



**ELIZABETHTOWN
COUNCIL
RESCHEDULED MEETING
7:00 PM, Monday, July 10, 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 as presented.

[Peak Agenda Attachment - Consent Agenda Documentation - 7.10.23 Rescheduled Meeting.pdf](#)

4. PRESENTATIONS

4.1 Town Manager Updates:

(1) Assistant Town Manager Pat DeVane will provide an update on Paving to include a Discussion of Available Options;

(2) Assistant Town Manager Pat DeVane will update Council on the CDBG-NR Third House Rehabilitation Project; and

(3) Town Manager Dane Rideout will provide an update on the Community Center Project.

Council is requested to provide feedback reference the paving of Town streets and to hear the updates on the CDBG-NR Rehabilitation project.

Town Manager Dane Rideout will give an update on the CDBG-NR Community Center.

5. ADMINISTRATIVE MATTERS

- 5.1 Professional Services Contract for Administration Services (CDBG-NR Community Center Project) - Insight Planning and Development
Council is requested to approve the Contract.

[Peak Agenda Attachment - Professional Services Contract - Insight - For CDBG-NR Program - Community Center Project - 7.10.23.pdf](#)

- 5.2 Bid Award - Runway & Apron Paving Rehabilitation Project
Council is requested to make the bid award.

[Peak Agenda Attachment - Runway & Apron Pavement Rehabilitation Project - Bid Tabulation and Letter of Recommendation - 7.10.23.pdf](#)

- 5.3 Proposal - Fog Sealing for Remaining Streets
Council is requested to accept the Proposal.

[Peak Agenda Attachment - Riley Paving Proposal - Fog Sealing Process - 7.10.23.pdf](#)

- 5.4 Request for Designation of Deputy Finance Director
Council is requested to make the designation of Ms. Santanna Edwards as the Town's Deputy Finance Director.

[Peak Agenda Attachment - Request for Designation of Deputy Finance Director - 7.10.23.pdf](#)

- 5.5 Appointments - Elizabethtown ABC Commission; Elizabethtown Airport/Economic Development Commission; Bladen Housing Authority; and Local Firefighters' Relief Fund Trustees

Council is requested to make the appointments.

[Peak Agenda Attachment - Bladen Housing Authority Board Members - 7.10.23.pdf](#)

- 5.6 Monthly Financial Report
Council is requested to approve the Monthly Financial Report.

[Peak Agenda Attachment - Financial Report - 7.10.23.pdf](#)

6. OTHER BUSINESS

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

Council is requested to hear the reminders and announcements.

[Peak Agenda - Briefly - 7.10.23 Rescheduled Town Council Meeting.docx](#)

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

7. OPEN FORUM

- 7.1 Open Forum

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

[Sign-In Sheet - Open Forum - 7.10.23 TC Meeting .docx](#)

8. ADJOURNMENT

- 8.1 Adjournment

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



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COUNCIL AGENDA ITEM REPORT

DATE: July 10, 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:



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COUNCIL AGENDA ITEM REPORT

DATE: July 10, 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: The Paul R. Brown Leadership Academy Cadets will be in attendance to present the Colors.

After the Pledge of Allegiance, Mayor Campbell will call upon Mayor Pro Tem Rufus Lloyd to give the Invocation.

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

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 10, 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 as presented.

ATTACHMENTS:

Peak Agenda Attachment - Consent Agenda Documentation - 7.10.23 Rescheduled Meeting.pdf



**July 10, 2023 Rescheduled Town Council Meeting
Consent Agenda Items**

- A. Proposed Agenda – Agenda considered *proposed* until approved by the Board.
ACTION RECOMMENDED: Approval
- B. June 5, 2023 Noon Work Session Meeting Minutes **ATTACH. #B**
ACTION RECOMMENDED: Approval
- C. June 5, 2023 Regular Meeting Minutes **ATTACH. #C**
ACTION RECOMMENDED: Approval
- D. June 23, 2023 Special Called Meeting Minutes **ATTACH. #D**
ACTION RECOMMENDED: Approval

TOWN OF ELIZABETHTOWN

Noon Meeting

June 5, 2023

The Elizabethtown Town Council met for its noon work session on Monday, June 5, 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, Howell Clark Jr., 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, Planner Rusty Worley, Director of Communications & Marketing Terri Dennison, Public Service/Engineering Director Stephen Duffy, Town Clerk Juanita Hester, Fire Chief Hollis Freeman and Finance Director Sharon Penny.

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

Mr. Mac Campbell with "Bladen We Care" presented the Town with a donation of \$10,000.00 to help the family on Oak Street that is part of the CDBG-NR project. The funds are for relocation when they are displaced from their home for the rebuild process.

Planner Rusty Worley noted that the Aviation Camp has a total of 171 applicants from Bladen, Brunswick and Robeson Counties. The first class has 51 students from grades 5-9. They will learn about aircraft flight, helicopter flight, navigation and drone flight. Campbell Oil will provide lunch and Sovereign Air will teach the classes.

Item #3.1: Approve Consent Agenda Items

This agenda item will be considered at the evening meeting.

Item #4.1: Special Recognition – Nathan Dowless

Mr. Nathan Dowless will be recognized at the evening meeting.

Item #4.2: Special Recognition – Town's Utilities Supervisor Don Edwards – Presentation by N. C. Rural Water Association

This agenda item will be presented at the evening meeting.

Item #5.1: PUBLIC HEARING: Proposed FY 2023-2024 General Fund and Utilities Fund Budgets

Council will consider at the evening meeting.

Item #5.2: PUBLIC HEARING: Zoning Ordinance Text Amendment for Article 6, Zoning Ordinance Districts -- Case Number TA-23-001

Town Planner Rusty Worley noted that Itinerant Merchants, Itinerant Vendors, Transient Merchants and Mobile Food Trucks will have a \$250.00 permit fee, must be 75 ft. from a brick-and-mortar location, must have written permission from property owner and signs 3 ft. away.

Item #5.3: PUBLIC HEARING: Zoning Ordinance Text Amendment for Article 7- Case Number: TA-23-002

Town Planner Rusty Worley noted that Short Term Rentals are Bed & Breakfast, Homestay and Whole-house Lodging. A Bed & Breakfast Inn can have up to 23 people in no more than 12 guest sleeping rooms. Must have parking, must be safe, zoned R15, R20 or R40 and Special Use Permit.

Item #6.1: Town Manager Update

Assistant Town Manager Pat Devane noted that there have been complaints about the paving. The contractors will come back and vacuum up the loose pebbles. A little over 25 miles of streets in Town will be crack sealed, patched and chip sealed.

Item #7.1: Budget Ordinance -- FY 2023-2024 General Fund and Utilities Fund Budgets

Council will consider at the evening meeting.

Item #7.2: Approval of the Zoning Ordinance Text Amendment for Article 6 (TA-23-001)

This agenda item will be considered at the evening meeting.

Item #7.3: Approval of the Zoning Ordinance Text Amendment for Article 7 (TA-23-002)

Council will consider at the evening meeting.

Item #7.4: Resolution #R-2023-11 -- Surplus Property Declaration and Authorization to Sell Personal Property by Private Sale

This agenda item will be considered at the evening meeting.

Item #7.5: Resolution #R-2023-12 -- Surplus Property Declaration -- 2011 Ford Expedition

Council will consider at the evening meeting.

Item #7.6: Resolution #R-2023-13 -- Surplus Property Declaration -- 4 Police Vehicle Light Bars

This agenda item will be considered at the evening meeting.

Item #8.1: Bid Award -- Proposal for Administration Services -- CDBG-NR #21-C-4026

Elizabethtown Community Center Project

Town Planner Rusty Worley noted that the Administration Services is for the Community Center to help with paperwork and reimbursements. This agenda item will be presented at the evening meeting.

Item #8.2: Budget Amendment - #2023-03

This agenda item will be considered at the evening meeting.

Item 8.3: Monthly Financial Report

This agenda item will be presented at the evening meeting.

Item #9.1: "Briefly"

Town Manager will give the "briefly" at the evening meeting.

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

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson/Admin Asst/CTC/Deputy Town Clerk

TOWN OF ELIZABETHTOWN
Regular Meeting
June 5, 2023

The Elizabethtown Town Council met for its regular meeting on Monday, June 5, 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, Howell Clark Jr., 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, Planner Rusty Worley, Director of Communications & Marketing Terri Dennison, Public Service/Engineering Director Stephen Duffy, Town Clerk Juanita Hester, Fire Chief Hollis Freeman and Finance Director Sharon Penny.

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

Item #3.1: Approve Consent Agenda Items

Upon a motion by Council Member Howell Clark Jr., seconded by Council Member Herman Lewis, the Board unanimously approved the following Consent Items as presented: A. Proposed Agenda, B. May 1, 2023 Noon Work Session, C. May 1, 2023 Regular Meeting Minutes, D. May 1, 2023 Closed Session Minutes, E. Tax Releases, F. Agreement for Professional Services – E. L. Robinson Engineering, Co. for Storm Drainage System at King Street, G. FY 2023-2024 Town Council Meeting Dates, H. FY 2023-2024 Holiday Schedule, I. Grant Project Budget Amendment #49-01 Airport Runway & Apron Rehabilitation, J. Memo from Finance Director Sharon Penny Reference Property & Commercial Insurance and Worker's Compensation Insurance.

Item #4.1: Special Recognition – Nathan Dowless

Mayor Sylvia Campbell thanked Mr. Nathan Dowless for his leadership skills and all that he did as Director of Emergency Services. Mayor Campbell presented Mr. Dowless with a Resolution of Appreciation.

Item #4.2: Special Recognition – Town's Utilities Supervisor Don Edwards – Presentation by N. C. Rural Water Association

NC Rural Water Association presented Town's Utilities Supervisor Don Edwards with a plaque for submission of an updated Wellhead Protection Plan that was approved by the State in October 2022.

Item #5.1: PUBLIC HEARING: Proposed FY 2023-2024 General Fund and Utilities Fund Budgets

Mayor Sylvia Campbell opened the Public Hearing then called upon Town Manager Dane Rideout to present. Town Manager noted that this is the first year that the Town has not been impacted by COVID. Revenues and expenditures in the normal, tough year, no COLA last year because the Town could not afford to, 5% water & sewer increase, 5% trash increase, 3% COLA, except for Law Enforcement and the Fire Department. The Fire Department is the lowest paid in the State, the Town loses Police Officers to the State Highway Patrol and Sheriff's Department. The Town will harvest positions to keep them in line with other Law Enforcement Agencies. There is an increase in retirement and 5% health insurance increase. Since there were no public comments, Mayor Campbell closed the Public Hearing.

Item #5.2: PUBLIC HEARING: Zoning Ordinance Text Amendment for Article 6, Zoning Ordinance Districts – Case Number TA-23-001

Mayor Campbell opened the Public Hearing then called upon Town Planner Rusty Worley to present. Mr. Worley noted that the Hearing is to amend Article 6 Itinerant Merchants, C1, C2, CBD must have written permission from property owner, must be 75 ft. from a brick-and-mortar building, signs 3 ft. away, dispose of waste and no microphones. Being there were no public comments, Mayor Campbell closed the Public Hearing.

Item #5.3: PUBLIC HEARING: Zoning Ordinance Text Amendment for Article 7- Case Number: TA-23-002

Mayor Sylvia Campbell opened the Public Hearing then called upon Town Planner Rusty Worley to present. Mr. Worley noted that Short Term Rentals are Bed & Breakfast, Homestay and Whole-house Lodging. A Bed & Breakfast Inn can have up to 23 people and no more than 12 guest sleeping rooms. Must have parking, must be safe, zoned R15, R20 or R40 and Special Use Permit. Since there were no public comments, Mayor Sylvia Campbell closed the Public Hearing.

Item #6.1: Town Manager Update

Town Planner Rusty Worley noted that the Town received a grant in January 2023 in the amount of \$6,000.00 for an Aviation Camp. One Hundred Seventy-One applications were received, the first class has 51 students. They will learn about aircraft, aircraft mechanics, job aviation, and flying drones.

Item #7.1: Budget Ordinance – FY 2023-2024 General Fund and Utilities Fund Budgets

Council Member Howell Clark Jr., seconded by Council Member Rich Glenn, made a motion to approve Budget Ordinance – FY 2023-2024 General Fund and Utilities Fund Budgets (Unanimous). Copy attached and incorporated herein by reference.

Item #7.2: Approval of the Zoning Ordinance Text Amendment for Article 6 (TA-23-001)

Council Member Howell Clark Jr., seconded by Mayor Pro Tem Rufus Lloyd, moved to approve Zoning Ordinance Text Amendment for Article 6 (TA-23-001) that it is consistent with the

adopted comprehensive plan and is reasonable and in the public interest (Unanimous). Copy attached and incorporated herein by reference.

Item # 7.3: Approval of the Zoning Ordinance Text Amendment for Article 7 (TA-23-002)

Council Member Paula Greene, seconded by Council Member Ricky Leinwand, moved to approve the Zoning Ordinance Text Amendment for Article 7 (TA-23-002) that it is consistent with the adopted comprehensive plan and is reasonable and in the public interest (Unanimous). Copy attached and incorporated herein by reference.

Item #7.4: Resolution #R-2023-11 – Surplus Property Declaration and Authorization to Sell Personal Property by Private Sale

Council Member Howell Clark Jr., seconded by Council Member Herman Lewis, made a motion to approve Resolution #R-2023-11 – Surplus Property Declaration to sell vehicle through Gov Deals rather than Private Sale (Unanimous). Copy attached and incorporated herein by reference.

Item #7.5: Resolution #R-2023-12 – Surplus Property Declaration – 2011 Ford Expedition

Mayor Pro Tem Rufus Lloyd, seconded by Council Member Howell Clark Jr., moved to approve Resolution #R-2023-12 – Surplus Property Declaration – 2011 Ford Expedition for sale through Gov Deals (Unanimous). Copy attached and incorporated herein by reference.

Item #7.6: Resolution #R-2023-13 – Surplus Property Declaration – 4 Police Vehicle Light Bars

Council Member Rich Glenn, seconded by Council Member Ricky Leinwand, made a motion to approve Resolution #R-2023-13 – Surplus Property Declaration – 4 Police Vehicle Light Bars for donation to BCC BLET Program (Unanimous). Copy attached and incorporated herein by reference.

Item #8.1: Bid Award – Proposal for Administration Services – CDBG-NR #21-C-4026

Elizabethtown Community Center Project

Town Planner Rusty Worley noted that Insight Planning and Development was the only bid. The grant is \$2,575,000.00 and there is no match. The Administrator will assist the Town Finance Director with disbursement of funds. Council Member Rich Glenn, seconded by Council Member Herman Lewis, moved to approve Bid Award- Proposal for Administration Services – CDBG-NR #21-C-4026 Elizabethtown Community Center Project (Unanimous). Copy attached and incorporated herein by reference.

Item #8.2: Budget Amendment - #2023-03

Finance Director Sharon Penny noted that the budget amendment is to budget for additional revenue, summer camp, Kids Day and 250th Civil War Era. Council Member Rich Glenn, seconded by Mayor Pro Tem Rufus Lloyd, moved to approve Budget Amendment – 2023-03 (Unanimous). Copy attached and incorporated herein by reference.

Item 8.3: Monthly Financial Report

Finance Director Sharon Penny noted that this is the 11th month and 92% is completed for the year, local sales tax in February remaining about the same, Airport over budgeted, revenue over

expenditures and Street Improvement Funds is normal \$400,000.00 – \$500,000.00. Council Member Rich Glenn, seconded by Council Herman Lewis, made a motion to approve the monthly financial report (Unanimous). Copy attached and incorporated herein by reference.

Item #9.1: "Briefly"

Town Manager briefed on the following:

Town Manager Dane Rideout thanked Director of Communications & Marketing Terri Dennison for a phenomenal job on the 250th Civil Era War and Water Festival.

Police Department 540 calls, 25 arrests and 18 traffic citations.

Appreciate Utilities Supervisor Don Edwards and staff.

Town offices closed June 19, 2023, in observance of Juneteenth.

Special Called Town Council meeting June 23, 2023 at Noon.

Bid Award June 7, 2023 for the Airport Runway.

No funds at State level for storm drains.

Item #10.1: Open Forum

Mr. Alfred Faulkner at 711 Richardson Street noted that his neighbor has a lot of cars and junk in the yard causing rodents. He wants to know what can be done about it.

Mr. Robert Brooks, owner of 312 Martin Luther King Street property, noted that he needs help with the situation regarding his property.

Assistant Town Manager Pat DeVane noted that Council wanted to address the roads issue in Town back in 2020. A professional engineering company was hired to analyze the conditions of the roads. The cost was \$5,000,000.00 to pave 25 miles of streets. The Town did not have the funds, therefore, the Town borrowed \$2,000,000.00 with the permission of Local Government Commission. The worst streets would be paved, all streets crack sealed and patch potholes.

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/Admin Asst/CTC/Deputy Town Clerk

TOWN OF ELIZABETHTOWN
Special Called Meeting
June 23, 2023

The Elizabethtown Town Council met for a Special Called Meeting on Friday, June 23, 2023 at 12:00 p.m. in the Council Chambers. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Herman Lewis, Ricky Leinwand, Howell Clark Jr., Town Manager Dane Rideout and Town Attorney Goldston Womble. Absent were Council Members Paula Greene and Rich Glenn. Department Heads in attendance included Police Chief Tony Parrish, Finance Director Sharon Penny, Town Clerk Juanita Hester, Town Planner Rusty Worley, Assistant Town Manager Pat DeVane and Public Service/Engineering Director Stephen Duffy. Absent were Director of Communications & Marketing Terri Dennison and Fire Chief Hollis Freeman.

Mayor Sylvia Campbell opened the meeting and thanked everyone for being there then called upon Mayor Pro Tem Rufus Lloyd to give the invocation.

Item 2.1: Approval of Agenda

Council Member Howell Clark Jr., seconded by Council Member Herman Lewis, moved to approve the agenda as presented (Unanimous).

Item #3.1: Public Hearing – Rezoning Request – J’Mela Newkirk – Case Number: RZ-03-2023-03, PIN #131100311650 – Rezone a Parcel of Land from R20 to R12 to Add a Manufactured Home to the Property – 103 McDowell Road

Mayor Sylvia Campbell opened the Public Hearing then called upon Planner Rusty Worley to present. Planner Rusty Worley noted that the Planning Board made a recommendation to approve the Rezoning Request from R20 to R12. There was a manufactured home there before.

Mrs. J’Mela Newkirk noted that she was born and raised here then moved to Virginia. She has relocated back to North Carolina and bought the property from her father so her family could put a manufactured home there.

Ms. Fitzgerald McDowell noted that the property is adjacent to her property at 155 McDowell Road. Ms. Fitzgerald noted that she has no problem with her family putting a home there.

Since there were no more public comments, the Mayor closed the Public Hearing.

Item #3.2: Public Hearing – Rezoning Request – Town of Elizabethtown – Case Number: RZ-04-2023-04 – PIN #131217210623 – Rezone a Parcel of Land from R12 to R20 to conform with Surrounding Properties – 1805 W. Broad Street

Mayor Sylvia opened the Public Hearing and called upon Planner Rusty Worley to present. Planner Rusty Worley noted that the Town Planning Board is looking at the inconsistency with zoning. Town staff requested to change the property from R12 to R20 to conform with the surrounding properties. The Planning Board made a recommendation to approve.

Mr. Lamorris Cromartie noted that he bought the property to build a house but was told that it is zoned for a manufactured home. Mr. Cromartie noted that he knows nothing about zoning but wants to build a house.

Mayor Campbell closed the Public Hearing.

Item #3.3: Public Hearing: Rezoning Request – Bladen’s Bloomin’ Agri-Industrial – Case Number: RZ-04-2023-05 – PIN #132103308176 – Rezone a Parcel of Land from HI to OI to comply with Zoning District Table of Uses and Activities for Medical Center – 365 Aviation Parkway

Mayor Sylvia Campbell opened the Public Hearing and called upon Planner Rusty Worley to present. Mr. Worley noted that parcel was transferred to Bladen’s Bloomin’ and the medical center will be part of the Live Work Play Project. The Planning Board made a recommendation to approve. Since no one signed up to speak, Mayor Campbell closed the public hearing.

Item #4.1: Approval for Zoning Map Amendment – J’Mela Newkirk – Case Number: RZ-03-2023-03 – Rezone from R20 to R12 to add a manufactured home at 103 McDowell Street
Council Member Howell Clark Jr., seconded by Council Member Herman Lewis, moved to approve Zoning Map Amendment – J’Mela Newkirk – Case Number: RZ-03-2023-03 – Rezone from R20 to R12 to add a manufactured home at 103 McDowell Street that it is consistent with the adopted comprehensive plan and promotes health, safety and welfare, it is reasonable and in the public interest (Unanimous). Copy attached and incorporated herein by reference.

Item #4.2: Approval for Zoning Map Amendment – Town of Elizabethtown – Case #RZ-04-2023-04 – Rezone from R12 to R20 to Conform with Surrounding Properties – 1805 W. Broad Street

Council Member Howell Clark Jr., seconded Council Member Herman Lewis, moved to approve Case #RZ-04-2023-04 – Rezone from R12 to R20 to conform with surrounding properties – 1805 W. Broad Street that is consistent with the adopted comprehensive plan and promotes health, safety and welfare, reasonable and in the public interest (Unanimous). Copy attached and incorporated herein by reference.

Item #4.3: Approval for Zoning Map Amendment – Bladen’s Bloomin’ Agri-Industrial - Case #RZ-04-2023-05 – Rezone from HI to OI to Comply with Zoning District table of uses and activities for Medical Center -365 Aviation Parkway

Council Member Howell Clark Jr., seconded by Council Member Herman Lewis, moved to approve Bladen’s Bloomin’ Agri-Industrial – Case #RZ-04-2023-05 – Rezone from HI to OI to comply with zoning district table of uses and activities for Medical Center – 365 Aviation Parkway that is consistent with the adopted comprehensive plan and that it is reasonable and in the public interest, promotes health, safety and welfare (Unanimous). Copy attached and incorporated herein by reference.

Item #4.4: Resolution #R-2023-14 – Viable Utility Reserve Program Grant Application

Town Manager Dane Rideout noted that the Town was contacted by the State in reference to a state grant for a study and/or construction project, training and education. Council Member Herman Lewis, seconded by Council Member Ricky Leinwand, moved to approve Resolution #R-2013-14 – Viable Utility Reserve Program Grant Application (Unanimous). Copy attached and incorporated herein by reference.

