process of being reviewed and marked up. We will be returning these to EL Robinson in early March, with submission to NCDEQ to follow.

Facilities Management – Greg Taylor

Mr. Greg Taylor has completed the changing out of all post lights along Broad St. as well as replacing the ones on 701. He repaired lights in the restrooms at lock and dam and replaced the time clock which controlled the outside lights. He repaired the HVAC unit at farmers market and some lights in common area as well as repairing security light at one of our wells on Smith Circle Dr. He assisted with the installation of a new fiber optic cable for Town Hall. He has been able to sale items on Govdeals which totaled \$4992 to go into our general funds.



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

George as well as the Public Services crew have continued to work on repairs and daily upkeep of the town. They have repaired washed out crossings going into our outfall lines on MLK and Lesane St. The replacement of speed limit, dead end and stop signs as well as painting the curbing's in safety yellow on W. King St. They also replaced trees at Green Lake Park and have pressured washed all park buildings and shelters including the skate ramp. They have also started mowing several parks, ditch lines, sidewalks and outfall lines.



Fleet Maintenance - Tracy Priest

Mr. Priest serviced 4 mowers, 1 small equipment item and other equipment, 0 large pieces of equipment, 12 Police Vehicles, 0 Fire Department Vehicle, 2 Public Works Vehicles, 2 Admin 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

- Assisted Planning Director with forwarding to the "Bladen Journal" and "BladenOnline," the RFQ for Design/Build for the Community Center project in preparation of upcoming Bid Opening.
- Assisted Don Edwards, Utilities Supervisor, with providing the Town's 2022 Drinking Water Report notice in the "Bladen Journal" and requested posting on the Town's website.
- Clerk prepared the Presidents Day Holiday notice for distribution and posting.
- The follow-up and distribution of documents approved at the February 6, 2023 Town Council meeting were handled by the Clerk.
- Clerk handled the publication of the February 6, 2023 Town Council approvals.
- Clerk prepared the 2/6/23 Closed Session Meeting Minutes.
- Weekly Friday Memos were prepared by the Clerk and distributed to Town Council and Department Heads.
- Clerk handled publication of the Public Notice for the Annual Budget Retreat.

- For the March 6, 2023 Town Council meeting, Clerk prepared the Staff Meeting outline for the Manager's review.
- In coordination with the Manager, the Clerk prepared the March 6, 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 material had been posted for their information.
- Assisted Planning Director with providing applicable approved annexation documents and ordinances to Insight who is handling annexation of Industrial Park properties.
- On 2/13/2023, Clerk made notification to Mrs. Theresa Lloyd at Paul R. Brown Leadership Academy of Town Council's 3/6/2023 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 Town has demo both properties for the MLK Community Center and is site ready.
- The Town staff is doing preliminary reports for construction to begin at the site of the Community Center. Exterior design has been done and there is currently RFQ's out for Grant administration and design build services.
- The following text amendments have been approved by the planning board and will be presented on the April Council meeting : 1. Short Term Rentals 2. Mobile Rental Business
- Insight Incorporate has started the annexation for the Industrial Park, and is evaluating the documentation to complete the annexation.
- Parcel 45001 at 1805 W Broad Street was discovered by staff as being zoned R12, the surrounding property is zoned R20. The property has recently been sold to Lamorris Cromartie, staff is recommending that the property be rezoned to R20. The staff will be presenting a rezone for this property on the April Council meeting.
- L Huntley has applied for a Special Use Permit on the Wade Property which is 240 acres to an agriculture use the project is named H2O.
- The Town Staff has applied for a North Carolina Tobacco Trust Fund Grant to add an additional building at the Farmers Market in conjunction with Bladen Community College.

Zoning Permit Issued	12
Certificate of Occupancy Issued	2



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: March 6, 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 - 3.6.23 TC Meeting .docx](#)



TOWN OF ELIZABETHTOWN

Open Forum Session

March 6, 2023 Regular 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: March 6, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: CLOSED SESSION

SUBJECT: Closed Session

BACKGROUND: Closed Session is needed in accordance with NCGS 143-318.11(a)(4) - Economic Development.

SUGGESTED ACTION: Mayor Sylvia Campbell will entertain a motion and a second to enter into Closed Session for the purpose of NCGS 143-318.11(a)(4) - Economic Development.

ATTACHMENTS:



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COUNCIL AGENDA ITEM REPORT

DATE: March 6, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADJOURNMENT

SUBJECT: Adjournment

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

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

ATTACHMENTS: