



REVISED

**ELIZABETHTOWN
COUNCIL
REGULAR MEETING
7:00 PM, Monday, May 1, 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 Attachment - Consent Agenda Documentation - 5.1.2023.pdf](#)
4. SPECIAL RECOGNITIONS
 - 4.1 Special Recognitions:
 - 1) Mr. Fletcher Kemp – To Recognize His Birthday on May 10th – At the Age of 101!
Framed Proclamation Presented at Noon Work Session.
 - 2) Nathan Dowless – To Recognize Former Bladen County Director of Emergency Services
Presentation will be rescheduled for a later Town Council Meeting.
5. PUBLIC HEARING
 - 5.1 PUBLIC HEARING: Severn Peanut Company Incentive Agreement
Council is requested to follow the Public Hearing procedure below:

HEARING PROCEDURE:
 - a) Open the hearing and call upon either Chuck Heustess or 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 #8.1)

Peak Agenda Attachment - Public Hearing Notice - Severn Peanut Company Incentive Agreement - 5.1.2023.pdf

Peak Agenda Attachment - Severn Peanut Company - Incentive Agreement - 5.1.2023.pdf

6. PRESENTATIONS

6.1 Proposed FY 2023-2024 General Fund and Water Fund Budget
Council is requested to hear the presentation.

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

7. ORDINANCES/RESOLUTIONS/PROCLAMATIONS

7.1 Proclamation - To Proclaim June 4th as Tourette Syndrome Awareness Day in Town of Elizabethtown
This proclamation has been approved in the Consent Agenda Items.

7.2 Proclamation - To Recognize National Police Week - May 15-21, 2023
This proclamation has been approved in the Consent Agenda Items.

7.3 Resolution - #R-2023-08 - Participation or Opt-Out of One-Stop Voting for Municipal Election (October 19, 2023 - November 4, 2023)
Council is requested to decide if the Town will be participating in One-Stop Voting or Opting-Out for the 2023 Municipal Election.
Resolution - To Opt-Out of One-Stop Voting for 2023 Municipal Elections - 5.1.23.docx

8. ADMINISTRATIVE MATTERS

8.1 Approval of Severn Peanut Company Incentive Agreement
Council is requested to approve the Incentive Agreement.

8.2 Bid Award - Proposals for Professional Engineering Services - CDBG-NR Sidewalk and Street Lighting Project
Council is requested to award the bid for Professional Engineering Services.
Evaluation Summary - RFQ's Received for Professional Engineering Services - CDBG-NR Sidewalk and Street Lighting Project - 5.1.23.pdf
Peak Agenda - RFQ's for Professional Engineering Services - CDBG-NR - Sidewalk and Street Lighting Project - 5.1.23.pdf

8.3 Bid Award - Proposals for Professional Surveying Services - CDBG-NR Sidewalk and Street Lighting Project
Council is requested to award the bid for Professional Surveying Services.
Peak Agenda - Public Notice - Professional Surveying Services - CDBG-NR Sidewalk and Street Lighting Project - Second Notice - 5.1.23.pdf
Peak Agenda - RFQ's for Professional Surveying Services - CDBG-NR - Sidewalk and Street Lighting Project - 5.1.23.pdf

8.4 Written Order for L Huntley/MainSyde & Huntley Farms Special Use Permit Approval
Council is requested to approve the Written Order.
[Resolution - Revised - #23-002 - Written Decision for Special Use Permit Approval - L
Huntley MainSyde Group and Huntley Farms - 5.1.23.pdf](#)

8.5 Appointment of Mr. Tommy McKoy to Serve as the Chairman of the Board of Directors for
the Community Center Project
Council is requested to approve of the appointment of Mr. Tommy McKoy to serve as
Chairman of the Board of Directors for the Community Center Project.

8.6 Monthly Financial Report
Council is requested to approve the Monthly Financial Report.
[Peak Agenda Attachment - Monthly Financial Report for April 2023.pdf](#)

9. OTHER BUSINESS

9.1 "Briefly" (*Reminders and announcements are made at this time*).
Council is requested to hear the reminders and announcements.
[Peak Agenda - Briefly - 5.1.2023.docx](#)
[Peak Agenda Attachment - Department Head Update Report - May 2023.pdf](#)

10. OPEN FORUM

10.1 Open Forum
Council is requested to listen to any public concerns or comments received.
[Sign-In Sheet - Open Forum - 5.1..23 TC Meeting .docx](#)

11. CLOSED SESSION

11.1 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)(3) - Attorney-Client Privilege.

12. ADJOURNMENT

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



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 1, 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: May 1, 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.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 1, 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 - 5.1.2023.pdf](#)



**May 1, 2023 Town Council Meeting
Consent Agenda Items**

- A. Proposed Agenda – Agenda considered *proposed* until approved by the Board.
ACTION RECOMMENDED: Approval
- B. April 3, 2023 Noon Work Session Meeting Minutes
ACTION RECOMMENDED: Approval ATTACH. #B
- C. April 3, 2023 Regular Meeting Minutes
ACTION RECOMMENDED: Approval ATTACH. #C
- D. April 3, 2023 Closed Session Minutes
ACTION RECOMMENDED: Approval ATTACH. #D
(Will Be Provided at the Evening Meeting)
- E. Proclamation – Mr. Fletcher Kemp – 101st Birthday
ACTION RECOMMENDED: Approval ATTACH. #E
- F. Resolution #R-2023-07 – To Recognize Nathan Dowless, former Bladen County Director of Emergency Services
ACTION RECOMMENDED: Approval ATTACH. #F
- G. Proclamation – Proclaim June 4th as Tourette Syndrome Awareness Day
ACTION RECOMMENDED: Approval ATTACH. #G
- H. Proclamation – Recognize National Police Week – May 15-21, 2023
ACTION RECOMMENDED: Approval ATTACH. #H
- I. Grant Project Budget Amendment #11-02 Coronavirus State & Local Fiscal Recovery Funds
ACTION RECOMMENDED: Approval ATTACH. #I

- J. Grant Project Budget Amendment #63-01
Infrastructure for LWP Project
ACTION RECOMMENDED: Approval **ATTACH. #J**
- K. Capital Project Ordinance – Dewitt Street
Water Tank Rehab. 071-00
ACTION RECOMMENDED: Approval **ATTACH. #K**
- L. Audit Contract – Thompson, Price, Scott,
Adams & Co. PA – For FY Ending 6/30/23
ACTION RECOMMENDED: Approval **ATTACH. #L**
- M. At Recommendation of Auditor, transfer
Loan balance for the Rehab of the Old Fire
Department from General Fund to the Water/
Sewer Fund
ACTION RECOMMENDED: Approval **ATTACH. #M**
- N. Resolution #R-2023-09 – Application for NCDOC
Rural Transformation Grant Fund – Ace Wrecker Property
ACTION RECOMMENDED: Approval **ATTACH. #N**

TOWN OF ELIZABETHTOWN

Noon Meeting

April 3, 2023

The Elizabethtown Town Council met for its noon work session on Monday, April 3, 2023 at 12:00 pm in the Council Chamber. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Paula Greene, Herman Lewis, 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. Absent were Council Member Howell Clark Jr. and Ricky Leinwand.

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: Special Use Permit Request – Case Number SUP #23-002-
Petitioner L Huntley – MainSyde & Huntley Farms -3307 NC Highway 87 West – For
Agriculture/Greenhouse – QUASI-JUDICIAL

This agenda item will be considered at the evening meeting.

Item #5.1: Town Manager Update

Town Manager Dane Rideout noted the Sun and Fun event was at the Airport from March 27th – April 2nd. The event was sponsored by Campbell Oil and Sovereign Air. Fuel sales usually are \$14,000 – \$17,000 a month, in March the sales were \$70,000.00. EDA Grant Phase 1 approved by the Federal Government, there will be childcare, a boutique hotel & shop and urgent care. Bladen County is paying for the Master Plan Contract \$80,000.00 for Live Work Play Project and \$20,000.00 for the survey.

Item #6.1: Approval of Special Use Permit Application – Case Number SUP #23-002 – L
Huntley – MainSyde & Huntley Farms – 3307 NC Highway 87 West – For
Agriculture/Greenhouse

Town Manager Dane Rideout noted the Greenhouse will be 40 acres under glass, 30 ft. high, \$100,000,000.00 investment, the water will be repurified, minerals added and 100 jobs available. This item will be presented at the evening meeting.

Item #7.1: Contract – Live Work Play Project

Town Manager Dane Rideout noted the Johnson Law Firm is reviewing the contract. This agenda item will be considered at the evening meeting.

Item #7.2: Bid Award – Water System Valve Replacement Project

Public Service/Engineering Director Stephen Duffy noted there are 250 valves in the system that are non-operational or compromised. Mr. Duffy noted that currently when a water leak needs to be repaired, everyone's water on the street has to be turned off. With the Hydra-Stop water valve insertion equipment, it will not be necessary for everyone's water to be turned off to make a repair. The plan is to repair 30 valves a year if the Town can afford it. Council will consider at the evening meeting.

Item #7.3: Request from NCDOT – Placement of Lights on the New Cape Fear River Bridge

Town Planner Rusty Worley noted that the design is in the second stage. The bridge lighting plan has 2 options for 17 lights \$96,500 (\$70.00 monthly) or \$159,000.00 (\$850.00 monthly). This agenda item will be considered at the evening meeting.

Item # 7.4: Monthly Financial Report

Council will consider at the evening meeting.

Item #8.1 "Briefly"

Town Manager will present at the evening meeting.

Item #9.1: OPEN FORUM

No concerns or comments.

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

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, Deputy Town Clerk

TOWN OF ELIZABETHTOWN
Regular Meeting
April 3, 2023

The Elizabethtown Town Council met for its regular meeting on Monday, April 3, 2023 at 7:00 pm in the Council Chamber. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Paula Greene, Herman Lewis, Rich Glenn, Ricky Leinwand, Town Manager Dane Rideout and Town Attorney Goldston Womble. Department Heads in attendance included Police Chief Tony Parrish, Assistant Town Manager Pat DeVane, Town 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. Absent was Council Member Howell Clark Jr.

Mayor Sylvia Campbell opened the meeting and called to order. Mayor Campbell 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 Herman Lewis, seconded by Council Member Rich Glenn, the Board unanimously approved the following Consent Items as presented: A. Proposed Agenda, B. March 6, 2023 Noon Work Session, C. March 6, 2023 Regular Meeting Minutes, D. March 6, 2023 Closed Session Minutes, E. March 7, 2023 Annual Budget & Planning Retreat Minutes, F. Tax Releases.

Item #4.1: PUBLIC HEARING: Special Use Permit Request – Case Number SUP #23-002-
Petitioner L Huntley – MainSyde & Huntley Farms -3307 NC Highway 87 West – For
Agriculture/Greenhouse – QUASI-JUDICIAL

Mayor Sylvia opened the Public Hearing and called upon Town Attorney Goldston Womble to swear in the witnesses for the Quasi-Judicial Hearing. Mayor then called Upon Town Planner Rusty Worley to present.

Town Attorney Goldston Womble: Do you affirm that the testimony you are about to give in this matter is entirely the truth?

Towner Planner Rusty Worley: I do.

L Huntley: I do.

Town Planner Rusty Worley: Thank you Mayor. The parcel is currently zoned RA, all property owners have been notified by mail, the water will stay on site, recycle water, no environmental issues, building on the by-pass side and entrance on Highway 87.

L Huntley: Thank you very much. Huntley Farms Brothers and I sold property in Anson County and bought property in Bladen County. It is an opportunity for us with what the Town has done with the bypass and downtown. Agriculture is the thing for Greenhouses. Paul Nurdy is the owner and he is in his forties. We will grow tomatoes, cucumbers, peppers, 125-130 permanent jobs, 100% of water attain from dew and rain, collect on site, 40 acres under glass, 30 or more later and 30-40 pounds of tomatoes. The visitation side will be to the highway and will light up at night. Wholesale growing operation 15-16 months to start growing, 15 different tomatoes, average tomatoes are picked at about 65% ripe, our goal is to bring the produce local and have in stores in 48 hours. With there being no further comments, Mayor Campbell closed the Public Hearing.

Item #5.1: Town Manager Update

Town Manager Dane Rideout noted the Sun and Fun event was at the Airport from March 27th – April 2nd. The event was sponsored by Campbell Oil and Sovereign Air. Bo Barefoot and the Fire Department were on site also. Fuel sales usually are \$14,000 – \$17,000 a month, in March the sales were \$70,000.00. Live Work Play Project infrastructure will be put in first, water & sewer and lights. There will be an Urgent Care facility and Distillery.

Item #6.1: Approval of Special Use Permit Application – Case Number SUP #23-002 – L Huntley – MainSyde & Huntley Farms – 3307 NC Highway 87 West – For Agriculture/Greenhouse

Council Member Paula Greene, seconded by Council Member Herman Lewis, moved to approve Special Use Permit Application – Case Number SUP #23-002 - L Huntley – MainSyde & Huntley Farms – 3307 NC Highway 87 West – For Agriculture/Greenhouse as presented under the Towns Zoning Ordinance, Section 3.9 & 4.9, all findings have been met (Unanimous). Copy attached and incorporated herein by reference.

Item #7.1: Contract – Live Work Play Project

Town Manager Dane Rideout noted County Commissioners will be voting on the contract at their meeting. RFQ's went out a month ago, secured engineering firm correctly, Town owns the property, \$80,000.00 contract, and \$20,000.00 survey. Council Member Rich Glenn, seconded by Council Member Ricky Leinwand, moved to approve Contract – Live Work Play Project (Unanimous). Copy attached and incorporated herein by reference.

Item #7.2: Bid Award – Water System Valve Replacement Project

Public Service/Engineering Director Stephen Duffy noted that Lumber River COG assessed the Town's System and there are lines that need to be replaced. Three companies have been reviewed with similar prices. Hydra-Stop is recommended from the bid award in the amount of \$47,938.00. Council Member Rich Glenn, seconded by Council Member Herman Lewis, moved

to approve Bid Award – Water System Value Replacement Project to Hydra-Stop (Unanimous). Copy attached and incorporated herein reference.

Item #7.3: Request from NCDOT – Placement of Lights on the New Cape Fear River Bridge

Per request from NCDOT, Council Member Herman Lewis, seconded by Mayor Pro Tem Rufus Lloyd, made a motion to approve Placement of Lights on the New Cape Fear River Bridge for 17 lights \$96,500 (\$70.00 monthly) (Unanimous). Copy attached and incorporated herein by reference.

Item # 7.4: Monthly Financial Report

Finance Director Sharon Penny noted there is nothing outstanding - about the same as last month. General fund \$465,902.00 and water fund \$181,937.00 and revenue over expenditures. Mayor Pro Tem Rufus Lloyd, seconded by Council Member Rich Glenn, moved to approve the Monthly Financial Report (Unanimous). Copy attached and incorporated herein by reference.

Item #8.1: “Briefly”

Town Manager briefed on the following:

Project Samuel April 11th at 11:00 am at the Airport.

Dixie Youth Opening Ceremony April 15th at 10:30 am at Leinwand Park.

Community Center Groundbreaking April 19th at 11:00 am at 409 Martin Luther King Dr.

Pat DeVane is celebrating his birthday on April 11th.

Item #9.1: OPEN FORUM

Ms. Debra Bryant has an issue with finding a surveyor for her land in Council, NC. It is 2 plots and half of her cousin's house is on her land. Her septic tank permit was approved April 2021. Town Attorney Goldston Womble noted that the property is in the County not the City Limits. He suggested that she get an attorney. Council Member Paula Greene gave Ms. Bryant a surveyor to contact.

Item #10.1: Closed Session

Council Member Rich Glenn, seconded by Council Member Herman Lewis, moved to enter into Closed Session for the purpose of NCGS 143-318.11(a)(4) – Economic Development (Unanimous).

RETURN FROM CLOSED SESSION TO OPEN SESSION

Council Member Ricky Leinwand, seconded by Council Member Rich Glenn, moved to leave Closed Session and return to Open Session (Unanimous).

In Open Session, Council Member Rich Glenn, seconded by Council Member Herman Lewis, moved to approve the Lease and Operating Agreement between the Town and Sovereign Aerospace-Bladen LLC (Unanimous). Copy attached and incorporated herein by reference.

With there being no further business to conduct, Council Member Herman Lewis, seconded by Council Member Rufus Lloyd, moved to adjourn the meeting (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, Deputy Town Clerk



PROCLAMATION

Recognizing the 101st Birthday of Mr. Fletcher Kemp

WHEREAS, longevity of life is a blessing for an individual and for a community which benefits from the knowledge, creativity and experiences this individual brings to all; and

WHEREAS, Mr. Fletcher Kemp was born on May 10, 1922 and 2023 marks his 101st birthday; and

WHEREAS, he was happily married to his late wife, Eleanor Gooden Kemp, for 63 years; and

WHEREAS, Mr. Kemp served in the U.S Army Air Force in WWII and later worked as a jailer for the Bladen County Sheriff's Department and at Jessup Motors; thereby, earning the respect and affection of people from all walks of life and all ages; and

WHEREAS, for this special recognition, Mr. Kemp's family members are in attendance to accept this Proclamation on his behalf.

NOW, THEREFORE, I, Mayor Sylvia Campbell, and Town Council Members do hereby deem it an honor and pleasure to issue this Proclamation in recognition of Mr. Fletcher Kemp's 101ST birthday on May 10, 2023 - Sincere Congratulations and Best Wishes!

This the 1st day of May 2023.

Sylvia Campbell, Mayor

ATTACH. #E



**RECOGNITION AND APPRECIATION FROM THE
TOWN OF ELIZABETHTOWN MAYOR AND TOWN COUNCIL
TO
NATHAN DOWLESS**

#R-2023-07

WHEREAS, it seems fitting for the Town to recognize and express appreciation to Nathan Dowless, the Bladen County Director of Emergency Services, who is departing his position with the County; and

WHEREAS, Nathan was named the Bladen County Director of Emergency Services on July 10, 2019; and

WHEREAS, in this position, Nathan served the citizens of the local communities and Bladen County, as a whole, in an exemplary manner as he was responsible for overseeing functions of Emergency Management, Emergency Medical Services, GIS/E-911 addressing as well as Planning, Building Inspections and the Fire Marshall's office; and

WHEREAS, now that Nathan is departing from this position with the County, the Town of Elizabethtown wishes to recognize him for his leadership skills when handling and preparing for threatened incidents, fires, vehicle accidents, and/or hazardous weather conditions – all that have affected our communities in one way or the other; and

NOW, THEREFORE, BE IT RESOLVED THAT the Town of Elizabethtown Mayor and Town Council Members do hereby extend appreciation to Nathan Dowless for his service to the Elizabethtown community as the Bladen County Director of Emergency Services. We wish him much success in his new endeavor!

This the 1st day of May, 2023.

Sylvia Campbell, Mayor

ATTACH. #F

PROCLAMATION

Tourette Syndrome Awareness Day June 4, 2023

WHEREAS, Tourette Syndrome is an inherited neurodevelopment disorder that is characterized by involuntary physical and vocal tics that occur many times a day; and

WHEREAS, Tourette Syndrome is often accompanied by other mental health disorders such as attention deficit and obsessive compulsive disorder, learning disabilities, and anxiety; and

WHEREAS, Tourette Syndrome and tic disorders affect 1 in 100 children. More than 23,000 school age children in the State of North Carolina alone are dealing with Tourette Syndrome and although some of these cases are aided by medication, there is no standard treatment or known cure for the disorder; and

WHEREAS, there is an important need for more professional help with interest and expertise to identify, counsel, and treat people with Tourette Syndrome, a disorder that is often misdiagnosed and misunderstood; and

WHEREAS, positive actions to assist children and families living with Tourette Syndrome would result from a broadening of public and professional knowledge and acceptance of Tourette Syndrome; and

WHEREAS, the Tourette Association of America is actively providing services to families, educating medical professionals and teachers, and supporting research to better understand the signs and treatments of Tourette Syndrome.

NOW, THEREFORE, I, Mayor Sylvia Campbell, and Town Council Members will recognize June 4, 2023 as "Tourette Syndrome Awareness Day" in the Town of Elizabethtown. This will be a special day in which to promote understanding, compassion, and acceptance for all of our fellow citizens who deserve and need our support to break the stigma that surrounds Tourette Syndrome.

This 1st day of May, 2023.

TOWN OF ELIZABETHTOWN

Sylvia Campbell, Mayor

INSERT GOLD SEAL

ATTACH. #G

PROCLAMATION

National Police Week 2023

Whereas, the Congress and President of the United States have designated **May 15th as Peace Officers' Memorial Day**, and the week in which **May 15th falls as National Police Week**; and

Whereas, the members of the law enforcement agency of the Town of Elizabethtown play an essential role in safeguarding the rights and freedoms of the Town of Elizabethtown; and

Whereas, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

Whereas, the men and women of the law enforcement agency of the Town of Elizabethtown unceasingly provide a vital public service.

Now, therefore, I, Sylvia Campbell, Mayor of the Town of Elizabethtown, call upon all citizens of the Town of Elizabethtown and upon all patriotic, civic and educational organizations to observe the week of **May 15 - May 21, 2023 as "National Police Week"** so as to recognize law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I further call upon all citizens of the Town of Elizabethtown to observe Monday, **May 15th**, as **"Peace Officers' Memorial Day"** in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

In witness thereof, I have hereunto set my hand and caused the Seal of the Town of Elizabethtown to be affixed this 1st day of May 2023.

Town of Elizabethtown

Sylvia Campbell, Mayor

ATTACH. #H

Town of Elizabethtown
Grant Project Budget Amendment #11-02
Coronavirus State and Local Fiscal Recovery Funds (CSLFRF)

Section 2 of the CSLFRF Grant Project Ordinance is hereby amended as follows:

The Town has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its CSLFRF funds for the provision of government services. CSLFRF Project funds appropriated to Replace Lost Revenue as follows:

Internal Project Code	Project Description	Exp. Category	Cost Object	Appropriation of CSLFRF Funds	Increase/ Decrease	Revised Appropriation of CSLFRF Funds
0001	Law Enforcement Services for period of	6.1	Salaries	\$775,000.00	\$5,778.20	\$780,778.20
	July 1, 2021 through December 31, 2024		Benefits	\$301,559.97	(\$1,165.51)	\$300,394.46
				\$1,076,559.97	\$4,612.69	\$1,081,172.66

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

CSLRF Funds	\$1,076,559.97
Interest Earnings	<u>\$4,612.69</u>
	\$1,081,172.66

Adopted this 1st day of May 2023.

Sylvia Campbell, Mayor

Dane D. Rideout, Town Manager

Juanita Hester, Town Clerk

ATTACH. #1

TOWN OF ELIZABETHTOWN
GRANT PROJECT BUDGET AMENDMENT #63-01
INFRASTRUCTURE FOR LWP PROJECT

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 amended:

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

Golden Leaf Grant	\$364,896		\$364,896
Bladen County	\$0	\$100,000	\$100,000
Total REVENUE	\$364,896	\$100,000	\$464,896

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

Prelim. Engineering & Planning	\$0	\$100,000	\$100,000
Engineering	\$18,600		\$18,600
Permits	\$5,000		\$5,000
Construction	\$341,296		\$341,296
TOTAL APPROPRIATIONS	\$364,896	\$100,000	\$464,896

Adopted this 1st day of May 2023

Sylvia B. Campbell, Mayor

Dane D. Rideout, Town Manager

Juanita Hester, Town Clerk

ATTACH. #J

CAPITAL PROJECT ORDINANCE
TOWN OF ELIZABETHTOWN
DEWITT ST. WATER TANK REHAB
071-00

BE IT ORDAINED by the Council of the Town of Elizabethtown, North Carolina, that, pursuant to Section 20 of Chapter 160A of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1: This ordinance is to establish a budget for the rehabilitation of the town's water tank located on Dewitt St.

Section 2: The following amounts are appropriated for the project:

Rehab Construction	\$491,000.00
Engineering Fees	<u>\$31,500.00</u>
Total Appropriation	\$522,500.00

Section 2: The following revenues are anticipated to be available to complete this project:

Fund Balance Appropriated (Fund 71)	<u>\$522,500.00</u>
Total Revenue	\$522,500.00

Section 4: The Finance Officer is hereby directed to maintain within the General Fund sufficient specific detailed accounting records to meet all federal and state regulations.

Section 5: 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 6: Copies of this capital 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 1st day of May 2023.

Sylvia Campbell, Mayor

Dane D. Rideout, Town Manager

Juanita Hester, Town Clerk

ATTACH. #K

The	Governing Board Town Council
of	Primary Government Unit Town of Elizabethtown
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Thompson, Price, Scott, Adams & Co., PA
	Auditor Address PO Box 1690 Elizabethtown NC 28337

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/23	Date Audit Will Be Submitted to LGC 10/31/23
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Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F (Uniform Guidance)* or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. the invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.
15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: ☒ Auditor ☐ Governmental Unit ☐ Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:

Title and Unit / Company:

Email Address:

Sharon Penny

Finance Officer/Town of Elizabethtown

spenny@elizabethtownnc.org

OR Not Applicable ☐ (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

Primary Government Unit	Town of Elizabethtown
Audit Fee	\$ 20,000.00
Additional Fees Not Included In Audit Fee:	
Fee per Major Program	\$ 1,500.00
Writing Financial Statements	\$ 5,000.00
All Other Non-Attest Services	\$

DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit Fee	\$
Additional Fees Not Included In Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
Thompson, Price, Scott, Adams & Co., PA	
Authorized Firm Representative (typed or printed)*	Signature*
R. Bryon Scott	
Date*	Email Address*
05/01/23	bscott@tpsacpas.com

GOVERNMENTAL UNIT

Governmental Unit*	
Town of Elizabethtown	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Sylvia Campbell	
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
N/A	
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).

Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Sharon Penny	
Date of Pre-Audit Certificate*	Email Address*
	spenny@elizabethtownnc.org

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
N/A	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all
required signatures prior to submission.

PRINT

NO ATTACHMENT PROVIDED

ATTACH. #M

**Town of Elizabethtown Resolution
Application for North Carolina Department of Commerce
Rural Transformation Grant Fund
Rural Engagement & Investment Program**

Ace Wrecker

#R-2023-09

WHEREAS, the Town of Elizabethtown Town Council indicates its desire to assist in development efforts within the Town of Elizabethtown; and,

WHEREAS, the Town Council fully supports the proposed project by the Town of Elizabethtown for Ace Wrecker which will result in acquisition and rehabilitation located at 2600 East Broad Street; and,

WHEREAS, the Town Council wishes to pursue a formal application for Community Enhancements for Economic Growth in the amount of \$407,500.00 from the North Carolina Department of Commerce, Rural Transformation Grant Fund, Rural Engagement & Investment Program; and,

NOW, THEREFORE, BE IT RESOLVED, by the Town of Elizabethtown Town Council:

That the Town of Elizabethtown Town Council is authorized to submit a formal application to the North Carolina Department of Commerce, Rural Transformation Grant Fund, Rural Engagement & Investment Program in order to provide assistance to benefit Ace Wrecker.

That this Resolution shall take effect immediately upon its adoption.

Adopted this the 1st day of May, 2023 in Town of Elizabethtown, North Carolina.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

ATTACH. #N



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 1, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Resolution

AGENDA SECTION: SPECIAL RECOGNITIONS

SUBJECT: Special Recognitions:

1) Mr. Fletcher Kemp - To Recognize His Birthday on May 10th - At the Age of 101!

2) Nathan Dowless - To Recognize Former Bladen County Director of Emergency Services

BACKGROUND: At the Noon meeting, Mayor Sylvia Campbell will present the framed proclamation for Mr. Fletcher Kemp to Council Member Rich Glenn who will deliver to Mr. Kemp. Mr. Kemp is Council Member Glenn's great uncle.

At the 7:00 p.m. meeting, Nathan Dowless, Bladen County Emergency Services Director, will be recognized for the great work he did while serving in this position. He has resigned from this position and the Town wishes to show appreciation to Nathan.

SUGGESTED ACTION:

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 1, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Public Hearing

AGENDA SECTION: PUBLIC HEARING

SUBJECT: PUBLIC HEARING: Severn Peanut Company Incentive Agreement

BACKGROUND: A copy of the Public Hearing Notice provided as well as the Severn Peanut Company Incentive Agreement.

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

HEARING PROCEDURE:

- a) Open the hearing and call upon either Chuck Heustess or 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 #8.1)*

ATTACHMENTS:

Peak Agenda Attachment - Public Hearing Notice - Severn Peanut Company Incentive Agreement - 5.1.2023.pdf

Peak Agenda Attachment - Severn Peanut Company - Incentive Agreement - 5.1.2023.pdf

Town of Elizabethtown

Notice of Public Hearing

"Bladen Journal"
Publication Date:
4/25/2023

Notice is hereby given that the Town of Elizabethtown Town Council will conduct a public hearing on Monday, May 1, 2023 at 7:00 p.m. in the Elizabethtown Municipal Building located at 805 W. Broad Street, Elizabethtown, NC. The purpose of the hearing is to receive public comments regarding a proposed five-year incentive grant with Severn Peanut Company in the amount of .338 percent of the company's new taxable investment in Town of Elizabethtown and Bladen County as determined by the Bladen County Tax Assessor for the given tax year.

Sylvia Campbell, Mayor

NORTH CAROLINA

AGREEMENT

BLADEN COUNTY

THIS AGREEMENT (this "Agreement") is made and entered into as of the _____ day of _____, 2023, among Elizabethtown (the "Town"), a political subdivision of the State of North Carolina; and **Severn Peanut Company**, a _____ corporation;

WITNESSETH: that - -

WHEREAS, the General Statutes of North Carolina empower towns to provide economic incentives to induce new industries to locate within their boundaries or to induce existing industry to expand within their boundaries; and

WHEREAS, the Elizabethtown Board of Commissioners has adopted the Elizabethtown Industrial Development Incentive Grant Program, hereinafter referred to as the "Grant Program," in order to induce existing industry to expand in Elizabethtown, and targeted new industries to locate in Elizabethtown, as determined in accordance with the provisions of the Grant Program; and

WHEREAS, it has been determined by the Town of Elizabethtown that Grantee meets the minimum criteria for participation in the Grant Program; and

WHEREAS, Grantee acknowledges that the incentive grant provided pursuant to this Agreement has served as inducement for Grantee to construct and/or install its capital investment in Elizabethtown.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto do each contract and agree with the other as follows:

1. Grantee shall comply with the following conditions in order to qualify for initial and continuing grant payments pursuant to this Agreement. These conditions shall be referred to hereinafter as the "Grant Criteria."
 - (a) Within six (6) months of the date of this Agreement, Grantee shall commence its expansion project. The project shall include construction or renovation of a new manufacturing facility in Elizabethtown of approximately _____ square feet, herein after referred to as the "Facility," and installation of **new capital equipment and machinery (any machinery and equipment which was not previously part of the assessed value as of January 1, 2023)** at the Facility, hereinafter referred to as the "Equipment." The Facility and Equipment shall comprise **a new taxable investment in Elizabethtown valued within the range of \$7,500,000 to \$15,000,000**, as determined by the appraisal of the Bladen County Tax Assessor. The equipment shall remain in Elizabethtown throughout the grant term. In order to facilitate appraisal by the Tax Assessor, Grantee shall itemize all business personal property

(machinery, equipment, furniture, and fixtures) on Grantee's tax listing form as of January 31 of each year. Grantee's **new taxable investment may exceed \$15,000,000**, but this amount shall serve as the highest appraised value on which a grant amount will be calculated pursuant to this agreement.

- (b) Grantee's operation of the Facility shall create not fewer than **50 new permanent jobs** in Elizabethtown within two years of the date of this Agreement and maintain this number of new permanent jobs throughout the tax period.
- (c) The average weekly wage for the new positions created shall exceed the average weekly wage in Bladen County for the duration of the grant. For purposes of this Agreement, the average weekly wage in Bladen County shall be the wage determined on an annual basis by the North Carolina Department of Commerce.
- (d) Grantee shall operate the Facility in compliance with all laws, rules, regulations, ordinances, codes, standards, and orders of any governmental bodies, agencies, authorities, and courts having jurisdiction.
- (e) Grantee shall be current in the payment of all ad valorem taxes and fees imposed by Elizabethtown.
- (f) Grantee shall conduct operations at the Facility in such manner as is environmentally clean.

2. Provided that the Grantee has (I) satisfied all of the Grant Criteria, (II) agreed to the value of the Facility and Equipment as determined by the sole discretion of the Bladen County Tax Assessor, and (III) paid all applicable local taxes, then in such event the Town shall provide a grant to Grantee in an amount based on **.338% of the new capital investment (defined as appraised value of the new Facility and Equipment) for the given tax year**. The Town shall provide the grant payments for **five** consecutive tax years beginning with the tax year of the commencement of the construction of the Facility. The total grant award **shall not exceed an amount equal to 55% of the taxes paid on the new taxable investment** in the given tax year.

The Town will pay the grant payments to **Severn Peanut Corporation** by **March 15th** of the year following each year of grant eligibility.

The parties agree that any qualified expansion of the Expanded Facility after the commencement of the **five (5) year** Grant period shall (provided the program is still in effect) be eligible for separate Grants under the program for a separate **five (5) year** grant period beginning with commencement of construction of a new Facility or installation of new Equipment.

Grant payments shall continue throughout the grant term only so long as Grantee continues to satisfy the Grant Criteria. Grantee agrees to cooperate with the Town by providing such information and such access to Grantee's records as may be necessary to verify and substantiate initial and ongoing compliance with the Grant Criteria. At its' sole discretion, the Town may terminate this Agreement if unable to independently verify compliance with the Grant Criteria upon exercise of reasonable effort.

3. If Grantee fails to satisfy any or all of the Grant Criteria or at any time fails to pay all applicable local taxes when due, then the Town shall terminate this Agreement and have no further obligation to the Grantee for the payment of any grant award or the provision of any other incentive. Prior to termination on the basis of Grantee's failure to pay applicable taxes when due, the Town shall provide written notice to Grantee stating that taxes are delinquent. If the taxes have not been paid within thirty days of Grantee's receipt of notice, then the Town shall have the right to terminate this Agreement and demand reimbursement. If the Town terminates this Agreement for cause pursuant to this paragraph, then Grantee shall reimburse to the Town that amount of the grant award already paid.

All notices, certificates or other communications required by or made pursuant to this Agreement shall be sufficiently given and shall be deemed given when delivered or mailed by registered or certified mail, postage prepaid or sent by telefacsimile (confirmed by the party providing notice) as follows:

The County: Town of Elizabethtown
P. O. Box 716
805 W. Broad Street
Elizabethtown, NC 28337
Attn: Town Manager
Telefacsimile No.: (910) 862-7117

Grantee: **Severn Peanut Company**
Attn: VP of Operations
P. O. Box 710
Severn, NC 27877

4. This agreement shall inure to the benefit of and be binding upon the parties hereto, their assigns and successors in interest. This Agreement contains the total agreement between the parties and may only be altered or amended by the parties hereto in writing. If this Agreement, or any provision hereof, is determined to be invalid, unlawful or otherwise null and void by any court of competent jurisdiction, this agreement shall terminate and neither party shall have any further obligation to the other. This agreement shall be construed and enforced in accordance with the laws of the State of North Carolina. Exclusive venue for any disputes arising hereunder is conferred upon the General Courts of Justice of

the State of North Carolina sitting in Bladen County, North Carolina. Grantee shall not assign, sublet or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or monies that are due) without the written consent of the Town. Unless specifically stated to the contrary in any written consent to assignment, no assignment shall release or discharge the assignor from any duty or responsibility under this Agreement.

IN WITNESS WHEREOF, the parties hereto, acting under authority of their respective governing bodies, have caused this contract to be duly executed, this the day and year first above written.

ATTEST:

TOWN OF ELIZABETHTOWN

BY: _____
Clerk to the Board

BY: _____
Mayor

ATTEST:

SEVERN PEANUT COMPANY:

BY: _____

BY: _____

Approved As To Legal Form _____



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 1, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Proposed FY 2023-2024 General Fund and Water Fund Budget

BACKGROUND: Town Manager Dane Rideout will present the FY 2023-2024 proposed budget. Included with the budget material will be a survey of solid waste fees.

The proposed budget document will be distributed at the Noon meeting.

SUGGESTED ACTION: Council is requested to hear the presentation.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 1, 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: May 1, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Proclamation - To Proclaim June 4th as Tourette Syndrome Awareness Day in Town of Elizabethtown

BACKGROUND: Request has been received from Mrs. Paula Brinkley for Council to consider recognizing June 4th as Tourette Syndrome Awareness Day in Town of Elizabethtown. Mrs. Brinkley has both a daughter and a grandson that have been affected by Tourette's Syndrome. She plans to attend the May 1st Council meeting.

Mayor Campbell can recognize Mrs. Brinkley and present her with a framed Proclamation.

SUGGESTED ACTION: This proclamation has been approved in the Consent Agenda Items.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 1, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Proclamation - To Recognize National Police Week - May 15-21, 2023

BACKGROUND: As we observe National Police Week in 2023, let us always be mindful that the members of the Elizabethtown Police Department play an essential role in safeguarding the rights and freedoms of the Town of Elizabethtown. We are so proud of Police Chief Tony Parrish and his officers who serve on the Town's Police force.

In addition, during National Police Week, we honor those law enforcement officers, who, through their courageous deeds made the ultimate sacrifice in service.

SUGGESTED ACTION: This proclamation has been approved in the Consent Agenda Items.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 1, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Resolution

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Resolution - #R-2023-08 - Participation or Opt-Out of One-Stop Voting for Municipal Election (October 19, 2023 - November 4, 2023)

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

Request for this information was received from Christopher Williams, Director, Bladen County Board of Elections on April 12th. For the November 7, 2023 election, One-Stop voting will be October 19 - November 4, 2023. If the Town opts-out of One-Stop voting, the voters will not be eligible for Absentee by Mail.

The Town has always participated in the One-Stop Voting process.

A resolution is provided for Council consideration if the Town desires to Opt-Out of One Stop Voting.

SUGGESTED ACTION: Council is requested to decide if the Town will be participating in One-Stop Voting or Opting-Out for the 2023 Municipal Election.

ATTACHMENTS:

[Resolution - To Opt-Out of One-Stop Voting for 2023 Municipal Elections - 5.1.23.docx](#)

TOWN OF ELIZABETHTOWN

**RESOLUTION TO ELIMINATE ONE-STOP VOTING AND ABSENTEE BY MAIL IN
MUNICIPAL ELECTIONS**

R-2023-08

WHEREAS, it is noted that municipal elections are very important to the people of the Town of Elizabethtown, N.C.; and

WHEREAS, in an effort to save costs involved with municipal elections, it is in the best interest of Town Council to consider eliminating One-Stop Voting and Absentee by Mail for future elections in Elizabethtown which will mean Election Day Only voting; and

NOW, THEREFORE, BE IT RESOLVED, that the Town of Elizabethtown Town Council voted unanimously on May 1, 2023 to eliminate One-Stop Voting and Absentee by Mail for the 2023 Municipal Election and future municipal elections; and

BE IT FURTHER RESOLVED, that a copy of this Resolution be included in the meeting minutes of the proceedings of the Elizabethtown Town Council held this date, and a copy be submitted to the Bladen County Board of Elections for appropriate distribution.

Adopted this the 1ST day of May, 2023.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 1, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Approval of Severn Peanut Company Incentive Agreement

BACKGROUND: Town Manager Dane Rideout may be called upon to answer any questions that Council may have regarding the Incentive Agreement.

SUGGESTED ACTION: Council is requested to approve the Incentive Agreement.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 1, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Bid Award - Proposals for Professional Engineering Services - CDBG-NR Sidewalk and Street Lighting Project

BACKGROUND: The Town requested Qualified Engineering Proposals for the Dunham Street Sidewalk and Lighting Project, which falls under CDBG-NR Grant #19-C-3126. The RFQ's were to be opened originally on 3/24/23, but only one RFQ for Engineering Services was received on that date. The Town re-advertised and received two proposals on 4/14/23. Therefore, provided is the Evaluation Summary of proposals received. Assistant Town Manager Pat DeVane recommends awarding the Professional Engineering Services to McGill Associates, contingent upon receiving approval from the NC Department of Commerce, on additional funding. McGill Associates will handle surveying, lighting plans and sidewalk design plans for the Town.

Assistant Town Manager Pat DeVane may be called upon to answer any questions.

SUGGESTED ACTION: Council is requested to award the bid for Professional Engineering Services.

ATTACHMENTS:

Evaluation Summary - RFQ's Received for Professional Engineering Services - CDBG-NR Sidewalk and Street Lighting Project - 5.1.23.pdf

Peak Agenda - RFQ's for Professional Engineering Services - CDBG-NR - Sidewalk and Street Lighting Project - 5.1.23.pdf

**EVALUATION OF RFQ's RECEIVED
PROFESSIONAL ENGINEERING SERVICES
CDBG-NR – Grant #19-C-3126
Sidewalk and Street Lighting Project**

2:00 p.m. on April 14, 2023

Assistant Town Manager Pat DeVane will evaluate the proposals received and submit
Bid Evaluation and Letter of Recommendation to Town Council on 5/1/2023

Scoring Range – 1 being the lowest score and 25 the highest

Engineering Company	General Qualifications, Competence & Reputation of Firm & Personnel	Firm's Capability to Meet Time and Project Budget Requirements	Present and Project Workload of Firm	Related Experience on Similar CDBG Projects	Recent & Current Work for the Entity Issuing the RFQ	Total Score
McGill Associates	24	18	14	14	18	88
TH Adams Company Inc.	24	16	12	13	19	84

Verified as correct on 4-17-2023

By: Pat DeVane
Pat DeVane, Assistant Town Manager

**Town of Elizabethtown
Request for Proposals for
Professional Engineering Services**

CDBG-NR – Grant #19-C-3126

The Town of Elizabethtown has received a Community Development Block Grant-Neighborhood Revitalization (CDBG-NR) award in the amount of \$750,000 by the NC Department of Commerce (NCDOC) for the 2020 CDBG-NR Project. The original project addressed housing needs for three (3) units and the rehabilitation of one Town-owned park.

The amended project still addresses housing needs for three (3) families and the park rehabilitation was replaced with a sidewalk and street lighting project.

The Town of Elizabethtown in connection with CDBG Grant #19-C-3126, as amended, is seeking competitive engineering proposals for a new sidewalk and street lighting improvement project on Dunham Street, (approximately 1,025 feet) between Martin Luther King, Jr. Drive and US Highway #701. Engineer should be familiar with CDBG Grant requirements, and follow all guidelines, as provided or as necessary for CDBG projects.

The Town Board of Commissioners are soliciting requests for qualifications for professional engineering services to assist the Town in subsequent engineering design and limited construction inspection services. All work for this project will be conducted to ensure compliance with all federal requirements and regulations under the North Carolina CDBG-NR Program. Engineering payment terms will be negotiated with the selected firm. The fee for engineering services will be paid with CDBG funds.

Scope of Services:

- Preparing the final design and construction bid documents in conformance with applicable regulations and requirements;
- Supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting pre-bid meeting, conducting bid opening, and issuing the notice to proceed;
- Conducting the pre-bid conference;
- Surveying, field staking, on-site supervising of construction work, and preparing inspection reports;
- Reviewing and approving all contractor requests for payment, change orders, and submitting approved pay requests to the governing body;
- Providing reproducible plan drawings to the Town at completion of the project;
- Conducting final inspection and testing; and
- Submitting approved "as-built" drawings to the Town and preparing an operations and maintenance manual (if applicable).
- Engineer will provide both electronic and printed plans for installation of streetlights and sidewalks per project specifications and design.

- Engineer will provide electrical wiring design for streetlights and work with lighting supplier and Duke Energy to insure adequate supply of current to supply power to the new street lighting system.

Submission Requirements:

1. Individual or Firm Information: The consultant or firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
2. Vertical Construction Experience: The specialized experience and technical competence of the staff to be assigned to the project with respect to vertical construction improvements or related work, description of firm's prior experience, including any similar projects (in particular, those funded by CDBG), size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least five (5) references within the past five years;
3. Firm Capacity and Capability: The capacity and capability of the firm to perform the work in question, including specialized services, within the period of the grant, the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules, description of firm's current work activities, capability of carrying out all aspects of CDBG related activities, and firm's anticipated availability during the term of the project;
4. The proposed work plan and schedule for activities to be performed; and
5. Documentation of compliance with state and federal debarment/eligibility requirements.

Proposal Evaluation Criteria:

Proposals for grant administrative services will be evaluated by a Selection Committee. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

- | | |
|--|------------------|
| 1. General Qualifications, Competence and Reputation of Firm
And Personnel..... | <u>25</u> points |
| 2. Firms Capability to Meet Time and Project
Budget Requirements..... | <u>20</u> points |
| 3. Present and Project Workload of Firm..... | <u>15</u> points |
| 4. Related Experience on Similar CDBG Projects..... | <u>15</u> points |
| 5. Recent and Current Work for the Entity Issuing the RFQ | <u>25</u> points |

Upon completion of the review, the Committee will make its recommendation to the Town Board of Commissioners for approval to negotiate a contract price.

Respondents may review the CDBG-NR application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting Town Hall during regular office hours.

General Comments:

1. Any cost incurred by respondents in preparing or submitting proposals for the project shall be the respondent's sole responsibility.
2. All responses, inquiries, or correspondence relating to this Request for Proposals will become the property of the Town when received and will be subject to the open records law of the State of North Carolina.
3. The Town reserves the right to refuse any or all proposals received.
4. The Town reserves the right to select a Firm without holding interviews.

Contract Award:

The above information should be submitted no later than April 14, 2023 at 2:00 p.m. to Assistant Town Manager Pat DeVane, Town of Elizabethtown, PO Box 700, Elizabethtown, NC, 28337 or delivered to same at 805 W. Broad Street. Please submit three (3) hard copies and one (1) electronic copy of your firm's written proposal no later than the deadline stated above. No proposal will be accepted after this time, and no faxed submissions will be accepted. Firms are solely responsible for ensuring timely delivery of any proposals to the Town by the deadline stated. For more information, contact Pat DeVane, Assistant Town Manager, at 910-862-2066, email address of pdevane@elizabethtownnc.org.

The Town of Elizabethtown is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 business concerns.

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

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Juanita Hester al 910-862-2066 en 805 E. Broad St, Elizabethtown, NC de alojamiento para esta solicitud.

Date: March 08, 2023
Updated: March 23, 2023

Sylvia Campbell, Mayor





Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 1, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Bid Award - Proposals for Professional Surveying Services - CDBG-NR Sidewalk and Street Lighting Project

BACKGROUND: Assistant Town Manager Pat DeVane will conduct bid opening for surveying proposals on Monday, May 1, 2023 at 2 p.m. He will provide a Supplemental Agenda for this Council consideration at the evening meeting.

Provided is copy of the Public Notice to receive Proposals and the RFQ.

SUGGESTED ACTION: Council is requested to award the bid for Professional Surveying Services.

ATTACHMENTS:

Peak Agenda - Public Notice - Professional Surveying Services - CDBG-NR Sidewalk and Street Lighting Project - Second Notice - 5.1.23.pdf
Peak Agenda - RFQ's for Professional Surveying Services - CDBG-NR - Sidewalk and Street Lighting Project - 5.1.23.pdf

TOWN OF ELIZABETHTOWN

PUBLIC NOTICE

Second Request for Proposals

This is notice to the public that the Town of Elizabethtown, North Carolina in connection with CDBG Grant #19-C-3126, as amended, is seeking competitive surveying proposals for a new sidewalk and street lighting improvement project on Dunham Street, (approximately 1,025 feet) between Martin Luther King, Jr. Drive and US Highway #701. Surveyor should be familiar with CDBG Grant requirements, and follow all guidelines, as provided or as necessary for CDBG projects. Surveying proposals are due on May 1, 2023 at 2:00 p.m. All inquiries should be directed to Assistant Town Manager Pat DeVane (email address: pdevane@elizabethtownnc.org) (910/862-2066). Visit the Town's website at www.elizabethtownnc.org for full details.

Sylvia Campbell, Mayor

**Town of Elizabethtown
Second Request for Proposals for
Professional Surveying Services**

CDBG-NR – Grant #19-C-3126

The Town of Elizabethtown has received a Community Development Block Grant-Neighborhood Revitalization (CDBG-NR) award in the amount of \$750,000 by the NC Department of Commerce (NCDOC) for the 2020 CDBG-NR Project. The original project addressed housing needs for three (3) units and the rehabilitation of one Town-owned park.

The amended project still addresses housing needs for three (3) families and the park rehabilitation was replaced with a sidewalk and street lighting project.

The Town of Elizabethtown in connection with CDBG Grant #19-C-3126, as amended, is seeking competitive surveying proposals for a new sidewalk and street lighting improvement project on Dunham Street, (approximately 1,025 feet) between Martin Luther King, Jr. Drive and US Highway #701. Surveyor should be familiar with CDBG Grant requirements, and follow all guidelines, as provided or as necessary for CDBG projects.

The Town Board of Commissioners are soliciting requests for qualifications for professional surveying services to assist the Town and Town's engineer in design of a street lighting and sidewalk project. All work for this project will be conducted to ensure compliance with all federal requirements and regulations under the North Carolina CDBG-NR Program. Surveying payment terms will be negotiated with the selected firm. The fee for surveying services will be paid with CDBG funds.

Scope of Services:

- Surveying, field staking, highway ROW in preparation for project planning and development;
- Locating property corners and working with property owners to avoid conflicts;
- Acting as an extension of the Town and explaining project as needed;
- Preparing metes and bounds descriptions for easement acquisitions, as needed, for individual parcels (three or four);
- Work with Attorney selected to prepare easements documents for signature;
- Surveying easements and staking easements for individual properties
- Surveying all utility conflicts for directional boring of conduit and wiring;
- Providing topo map information for project area as requested;
- Providing reproducible plan drawings to the Town at completion of the project;
- Submitting approved "as-built" drawings to the Town to note any approved construction changes;
- Survey to be done in digital format;

Submission Requirements:

1. **Individual or Firm Information:** The consultant or firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;
2. **Vertical Construction Experience:** The specialized experience and technical competence of the staff to be assigned to the project with respect to vertical construction improvements or related work, description of firm's prior experience, including any similar projects (in particular, those funded by CDBG), size of community, location, total construction cost, and names of local officials knowledgeable regarding the firm's performance on related work. Include at least five (3) references within the past five years;
3. **Firm Capacity and Capability:** The capacity and capability of the firm to perform the work in question, including specialized services, within the period of the grant, the past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules, description of firm's current work activities, capability of carrying out all aspects of CDBG related activities, and firm's anticipated availability during the term of the project;
4. The proposed work plan and schedule for activities to be performed; and
5. Documentation of compliance with state and federal debarment/eligibility requirements.

Proposal Evaluation Criteria:

Proposals for surveying services will be evaluated by a Selection Committee. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

1. General Qualifications, Competence and Reputation of Firm And Personnel	<u>25</u> points
2. Firms Capability to Meet Time and Project Budget Requirements.....	<u>20</u> points
3. Present and Project Workload of Firm.....	<u>15</u> points
4. Related Experience on Similar CDBG Projects.....	<u>15</u> points
5. Recent and Current Work for the Entity Issuing the RFQ	<u>25</u> points

Upon completion of the review, the Committee will make its recommendation to the Town Board of Commissioners for approval to negotiate a contract price.

Respondents may review the CDBG-NR application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting Town Hall during regular office hours.

General Comments:

1. Any cost incurred by respondents in preparing or submitting proposals for the project shall be the respondent's sole responsibility.

2. All responses, inquiries, or correspondence relating to this Request for Proposals will become the property of the Town when received and will be subject to the open records law of the State of North Carolina.
3. The Town reserves the right to refuse any or all proposals received.
4. The Town reserves the right to select a Firm without holding interviews.

Contract Award:

The above information should be submitted no later than May 1st, 2023 at 2:00 p.m. to Assistant Town Manager Pat DeVane, Town of Elizabethtown, PO Box 700, Elizabethtown, NC, 28337 or delivered to same at 805 W. Broad Street. Please submit three (3) hard copies and one (1) electronic copy of your firm's written proposal no later than the deadline stated above. No proposal will be accepted after this time, and no faxed submissions will be accepted. Firms are solely responsible for ensuring timely delivery of any proposals to the Town by the deadline stated. For more information, contact Pat DeVane, Assistant Town Manager, at 910-862-2066, email address of pdevane@elizabethtownnc.org.

The Town of Elizabethtown is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 business concerns.

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

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Juanita Hester al 910-862-2066 en 805 E. Broad St, Elizabethtown, NC de alojamiento para esta solicitud.

Date: April 17th, 2023

Sylvia Campbell, Mayor





Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 1, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Written Order for L Huntley/MainSyde & Huntley Farms Special Use Permit Approval

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

At the April 3, 2023 Town Council meeting, there was approval for the Special Use Permit Request received from L Huntley/MainSyde & Huntley Farms for the purpose of Agriculture/Greenhouse. Therefore, a written decision for this approval is presented this evening.

Copy of Written Order provided.

SUGGESTED ACTION: Council is requested to approve the Written Order.

ATTACHMENTS:

Resolution - Revised - #23-002 - Written Decision for Special Use Permit Approval - L Huntley MainSyde Group and Huntley Farms - 5.1.23.pdf

RESOLUTION # 23-002

WRITTEN DECISION FOR APPROVAL OF SPECIAL USE PERMIT FOR PROPERTY LOCATED AT 3307 NC HIGHWAY 87 WEST, ELIZABETHTOWN, NC TO ESTABLISH AGRICULTURE PRODUCT WAREHOUSING/GREENHOUSE IN THE RA ZONING DISTRICT (2023019)

LEGISLATIVE INTENT/PURPOSE:

The Town Council for the Town of Elizabethtown held a public hearing on April 3, 2023, to consider the following application:

Application Number: 2023019

Applicant: L Huntley/MainSyde Group & Huntley Farms

Owners: Elizabeth Wade ETALS – **Note:** At time of April 3rd Public Hearing, property acquisition by L Huntley/MainSyde Group & Huntley Farms was still in process.

Location: 3307 NC Highway 87 West, Elizabethtown, NC

Tax Parcels: 14468 & 42677

Proposed Special Use: Agriculture Product Warehousing/Greenhouse

Meeting Date(s): April 3, 2023

The Town Council of the Town of Elizabethtown, having heard all of the evidence and arguments presented at the Hearing, makes the following findings of fact:

1. Staff addressed the need that Special Use Permit was needed due to Ordinance Use Table requiring Agriculture Product Warehousing in Residential/Agriculture Zoning District needed to be approved by Council using a Special Use Permit.
2. Staff confirmed that all adjacent property owners had to been notified by mail in accordance with Ordinance.
3. Staff presented the application as filed to the Council for approval.
4. L Huntley presented facts to his application and intent if permit was granted.
5. No adjacent property owners were present to testify for or against Special Use Permit 2023019.

Based upon the foregoing FINDINGS OF FACT, the Town Council draws the following conclusions as required by Section 4-9 of the Town of Elizabethtown Zoning Ordinance:

1. That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, and general welfare.
2. That the special use will be in harmony with the existing development and uses within the area in which it is to be located.
3. That the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

4. That adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.
5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
6. That the special use will in all other respects, conform to all of the applicable regulations of the district in which it is located.
7. That public access shall be provided in accordance with the recommendations of the town's comprehensive plan/land use plan and access plan or the present amount of public access and public parking as exists within the town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.
8. That the proposed use will be in conformity with the comprehensive plan/land use plan, thoroughfare plan, or other plan officially adopted by the Town Council.

THEREFORE, BE IT RESOLVED:

THAT, because the Town Council concludes that all general and specific conditions precedent to the issuance of a SPECIAL USE PERMIT have been satisfied, IT IS ORDERED that the application for the issuance of a SPECIAL USE PERMIT be approved.

ADOPTED the 1st day of May, 2023.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

APPROVED AS TO FORM:

Town Attorney



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 1, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Appointment of Mr. Tommy McKoy to Serve as the Chairman of the Board of Directors for the Community Center Project

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

SUGGESTED ACTION: Council is requested to approve of the appointment of Mr. Tommy McKoy to serve as Chairman of the Board of Directors for the Community Center Project.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 1, 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 April 2023. Mrs. Penny may be called upon to present this agenda item.

Copy of Monthly Financial Report provided.

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

ATTACHMENTS:

[Peak Agenda Attachment - Monthly Financial Report for April 2023.pdf](#)

ELIZABETHTOWN as of April 27, 2023 BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2022-2023 REVENUES

84% YEAR COMPLETED

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 4-26-2023	% of Budget
GENERAL FUND			
Ad Valorem & BID Taxes	1,731,500	1,782,910.95	103.0%
Vehicle Taxes	185,000	139,032.36	75.2%
Local Option Sales Taxes	700,000	512,498.43	73.2%
Utility Franchise Taxes	290,000	153,952.83	53.1%
ABC Revenue	205,000	178,750.00	87.2%
Powell Bill	114,000	112,570.43	98.7%
Street Improvement Project Loan	1,275,128	326,599.45	25.6%
Bladen Fire District	206,000	185,459.00	90.0%
Solid Waste fees	1,067,000	930,281.14	87.2%
Permits & Fees	33,748	26,136.50	77.4%
FEMA reimbursement	0	0.00	0.0%
Rental Income	104,000	96,452.25	92.7%
Salary & Admin. Reimbursements	79,669	54,171.84	68.0%
Miscellaneous Revenues	325,993	290,016.49	89.0%
Federal ARPA Funding	542,892	542,892.67	100.0%
General Fund Balance Approp.	560,305		0.0%
TOTAL GENERAL FUND	7,420,235	5,331,724.34	71.9%
WATER FUND			
Water fees	792,570	671,579.94	84.7%
Sewer fees	956,820	808,413.09	84.5%
Miscellaneous Revenue	135,200	139,361.34	103.1%
Utility Fund Balance Approp.	0		0.0%
TOTAL WATER FUND	1,884,590	1,619,354.37	85.9%

FINANCIAL REPORT

As indicated in the table to the left, Elizabethtown has received \$5,331,724 of its General Fund budgeted revenues during the reporting period, which began July 1, 2022.

\$1,619,354 of the Water Fund budgeted revenues has also been received. As of April 27, 2023, 97% 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 75%.

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2022-2023 EXPENDITURES

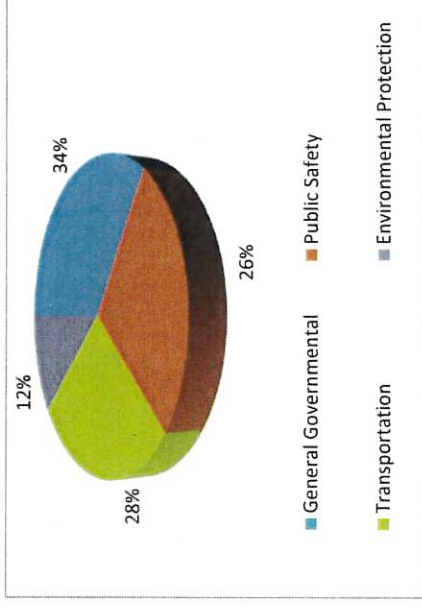
Department	Fiscal Year Budget	Actual Y-T-D as of 4-26-2023	% of Budget
Governing Body	84,200	75,456.22	89.6%
Administration	687,862	545,663.02	79.3%
Finance	281,400	221,572.44	78.7%
Public Works	486,962	280,286.38	57.6%
Technology	55,000	45,453.90	82.6%
Public Facilities	133,850	96,351.83	72.0%
Police	1,548,446	1,185,098.63	76.5%
Fire	960,234	778,876.27	81.1%
Streets	635,869	553,317.51	87.0%
Powell	131,000	15,785.41	12.0%
Street Improvement Project	1,275,128	282,246.88	22.1%
Solid Waste	570,000	390,592.46	68.5%
Planning & Economic Develop.	139,102	114,671.58	82.4%
Recreation	86,000	67,076.31	78.0%
Farmers' Market	50,300	300.00	0.0%
Airport	111,369	98,451.28	88.4%
Special Appropriations	183,513	79,402.00	43.3%
GENERAL FUND TOTAL	7,420,235	4,830,602.12	65.1%
WATER FUND			
Water	846,404	593,027	70.1%
Sewer	938,186	702,887	74.9%
Tank Maintenance & Transfer Out	100,000	83,333	83.3%
WATER FUND TOTAL	1,884,590	1,379,247.48	73.2%

REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	0	\$	501,122
WATER FUND	0	\$	240,107

TOTAL COMBINED FUNDS

0	\$	741,229
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As of April 27, 2023, Elizabethtown has expended \$4,830,602 of this fiscal year's \$6.9 million General Fund operating budget and \$1,379,247 from it's Water Fund budget. The total expenditures for the combined funds equate to approximately 67% 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: May 1, 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 - 5.1.2023.docx](#)

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

To: Mayor and Town Council
From: Dane Rideout, Town Manager
Subject: "Briefly"
Date: May 1, 2023

The following items are provided as information to Council:

- The Department Head Update Report for May 1, 2023 is provided as a separate attachment.
- In observance of Memorial Day, the Town offices will be closed on Monday, May 29, 2023.
- Kids Appreciation Day is set for Saturday, May 13, 2023 from 10 a.m. – 2 p.m .and will be held on the grounds behind the Municipal Building.
- The Chamber Member Breakfast is scheduled for May 16th at 8:00 a.m. at the Farmer's Market.
- The White Lake Water Festival Parade is scheduled for Saturday, May 20th at 10:00 a.m.
- Other events planned for the 250th Anniversary Celebration are: **May 6th** (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 MAY

5/10 – Nicholas Kauffman – Water Dept.

5/17 – Pascual Munoz – Streets/Parks Dept.



Department Head Updates

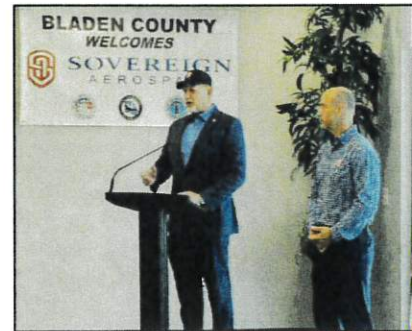
May 2023

COMMUNICATION AND MARKETING

Terri Dennison

ANNOUNCEMENT OF SOVEREIGN AEROSPACE PARTNERSHIP WITH ELIZABETHTOWN

On April 11, Curtis L. Brown, Jr. Airport and the Elizabethtown Airport and Economic Development Commission announced that Sovereign Aerospace LLC. was expanding operations to Elizabethtown to offer flight instruction, general aviation maintenance and will assume duties as the Fixed Base Operator (FBO). This joint venture involved the Town of Elizabethtown, Bladen County, Bladen's Bloomin' Agri-Industrial, Inc, and Bladen Community College.



The press announcement was covered by reporters from Bladen Journal, Bladen On-Line, Fayetteville Observer, and Border Belt Independent. WWAY and WECT mentioned the press release in their reports. WWAY did a follow interview with Sovereign Aerospace on April 19.

WWAY coverage: <https://www.wwaytv3.com/curtis-l-brown-jr-field-airport-adding-aviation-courses/>



GROUNDBREAKING FOR COMMUNITY BUILDING WAS WELL ATTENDED AND COVERED.

Assistant Secretary Kenny Flowers of the North Carolina Department of Commerce, Rural Economic Development Division spoke to a crowd of approximately 150 people at the groundbreaking ceremony for the Elizabethtown Community Center on Wednesday, April 19.





The event was covered by the Bladen Journal, Bladen On-line, WECT and WWAY reporters.

WECT coverage: <https://www.wect.com/2023/04/13/elizabethtown-hold-groundbreaking-ceremony-community-center/>

WWAY coverage: <https://www.wwaytv3.com/elizabethtown-community-center-breaks-ground-with-2024-competition-date-expected/>

WITN coverage: <https://www.witn.com/video/2023/04/19/elizabethtown-hold-groundbreaking-ceremony-community-center/>

VERTERAN'S STAND DOWN AND COMMUNITY EVENT

Over 150 people attended the Veterans Standdown and Community event on April 1 at the Elizabethtown Baptist Church. Town Manager Dane Rideout addressed the crowd during the opening ceremony. T. Dennison represented the Town on the Planning Committee.



CARS & COFFEE RETURNS TO FARMERS MARKET

A car club out of Riegelwood, 5c Classic Cruisers, is organizing a monthly "Cars & Coffee" at the Cape Fear Farmers Market on the third Saturday of every month from April until September. They had 10 cars at their April 22 event.



DIXIE YOUTH OPENING CEREMONY

Mayor Sylvia Campbell welcomed the baseball teams and their families for the opening day of the Dixie Youth Baseball Season, thanking them for their dedication to the sport and the youth of the community.



OTHER ITEMS TO NOTE:

- Congressman David Rouzer visited the Chamber of Commerce office on Thursday, April 6.
- Terri/ Chamber of Commerce have moved into the center office of the Small Business Incubator.
- Over 30 people attended the Chamber After Hours at the Grand Regal on April 20.
- Planning continues for the 250th Anniversary Celebrations with May 6 being the next event.