Item #5.1: FY 2022-2023 Final Budget Amendment - #2023-04

Finance Director Sharon Penny noted that the Amendment is to budget for additional ARPA funds of \$2000.00 from the County, \$50,000.00 for Local Option Sales Tax and \$1,500.00 for a desktop for the Council Chambers. Council Member Howell Clark Jr., seconded by Council Member Herman Lewis, moved to approve FY 2022-2023 Final Budget Amendment (Unanimous). Copy attached and incorporated herein by reference.

Item: 5.2: Runway & Apron Paving Rehabilitation Project – Update on the Re-Bid

Town Manager Dane Rideout noted that the second bid opening was June 21, 2023. The first 2 bids did not meet State guidelines. Barnhill Construction bid is \$4,000,000.00 and there is a 10% match.

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

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, Admin Asst/CTC/Deputy Town Clerk



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 10, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Town Manager Updates:
(1) Assistant Town Manager Pat DeVane will provide an update on Paving to include a Discussion of Available Options;
(2) Assistant Town Manager Pat DeVane will update Council on the CDBG-NR Third House Rehabilitation Project; and
(3) Town Manager Dane Rideout will provide an update on the Community Center Project.

BACKGROUND: Updates will be provided by Assistant Town Manager Pat DeVane for paving and the CDBG-NR Rehabilitation Project.

Town Manager Dane Rideout will provide update on the Community Center Project.

SUGGESTED ACTION: Council is requested to provide feedback reference the paving of Town streets and to hear the updates on the CDBG-NR Rehabilitation project.

Town Manager Dane Rideout will give an update on the CDBG-NR Community Center.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 10, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Professional Services Contract for Administration Services (CDBG-NR Community Center Project) - Insight Planning and Development

BACKGROUND: Town Manager Dane Rideout may be called upon to present the Insight Planning and Development contract to handle the Administration Services for the CDBG-NR Community Center Project. The contract is for an amount not to exceed \$310,000.00 with a contract term of 36 months.

Copy of contract provided.

SUGGESTED ACTION: Council is requested to approve the Contract.

ATTACHMENTS:

Peak Agenda Attachment - Professional Services Contract - Insight - For CDBG-NR Program - Community Center Project - 7.10.23.pdf

**NORTH CAROLINA
TOWN OF ELIZABETHTOWN**

PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into on this date, _____, by and between the **TOWN OF ELIZABETHTOWN**, a political subdivision of the State of North Carolina, (hereinafter referred to as "TOWN"), and, **INSIGHT PLANNING & DEVELOPMENT, LLC** a limited liability company duly authorized to do business in the State of North Carolina, (hereinafter referred to as "CONSULTANT").

For and in consideration of mutual promises to each as hereinafter set forth, the parties hereto do mutually agree as follows:

1. **SCOPE OF SERVICES.** CONSULTANT hereby agrees to provide the services and/or materials under this Contract pursuant to the provisions and specifications identified in "Attachment 1" (hereinafter collectively referred to as "Services") for the TOWN's **2022 CDBG Neighborhood Revitalization Program**. Attachment 1 is hereby incorporated herein by reference and made a part of this Contract.
2. **TERM OF CONTRACT.** The Term of this Service Contract is 36 months from the date of contract unless sooner terminated as provided herein.
3. **PAYMENT TO CONSULTANT.** The TOWN agrees to pay the CONSULTANT an amount not to exceed **\$310,000.00** for the services rendered. Payments shall be paid in monthly installments based on the Fee Schedule in "Attachment 2" which is hereby incorporated by reference and made a part of this Contract. The CONSULTANT updates its Fee Schedule once a year in January, and hourly rates stated in the Contract may be increased annually; however, the contract not-to-exceed fee will not be increased except under the provisions outlined in Section 4. Additional Services.

The CONSULTANT will submit monthly invoices by task as outlined in Attachment 1 for work performed during the previous month.

If the Project is abandoned or indefinitely postponed by the TOWN prior to completion of defined Phases by the CONSULTANT; or if this contract is terminated by either party prior to completion of defined Phases by the CONSULTANT, as outlined herein, the TOWN shall pay the CONSULTANT an amount equal to costs accrued, plus reimbursable expenses for work on those phases which have been completed, except as otherwise provided below.

4. **ADDITIONAL SERVICES.** No deletions, additions, changes, or revisions shall be made to the scope of services or related fees included in this Contract except by written agreement of the parties hereto. Should the CONSULTANT be required to render additional services not originally specified in Attachment 1 – Scope of Services, an amendment shall be issued, and the TOWN shall pay the CONSULTANT for such services an amount equal to the expenses incurred in connection with the rendering of such services. Additional services shall include but not necessarily be limited to:

- Services after completion of the Project, such as inspections during the guarantee period and reporting observed discrepancies under guarantees called for in any contract for the Project.
- Preparing to serve or serving as a consultant or witness for TOWN in any litigation, or other legal proceeding involving the Project.

- Additional services required because of delays, work stoppages, or defaults by other professional consultants or contractors involved in the Project.
- Additional services required because of failure of the TOWN to act on written recommendations of the CONSULTANT within 30 days of the receipt of such recommendations.
- Any program and/or budget amendments resulting in delays of the implementation of the program or in the addition of activities not included in the original project application.

The Fees for additional services will be charged in accordance with Section 3. Payment to Consultant.

- 5. PROPRIETARY DOCUMENTS.** Original non-public documents, tracings, and reports of the CONSULTANT are, and shall remain, the property of the CONSULTANT.
- 6. SUBCONTRACTING.** Work proposed to be performed under this Contract by the CONSULTANT or its employees shall not be subcontracted without prior written approval by the TOWN. Acceptance of an offeror's proposal shall include any subconsultant(s) specified therein.
- 7. INSURANCE.** CONSULTANT shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act.
- 8. INDEMNITY.** To the fullest extent permitted by laws and regulations, CONSULTANT shall indemnify and hold harmless the TOWN and its officials, agents, and employees from and against all claims, damages, losses, and expenses, direct, indirect, or consequential (including but not limited to fees and charges of engineers or architects, attorneys, and other professionals and costs related to court action or arbitration) arising out of or resulting from CONSULTANT's performance of this Contract or the actions of the CONSULTANT or its officials, agents, or employees under this Contract or under contracts entered into by the CONSULTANT in connection with this Contract. This indemnification shall survive the termination of this Contract.
- 9. NON-DISCRIMINATION IN EMPLOYMENT.** CONSULTANT shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, national origin, or disability.
- 10. GOVERNING LAW.** This Contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this Contract shall be brought in the General Court of Justice in the County of Bladen and the State of North Carolina, or the federal district court nearest thereto.
- 11. TERMINATION AND LEGAL REMEDIES OF CONTRACT.** The CONSULTANT and TOWN mutually agree to the following:
 - a. The CONSULTANT may terminate this Agreement immediately in the event the TOWN fails to make payment of any amount due to the CONSULTANT within sixty (60) days of its due date.
 - b. Either party may terminate this Contract in the event the other party materially breaches this Contract or fails to perform in any material respect its obligations hereunder; provided that if a party believes that the other party has materially defaulted under or breached this Contract (other than a breach of a payment obligation) and desires to terminate this

Contract because of such breach or default, such party ("Aggrieved Party") shall give written notice of such intent to the breaching party ("Defaulting Party") and shall grant the Defaulting Party thirty (30) days in which to remedy the cause for termination. During such period, the parties shall make a good-faith effort to assist each other to remedy the breach. If the breach is not remedied or waived by the end of such period, then the Aggrieved Party may terminate this Contract, effective as of the last day of such period.

- c. This Contract may be terminated by one party, if the other party (i) shall be or become insolvent, or admit in writing its inability to pay its debts as they mature, or make an assignment for the benefit of creditors; (ii) shall apply for or consent to the appointment of any receiver, trustee or similar officer for it or for all or any substantial part of its property; or such receiver, trustee or similar officer shall be appointed without the application or consent of the other party and such appointment shall not be dismissed within thirty (30) days of the date of such appointment; (iii) shall institute any bankruptcy, insolvency, reorganization, arrangement, readjustment of debt, dissolution, liquidation or similar proceeding related to it under the laws of any jurisdiction; or, any such proceeding shall be instituted (by petition, application or otherwise) against the other party and the same shall not be dismissed within thirty (30) days of the date of its institution; or (iv) shall liquidate, dissolve, terminate or suspend its business operations.
 - d. Either party may voluntarily terminate this Contract by giving the other party at least sixty (60) days' advance written notice of such termination. Upon receipt of a notice of termination from the TOWN, (i) the CONSULTANT shall continue to perform services and develop a plan for the orderly stoppage of the work at the end of the 60-day notice. The orderly stoppage of the work shall include the delivery, or otherwise making available, to the TOWN, all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the CONSULTANT in performing this Contract, whether completed or in process, and (ii) TOWN shall pay CONSULTANT all fees and expenses due for services rendered through the 60th day after the notice of termination, a termination penalty of twenty-five percent (25%) of the remaining contract balance, and reimburse the CONSULTANT for all costs and expenses relating to commitments made by CONSULTANT prior to receipt of notice of termination.
- 12. SUCCESSORS AND ASSIGNS.** CONSULTANT shall not assign its interest in this Contract without the written consent of TOWN. CONSULTANT has no authority to enter into contracts on behalf of TOWN.
- 13. COMPLIANCE WITH LAWS.** CONSULTANT represents that it is in compliance with all Federal, State, and local laws, regulations or orders, as amended or supplemented. The implementation of this Contract shall be carried out in strict compliance with all applicable Federal, State, or local laws.
- 14. E-VERIFY.** As a condition of payment for services rendered under this Contract, CONSULTANT shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if CONSULTANT provides the services to the TOWN utilizing a subcontractor, CONSULTANT shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes as well. CONSULTANT shall verify, by affidavit, compliance of the terms of this section upon request by the TOWN.
- 15. IRAN DIVESTMENT ACT.** CONSULTANT certifies that they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4. Individuals or

companies on the Final Divestment List are ineligible to contract or subcontract with Local Government Units. (G.S. 143C-6A-6(a).) It is the responsibility of each vendor or consultant to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.

16. **DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL.** CONSULTANT certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81. It is the responsibility of each vendor or consultant to monitor compliance with this restriction. Contracts valued at less than \$1,000.00 are exempt from this restriction.
17. **SPECIAL PROVISIONS.** Federal funding sources require additional contractual provisions to be included in contracts for compliance with applicable Federal, State and Local laws. All special provisions are included in "Attachment 3" which is hereby incorporated by reference and made a part of this Contract.
18. **GOOD STANDING WITH TOWN.** CONSULTANT certifies that it is not delinquent on any taxes, fees, or other debt owed by CONSULTANT to TOWN. CONSULTANT covenants and agrees to remain current on any taxes, fees, or other debt owed by CONSULTANT to TOWN during the Term of this Contract.
19. **NOTICES.** All notices which may be required by this Contract, or any rule of law shall be effective when received by certified mail sent to the following addresses:

TOWN OF ELIZABETHTOWN Attn: Rusty Worley 805 W. Broad Street Elizabethtown, NC 28337 rworley@elizabethtownnc.org	INSIGHT PLANNING & DEVELOPMENT, LLC ATTN: C. Ryan Cox, President 5030 New Centre Drive, Suite A Wilmington, NC 28403 rcox@insight-pd.com
---	---
20. **ENTIRE CONTRACT.** This Contract, including all Attachments and/or Exhibits, shall constitute the entire understanding between the TOWN and CONSULTANT and shall supersede all prior understandings and agreements relating to the subject matter hereof and may be amended only by written mutual agreement of the parties.
21. **HEADINGS.** The subject headings of the sections are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Contract shall be deemed to have been drafted by both parties and no interpretation shall be made to the contrary.
22. **EXISTENCE.** CONSULTANT warrants that it is a corporation duly organized, validly existing, and in good standing under the laws of the State of North Carolina and is duly qualified to do business in the State of North Carolina and has full power and authority to enter into and fulfill all the terms and conditions of this contract.
23. **AUTHORITY.** By execution hereof, the person signing for the CONSULTANT below certifies that he/she has read this Contract and that he/she is duly authorized to execute this Contract on behalf of the CONSULTANT.

IN TESTIMONY WHEREOF, the parties have expressed their agreement to these terms by causing this Service Contract to be executed by their duly authorized officer or agent.

CONSULTANT

**C. Ryan Cox, President
Insight Planning & Development**

DATE _____

TOWN OF ELIZABETHTOWN

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

Rusty Worley, Planning & Zoning Director

DATE _____

Sharon Penny, Finance Director

DATE _____

Dane Rideout, Town Manager

DATE _____

Approved as to form:

Town Attorney

DATE _____

"ATTACHMENT 1, 2, and 3" to follow

ATTACHMENT 1

Scope of Services

The CONSULTANT will comply with all applicable requirements of the Grant Agreement between the TOWN and the NC Department of Commerce, Rural Economic Development Division, and will complete all work within the time specified in the grant agreement.

- General Project Coordination
- Income Verification
- Financial Management
- Annual Performance Report
- Quarterly Fair Housing Activities
- Program Amendments
- Project File System Development & Maintenance
- Miscellaneous Funding Conditions
- Environmental Review Record
- Development and Adoption of Plans and Policies
- Board Meetings/Public Hearings (4 meetings)
- Professional Services Procurement
- Construction Services Procurement
- Davis Bacon Compliance
- Project Close-Out

ATTACHMENT 2 FEE SCHEDULE

The CONSULTANT bills on an hourly basis, based on actual hours worked on the project. Invoices will indicate number of hours worked by position in the table below and per Phase as outlined in ATTACHMENT 1.

Insight Planning & Development – Schedule of Hourly Rates	
Position	Hourly Rate
Principal	\$150.00
Community Development Director	\$135.00
Project Manager	\$125.00
Construction Manager	\$125.00
Construction Inspector	\$110.00
Compliance/Environmental Specialist	\$110.00
Finance/Closeout Specialist	\$110.00
Program Administrator	\$105.00
GIS Technician	\$80.00
Administrative/Clerical Staff	\$75.00

Vehicle, gas, and mileage are covered in the hourly rate. Lodging and per diem, if any, will be billed at cost plus 15%.

ATTACHMENT 3
SPECIAL PROVISIONS
Provisions Required for Use of Federal Funds

1. **CONFLICT OF INTEREST (2 CFR Part §200.318 General procurement standards). Interest of Members, Officers, or Employees of the Recipient, Members of Local Governing Body, or Other Public Officials.** No member, officer, or employee of the recipient, or its agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any financial interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this agreement. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in the program. The recipient shall incorporate, or cause to be incorporated, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this section.
2. **ACCESS TO RECORDS AND RECORD RETAINAGE CLAUSE.** In general, all official project records and documents must be maintained during the operation of this project and for a period of three years following closeout in compliance with 24 CFR §570.490.

The North Carolina Department of the Treasurer, U.S. Department of Housing and Urban Development, the Comptroller General of the United States, and the NC Department of Commerce, Rural Economic Development Division, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Administering Agency which are pertinent to the execution of this agreement, for the purpose of making audits, examinations, excerpts and transcriptions in compliance with the above Rule.
3. **NONDISCRIMINATION CLAUSE - SECTION 109, HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974.** No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds available under this title.
4. **AGE DISCRIMINATION ACT OF 1975, AS AMENDED - NONDISCRIMINATION ON THE BASIS OF AGE.** No qualified person shall on the basis of age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.
5. **NONDISCRIMINATION ON THE BASIS OF DISABILITY - SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED.** No qualified disabled person shall on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.
6. **SECTION 3 CLAUSE.**
 - a. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent

feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

- b. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- c. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- d. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- e. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- f. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- g. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

7. LOBBYING.

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person by the undersigned for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. This is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.



NORTH CAROLINA
DEPARTMENT of
COMMERCE

Rural Economic Development Division
(REDD)

Certification of Eligibility Form

Grantee: Town of Elizabethtown

Grant Number: _____

Project Name: CDBG – Neighborhood Revitalization

This form must be included in all contracts obligated by grantees and paid with CDBG funds

By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Federal Funded Government contracts by **29 CFR §5.12, 2 CFR § 2424, 2 CFR § 180.220, and 40 U.S. Code § 3144 - Authority to pay wages and list contractors violating contracts, Davis Bacon Act.**

No part of this contract shall be subcontracted to any person or firm ineligible for award of a Federal Funded Government contract by **29 CFR §5.12, 2 CFR § 2424, 2 CFR § 180.220, and 40 U.S. Code § 3144 - Authority to pay wages and list contractors violating contracts, Davis Bacon Act.**

The Federal Debarment and Suspension/ Purchase and Contract List (www.sam.gov) and the State of North Carolina Debarred Vendors/Purchase and Contract List (<http://ncadmin.nc.gov/government-agencies/procurement/contracts/debarred-vendors>) have been reviewed and the contractor or subcontractor has been determined to be eligible to participate in a CDBG assisted project.

We have attached the documentation proving eligibility (websites printout).

<u>Firm Information</u>	
Name:	Insight Planning & Development
Address:	5030 New Centre Drive, Suite A, Wilmington, NC 28403
Federal Identification Number or Social Security Number:	85-3144974
Representative Name and Title:	C. Ryan Cox, President
<u>Verification</u>	
Verification date:	
Verifying Officer Name and Title:	Cindy M. Anderson, Director of Operations

Firm Representative _____ Date _____

Verifying Officer _____ Date _____

Grantee Representative _____ Date _____

INSIGHT PLANNING & DEVELOPMENT LLC

Unique Entity ID NHR5G7VB3688	CAGE / NCAGE 8XKV5	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Jun 6, 2024	
Physical Address 5030 New Centre DR STE A Wilmington, North Carolina 28403-1735 United States	Mailing Address 5030 New Centre DR. Wilmington, North Carolina 28403 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District North Carolina 07	State / Country of Incorporation North Carolina / United States	URL www.insight-pd.com

Registration Dates		
Activation Date Jun 9, 2023	Submission Date Jun 7, 2023	Initial Registration Date Mar 10, 2021

Entity Dates	
Entity Start Date Sep 22, 2020	Fiscal Year End Close Date Dec 30

Immediate Owner	
CAGE (blank)	Legal Business Name (blank)

Highest Level Owner	
CAGE (blank)	Legal Business Name (blank)

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusions Information

Active Exclusions Records?

No

SAM Search / Publication

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Business Types

Business Types	Entity Type	Organization Factors
Entity Structure Corporate Entity (Not Tax Exempt)	Business or Organization	Limited Liability Company
Profit Structure		

Veteran-Owned Business
Service-Disabled Veteran-Owned Business

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments
No

Debt Subject To Offset
No

EFT Indicator
0000

CAGE Code
8XKV5

Business Information

Electronic Business

Christopher R Cox, President

**5030 New Centre DR.
Wilmington, North Carolina 28403
United States**

Government Business

Christopher R Cox, President

**5030 New Centre DR.
Wilmington, North Carolina 28403
United States**

Business Classification

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	541320	Landscape Architectural Services
	236115	New Single-Family Housing Construction (Except For-Sale Builders)
	236116	New Multifamily Housing Construction (Except For-Sale Builders)
	236117	New Housing For-Sale Builders
	236210	Industrial Building Construction
	236220	Commercial And Institutional Building Construction
	237210	Land Subdivision
	238390	Other Building Finishing Contractors
	531120	Lessors Of Nonresidential Buildings (Except Miniwarehouses)
	541611	Administrative Management And General Management Consulting Services
	541620	Environmental Consulting Services
	561110	Office Administrative Services

Disaster Response

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)

States
Any

Counties
(blank)

Metropolitan Statistical Areas
(blank)

Vendor Name	City, State	Effective Date	Debarment Reason
EnviroTech Services Company	Martinez, CA	1/22/2010	NC E-Procurement Fee Default
Epothane Flooring Systems, Inc.	Statesville, NC	9/14/2016	NC E-Procurement Fee Default
Evaco Enterprises, Inc.	Griffin, GA	6/7/1999	Contract Default
Everett Fence Builders Inc.	Robersonville, NC	4/22/2010	NC E-Procurement Fee Default
Fitnet Purchasing Alliance	St. Augustine, FL	12/10/2018	NC E-Procurement Fee Default
Flint Spinning LLC	----	3/1/2005	Other
Flooring Unlimited, Inc.	High Point, NC	5/18/2000	Contract Default
Fluid Air Systems	Gainesville, GA	3/11/2011	Contract Default
Food Products, Inc.	Tampa, FL	4/16/2003	Contract Default
Frontier Industrial Supply Com	San Diego, CA	9/28/2018	NC E-Procurement Fee Default
Fusion Network Systems, LLC	Frederick, MD	2/22/2011	Contract Default
Galey & Lord Properties, Inc.	New York, NY	3/1/2005	Other
Galey & Lord, Inc.	New York, NY	3/2/2005	Other
GEMS Information Technologies	Wauwatosa, WI	1/27/2011	NC E-Procurement Fee Default
Global Docugrahix	Greensboro, NC	12/6/2006	Other
Global USA, Inc.	Winston-Salem, NC	1/22/2010	NC E-Procurement Fee Default
Go Automotive	----	9/22/2011	NC E-Procurement Fee Default
Go Toyota	Clayton, NC	9/2/2010	NC E-Procurement Fee Default
Go Toyota	Clinton, NC	9/2/2010	NC E-Procurement Fee Default
Goodkin Border & Associates	Atlanta, GA	11/8/2007	Contract Default
Goodrum International	Fort Worth, TX	9/14/2016	NC E-Procurement Fee Default
Grasty Rock Yard	Waynesville, NC	12/10/2018	NC E-Procurement Fee Default
Greensboro Testile Administration LL	----	3/1/2005	Other
Greenvale Electric Supply Corp	Greenville, NY	5/5/2011	Contract Default
Grip-It Adventures	Baltimore, MD	12/6/2006	Other
H.R. Nicholson	Baltimore, MD	5/17/2007	Other
H.U.W. DRA Floor Guardian	Seattle, WA	9/14/2016	NC E-Procurement Fee Default
Helicopter Support, Inc.	Trumbull, CT	9/14/2016	NC E-Procurement Fee Default
Hollister Processing Services, Inc.	Hollister, NC	9/8/2005	Contract Default
IDSS, Inc.	Raleigh, NC	12/4/2008	NC E-Procurement Fee Default
Indmar Coating	Wakefield, VA	2/26/2009	NC E-Procurement Fee Default
Industrial Fuel Company	Hickory, NC	5/17/2007	Other

6/1/2021

State of North Carolina | Purchase & Contract

1305 Mall Service Center | 116 West Jones Street | Raleigh, NC 27699-1305

919 807 4500 T

Vendor Name	City, State	Effective Date	Debarment Reason
Industrial Solutions Unlimited	Cincinnati, OH	8/19/2010	NC E-Procurement Fee Default
Interactive Media Group, Inc.	----	3/1/2005	Other
Irvington Beauty Supply	Irvington, NJ	9/18/2008	NC E-Procurement Fee Default
J & L Foods, Inc.	Temple Terrace, FL	9/17/2009	Contract Default
J. B. Battle Uniform Company	Oklahoma City, OK	5/20/2005	NC E-Procurement Fee Default
J. Dorn & Associates, Inc.	Woodstock, GA	9/14/2016	NC E-Procurement Fee Default
JLE Management Group	Cordele GA	7/21/2011	Contract Default
Jordan Lumber Company	Kingfield, ME	2/5/2010	NC E-Procurement Fee Default
K&K Associates LLC of Indiana	Chicago Heights, IL	9/14/2016	NC E-Procurement Fee Default
Kemical-Lubricants, Inc.	Richmond, VA	9/14/2016	NC E-Procurement Fee Default
Knight Bros.,	Salt Lake City, UT	3/18/2010	"NC E-Procurement Fee Default
Contract Default"			
Laine Communications	Knoxville, TX	6/21/2007	NC E-Procurement Fee Default
LET US PRODUCE	Norfolk, VA	8/26/2010	NC E-Procurement Fee Default
Lifestyle Landscaping	Hickory, NC	9/14/2016	NC E-Procurement Fee Default
Lincoln Provisions	----	9/24/2012	NC E-Procurement Fee Default
Linton Company	----	11/17/2011	NC Sales and Use Tax Default
Lofts Budd Seed Co.	Winston-Salem, NC	1/11/2007	NC E-Procurement Fee Default
Logisys Corporation	----	6/19/1997	Contract Default
Lord International	Poway, CA	6/12/1997	Contract Default
Lyons Music Products	-----	5/18/2007	Other
Mammatech Corporation	-----	10/3/2008	Other
Medina LLC	Leicester, NC	9/14/2016	NC E-Procurement Fee Default
Memex Software	Vancouver, BC	10/31/1996	Other
Micro World	Torrance, CA	9/4/1997	Contract Default
Midas Investments, Inc.	Tyler, TX	3/28/2006	NC E-Procurement Fee Default
Midway Carpet Dist. Inc	Newton, NC	7/17/2018	NC E-Procurement Fee Default
Midwest Hardware and Supply, Inc.	Cleveland, OH	10/21/1999	Contract Default
Mizell and Associates, Inc.	-----	7/26/2001	Contract Default
Mountain West Trading Post	Lander, WY	10/28/2004	Contract Default
MPX, Inc.	Aldie, VA	4/6/1995	Contract Default
Multigraphs LLC	----	3/1/2005	Other

6/1/2021

State of North Carolina | Purchase & Contract

1305 Mail Service Center | 116 West Jones Street | Raleigh, NC 27699-1305

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Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 10, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Bid Award - Runway & Apron Paving Rehabilitation Project

BACKGROUND: The Project Engineer has provided a Letter of Recommendation and Certified Bid Tabulation for the recent bid opening conducted for the Runway & Apron Paving Rehabilitation project. Project Engineer Jason P. Kennedy, W.K. Dickson & Company, recommends awarding the contract in the amount of \$3,968,720.00 to Barnhill Contracting Company.

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

Copy of Certified Bid Tabulation and Letter of Recommendation provided.

SUGGESTED ACTION: Council is requested to make the bid award.

ATTACHMENTS:

Peak Agenda Attachment - Runway & Apron Pavement Rehabilitation Project - Bid Tabulation and Letter of Recommendation - 7.10.23.pdf

BID TABULATION SHEET

OWNER: Town of Elizabethtown
 PROJECT: Runway & Apron Pavement Rehabilitation
 LOCATION: Curtis L. Brown, Jr. Airport (EYF) Terminal Building, 466 Airport Rd, Elizabethtown, NC 28337
 DATE: Wednesday, June 21, 2023 at 2:00 PM

I certify that this is a true and corrected record of bids received.

6/30/23

W.K. Dickson & Co., Inc. - Raleigh, NC
 NC License No. F-0374

Note: Yellow indicates a discrepancy in calculations or written items.

Firm: Address: NC Contractor's License No.						Barrhill Contracting Company PO Box 35376 Fayetteville, NC 28303-5376 L-03194	
ITEM NO.	SPECIFICATION REFERENCE	DESCRIPTION	EST QTY	UNIT	UNIT PRICE	TOTAL PRICE	
Runway Base Bid							
1	C-100-1	Contractor Quality Control Program (CQCIP)	1	LS	\$ 195,000.00	\$ 195,000.00	
2	C-102-1	Temporary Construction Entrance (Installation, Maintenance, & Removal)	2	EA	\$ 7,500.00	\$ 15,000.00	
3	C-102-2	Temporary Single Row Silt Fence (Installation, Maintenance, and Removal)	400	LF	\$ 6.00	\$ 2,400.00	
4	C-102-3	Temporary Compost Filter Sock (Installation, Maintenance, and Removal)	2,100	LF	\$ 7.00	\$ 14,700.00	
5	C-102-4	Temporary Compost Filter Sock Inlet Protection (Installation, Maintenance, & Removal)	4	EA	\$ 750.00	\$ 3,000.00	
6	C-102-10	Temporary Seeding & Mulching	4.5	AC	\$ 2,000.00	\$ 9,000.00	
7	C-105-1	Mobilization (10%)	1	LS	\$ 251,000.00	\$ 251,000.00	
8	P-101-1	Asphalt Cold Milling (Profiling Milling, Variable Depth)	43,000	SY	\$ 10.00	\$ 430,000.00	
9	P-101-2	Asphalt Pavement Removal (including Asphalt and Base Course Removal)	1,100	SY	\$ 30.00	\$ 33,000.00	
10	P-101-3	Asphalt Crack Repair	5,000	LF	\$ 2.50	\$ 12,500.00	
11	P-101-6	Placement of Millings on Existing Service Roads	20	CY	\$ 10.00	\$ 200.00	
12	P-101-7	Placement of Millings in Onsite Stockpile	1,770	CY	\$ 4.50	\$ 7,965.00	
13	P-101-8	Removal of Existing Rip-Rap Check Dams	4	EA	\$ 1,000.00	\$ 4,000.00	
14	P-152-1	Unclassified Excavation	100	CY	\$ 75.00	\$ 7,500.00	
15	P-152-2	Undercut Excavation, Replace with Backfill	25	CY	\$ 150.00	\$ 3,750.00	
16	P-152-3	Embankment in Place	400	CY	\$ 200.00	\$ 80,000.00	
17	P-401-1	Asphalt Surface Course	5,500	TON	\$ 216.00	\$ 1,188,000.00	
18	P-603-1	Emulsified Asphalt Tack Coat	5,000	GAL	\$ 4.50	\$ 22,500.00	
19	P-620-1	Pavement Markings, Temporary, White (No Beads)	41,000	SF	\$ 0.60	\$ 24,600.00	
20	P-620-2	Pavement Markings, Temporary, Yellow (No Beads)	1,700	SF	\$ 0.90	\$ 1,530.00	
21	P-620-3	Pavement Markings, Permanent, White, Reflective (Type III Beads), include microbicide	41,000	SF	\$ 0.98	\$ 40,180.00	
22	P-620-4	Pavement Markings, Permanent, Yellow, Reflective (Type III Beads), include microbicide	1,700	SF	\$ 0.90	\$ 1,530.00	
23	P-620-5	Pavement Markings, Permanent, Black, include microbicide	200	SF	\$ 2.00	\$ 400.00	
24	T-901-1	Permanent Seeding, including Seed, Lime, Fertilizer, & Mulch	4.5	AC	\$ 4,000.00	\$ 18,000.00	
25	T-905-1	Topsoil (Obtained on Site)	1,600	CY	\$ 25.00	\$ 40,000.00	
26	T-905-2	Topsoil (Furnished from Off the Site)	800	CY	\$ 50.00	\$ 40,000.00	
27	L-105-1	Demolish Existing Fixture/Base Can in Turf	14	EA	\$ 215.00	\$ 3,010.00	
28	L-105-2	Demolish Existing Sign and Foundation	5	EA	\$ 710.00	\$ 3,550.00	
29	L-105-3	Miscellaneous Electrical Demolition	1	LS	\$ 31,700.00	\$ 31,700.00	
30	L-108-1	No. 6 AWG, Solid, Bare Counterpoise Wire, Installed in Trench, Above the Duct Bank or Conduit, Including Ground Rods and Ground Connectors	1,600	LF	\$ 3.00	\$ 4,800.00	
31	L-108-2	3/4" x 10' Copper Clad Ground Rod - Supplemental	15	EA	\$ 365.00	\$ 5,475.00	
32	L-108-3	Trench for Cable Installation, including restoration	1,200	LF	\$ 4.30	\$ 5,160.00	
33	L-108-4	No. 8 AWG, 5 kV, L-824, Type C Cable	1,500	LF	\$ 2.70	\$ 4,050.00	
34	L-125-1	L-861T(L) LED Elevated Taxiway Edge Light - Base Mounted Installed in Turf	2	EA	\$ 1,400.00	\$ 2,800.00	
35	L-125-2	L-861T(L) LED Elevated Taxiway Edge Light - Stake Mounted Installed in Turf	4	EA	\$ 700.00	\$ 2,800.00	
36	L-125-4	L-858 LED Sign, 2-Module	1	EA	\$ 4,700.00	\$ 4,700.00	

ITEM NO.		SPECIFICATION REFERENCE	DESCRIPTION		EST QTY	UNIT	Firm: Address: NC Contractor's License No. L03194		Barnhill Contracting Company PO Box 35376 Fayetteville, NC 28303-5376 L03194	
									UNIT PRICE	TOTAL PRICE
RUNWAY BASE BID TOTAL \$ 2,513,800.00										
Apron Base Bid										
1	C-100-1		Contractor Quality Control Program (CQCP)		1	LS			\$ 13,000.00	\$ 13,000.00
2	C-102-1		Temporary Construction Entrance (Installation, Maintenance, & Removal)		1	EA			\$ 7,500.00	\$ 7,500.00
3	C-102-2		Temporary Single Row Silt Fence (Installation, Maintenance, and Removal)		500	LF			\$ 6.00	\$ 3,000.00
4	C-102-3		Temporary Compost Filter Sock (Installation, Maintenance, and Removal)		550	LF			\$ 7.00	\$ 3,850.00
5	C-102-8		Installation and Removal of Concrete Wash Pit		1	EA			\$ 7,000.00	\$ 7,000.00
6	C-102-10		Temporary Seeding & Mulching		2.05	AC			\$ 2,000.00	\$ 4,100.00
7	C-105-1		Mobilization (10%)		1	LS			\$ 145,000.00	\$ 145,000.00
8	P-101-1		Asphalt Cold Milling (Profiling, Milling, Variable Depth)		40	SY			\$ 150.00	\$ 6,000.00
9	P-101-2		Asphalt Pavement Removal (including Asphalt and Base Course Removal)		8,000	SY			\$ 25.00	\$ 200,000.00
10	P-101-4		Concrete Pavement (including Concrete Curb & Base Course) Removal		600	SY			\$ 98.00	\$ 58,800.00
11	P-101-5		Apron Tie-Down Anchor Removal		39	EA			\$ 250.00	\$ 9,750.00
12	P-152-2		Undercut Excavation, Replace with Backfill		710	CY			\$ 85.00	\$ 60,350.00
13	P-209-1		Crushed Aggregate Base Course (6" Depth)		1,540	CY			\$ 165.00	\$ 254,100.00
14	P-209-2		Separation Geotextile		730	SY			\$ 7.00	\$ 5,110.00
15	P-401-1		Asphalt Surface Course		2,000	TON			\$ 213.00	\$ 426,000.00
16	P-501-1		Portland Cement Concrete Pavement (9" Depth)		730	SY			\$ 227.00	\$ 165,710.00
17	P-603-1		Emulsified Asphalt Tack Coat		600	GAL			\$ 4.50	\$ 2,700.00
18	P-605-1		Concrete Joint Sealant		1,100	LF			\$ 25.00	\$ 27,500.00
19	P-620-2		Pavement Markings, Temporary, Yellow (No Beads)		400	SF			\$ 5.00	\$ 2,000.00
20	P-620-4		Pavement Markings, Permanent, Yellow, Reflective (Type III Beads), include microbicide		400	SF			\$ 5.00	\$ 2,000.00
21	P-620-7		Apron Tie-Down Anchor (Furnish & Install)		18	EA			\$ 375.00	\$ 6,750.00
22	T-901-1		Permanent Seeding, including Seed, Lime, Fertilizer, & Mulch		2.05	AC			\$ 4,000.00	\$ 8,200.00
23	T-905-1		Topsoil (Obtained on Site)		720	CY			\$ 25.00	\$ 18,000.00
24	T-905-2		Topsoil (Furnished from Off the Site)		370	CY			\$ 50.00	\$ 18,500.00
APRON BASE BID TOTAL \$ 1,454,920.00										
Bid Additive #1: New Taxiway C Connector										
1	C-100-1		Contractor Quality Control Program (CQCP)		1	LS			\$ 85,000.00	\$ 85,000.00
2	C-102-5		Temporary Fiber Roll Check Dam (Installation, Maintenance, & Removal)		1	EA			\$ 1,500.00	\$ 1,500.00
3	C-102-6		Temporary Rock Pipe Inlet Protection (Installation, Maintenance, & Removal)		1	EA			\$ 1,500.00	\$ 1,500.00
4	C-102-7		Rip-rap Outlet Protection, NCDOT Class B		20	SY			\$ 160.00	\$ 3,200.00
5	C-102-9		Erosion Control Matting		8,300	SF			\$ 0.25	\$ 2,075.00
6	C-102-10		Temporary Seeding & Mulching		1.20	AC			\$ 2,300.00	\$ 2,760.00
7	C-105-1		Mobilization (10%)		1	LS			\$ 80,000.00	\$ 80,000.00
8	P-101-1		Asphalt Cold Milling (Profiling, Milling, Variable Depth)		200	SY			\$ 65.00	\$ 13,000.00
9	P-152-1		Unclassified Excavation		1,300	CY			\$ 65.00	\$ 84,500.00
10	P-152-2		Undercut Excavation, Replace with Backfill		260	CY			\$ 90.00	\$ 23,400.00
11	P-152-3		Embankment in Place		200	CY			\$ 400.00	\$ 80,000.00
12	P-209-1		Crushed Aggregate Base Course (6" Depth)		300	CY			\$ 173.00	\$ 51,900.00
13	P-401-1		Asphalt Surface Course		500	TON			\$ 294.00	\$ 147,000.00
14	P-603-1		Emulsified Asphalt Tack Coat		200	GAL			\$ 4.50	\$ 900.00
15	P-620-2		Pavement Markings