FIRE DEPARTMENT

Hollis Freeman



- Call Report
- Total Structure Fires- 6
- Total Other Fires- 5
- EMS Calls- 23
- Special Responses- 1
- Service Calls- 3

- Other Incidents- 8
- Total Calls for April- 46
- Fire Hydrants Tested- 25
- Fire Inspections Completed- 20
- Total Training Hours Completed by All- 309 Hours

Community Events

Touch a Truck Event at the Bladen County Library- April 15th.

Groundbreaking Ceremony for the Martin Luther King Community Center- April 19th

POLICE DEPARTMENT

Tony Parrish

Stats for 3/27/2023 – 4/23/2023	
Calls for Service	433
Reports Taken	79
Arrests	17
Traffic Collisions	28
Traffic Citations	50
Warning Tickets	9

Flock ALPR Cameras results for this period:

1. Located one (1) stolen vehicle valued at approximately \$50,000.
2. Located three (3) stolen license plates.
3. Identified a vehicle and made an arrest for larceny at a local store.

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 several trouble calls ranging from flushing lines to water leaks. There was a total of 8 leak repairs in the drinking water system. 3 repairs to sewer system conveyance and 20+ flushing service calls, ±200 manual meter reads for billing, several re-reads of meters for billing and 27 Cut-offs/Cut-ons related to the billing operations. Additionally, Star Communications has been very active installing fiber optic transmission lines throughout the west side Elizabethtown. All this activity has significantly increased our efforts to locate existing infrastructure so Star's contractors can progress. While we have continually tried to improve communication to reduce possible problems, there have been at least 4 incidents where the contractor has damaged our deployed assets and other impacts with other utilities within Elizabethtown. We will continue to work to reduce those impacts as much as possible.

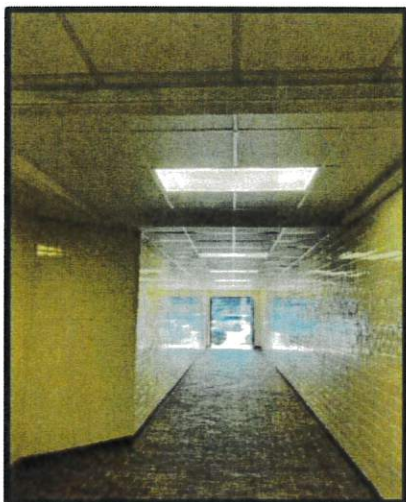
Wastewater Treatment Plant - Hugh Bledsoe

All routine sampling, testing and general plant operating processes were executed as required. Plant equipment preventative maintenance has been completed as required.

- Continued thickening sludge as needed to reduce hauling expenses.
- Completed and submitted Permit Renewal forms and testing for WWTP meet 180 day deadline for NCDWQ.
- Consulted NCDWQ for 04/03/23 Sanitary Sewer Overflow (SSO) on E 87.
- Responded to WWTP SBR Decanter failures on 04/22/23. The root cause of failure was lightning. Repairs completed and systems have been restored.
- Met with Helios to discuss Solar installation to offset power usage at the WWTP during the rehabilitation project. Land acquisition and plan development will be advanced moving forward.
- Met with Lab contractor who may be able to offer cost saving for our laboratory testing requirements. Information has been provided for them to provide an alternate quotation for our current Lab.

Facilities Management – Greg Taylor

This month started out with some minor repairs to the lady's restroom at Leinwand park. Branch Acoustics came in and replaced some damaged tile as well as adding a drop ceiling where the sky light was in the breezeway on the North side of Broad St. Greg added a light in the new drop ceiling, followed up with enclosing the skylight opening on the roof with metal which will prevent further leaf debris and rain from coming in. There was some roof damage found at the Farmers Market and Red Shield Warranty was contacted which holds the warranty on the roof. We are still working with them to help resolve and repair the issue. Greg was able to build and install a temporary electrical pole for the groundbreaking event at MLK Park and contacted Chase Nye about the removal of two old parking lot lights before construction begins. Some assets have also been sold on GovDeals which includes a Dodge Charger, two old truck toolboxes, K-9 transport for a crown victory and a Ford Club Wagon. The Charger and toolboxes have been picked up which totals \$3610.00 we are still pending on payment of the Ford Club Wagon and K9 Transport which would bring the total to \$6910.00.



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

George and the Public Works Department have continued to work diligently on keeping the Parks mowed as well as getting MLK ready for the groundbreaking. During the groundbreaking ceremony they assisted with traffic control. They have also had to clean mud and debris from the boat landing at Lock and Dam from the flooding and are working on putting up a fence near the parking area. They cleaned up a tree that fell near one of the lift stations on Hardwood St. There have been several Palms replaced on Broad St. and weeding of the flower beds at Town Hall which is a never-ending job, LT and Nate also put out mulch around some trees at Greens Lake. Walter has also worked on cleaning and sweeping the streets and assisted with brush hogging.



Fleet Maintenance - Tracy Priest

Mr. Priest serviced 2 mowers, 2 small equipment item and other equipment, 5 large pieces of equipment, 6 Police Vehicles, 0 Fire Department Vehicle, 3 Public Works Vehicles, 6 Admin Vehicles and various other tasks as assigned.

Janitorial Services – Existing In-House Staff

Janitorial responsibilities are transitioning back in-house personnel. Joan Tew has decided not to renew her contract for cleaning services and move into other opportunities. Once this transition is complete additional information will be communicated.

TOWN CLERK

Juanita Hester

- Clerk assisted with re-advertisement for Proposals for Administration Services for CDBG-NR project as well as Professional Engineering Services and Professional Surveying Services published in the "Bladen Journal."
- Received one Public Records Request from SmartProcure during the month and the requested Purchase Order information was emailed on 4/14/23 to SmartProcure. Administrative Assistant/Certified Tax Collector/Deputy Town Clerk Beverly Robinson prepared the Purchase Order listing to fulfill the Public Records Request.
- Clerk prepared the Easter Holiday Notice for distribution and posting.
- The follow-up and distribution of documents approved at the April 3, 2023 Town Council meeting were handled by the Clerk.
- Clerk handled the publication of the April 3, 2023 Town Council Special Use Permit approval.
- Weekly Friday Memos were prepared by the Clerk and distributed to Town Council and Department Heads
- Prepared the April 3, 2023 Closed Session Meeting minutes.
- On April 18, 2023, Clerk assisted Mayor Pro Tem Lloyd, the League Voting Delegate, with the electronic voting process for election of the 2023-2024 NCLM Board of Directors.
- For the Manager's review, the Clerk prepared the Staff Meeting outline for the May 1st Town Council meeting for the Manager's review.
- In coordination with the Manager, the Clerk prepared the May 1, 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.
- Clerk prepared the Public Hearing Notice and publication for the May 1, 2023 Town Council Meeting for Severn Peanut Company's Incentive Agreement.
- On 3/23/2023, Clerk made notification to Mrs. Theresa Lloyd at Paul R. Brown Leadership Academy so that arrangements could be made for the Cadets to assist with Presentation of Colors at the Town's Groundbreaking event on April 19, 2023.
- On 4/25/2023, Clerk made notification to Mrs. Theresa Lloyd at Paul R. Brown Leadership Academy of Town Council's May 1, 2023 Town 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 Colors and Pledge of Allegiance.
- For the Live Work Play Campus Infrastructure EDA grant, the Clerk handled the preparation and publication of the Public Notice in which to receive public comments regarding potential impacts to historic properties or environmental resources including wetlands or floodplains associated with the Live Work Play project. Clerk also assisted with other documentation needed to fulfill the request from EDA for additional information for the grant process.

Town Planner

Rusty Worley

- The Community Center RFP received 4 firms for the design/build contractor for the project. Bids have not been opened due to the fact having to re-advertise for the administration services RFP

since only 1 has been received. That has been advertised 2 times and waiting on Department of Commerce advisement.

- The Town staff is meeting with NCDEQ at the Accent Dye location to determine the next steps to remediate the property. The DEQ does not want to engage at this time.
- The following text amendments have been approved by the Planning Board and will be presented at the June Council meeting.
- 1. Short Term Rentals
- 2. Mobile Rental Business

Rezoning Applications:

J'Mela Newkirk	103 McDowell Rd	R20 to R12
Staff	Aviation Parkway (Cape Fear)	HI to OI
Staff	1805 West Broad Street	R12 to R20

L Huntley has applied for a Special Use Permit on the Wade

Violations:

James Jones	415 Harwood street	Being Corrected
Southern Charm Properties	604 Queen Court	Corrected

Live Work Play:

The Master Plan for the project is 70% complete, the marketing firm has been procured, engineering firm for streets, water and sewer have been procured. The residential housing is in the process of design along with amenities. The site work has been started for Cape Fear Valley Urgent Care. The design work is being done for the distillery and housing should begin late summer. The staff is working on a 12,000 & 24,000 sq ft hangar on the corporate airport.

Zoning Permit Issued	8
Certificate of Occupancy Issued	0



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 1, 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.

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

ATTACHMENTS:
[Sign-In Sheet - Open Forum - 5.1..23 TC Meeting .docx](#)



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 1, 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)(3) - Attorney-Client Privilege.

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)(3) - Attorney-Client Privilege.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 1, 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 Sylvia Campbell will entertain a motion and a second to adjourn.

ATTACHMENTS: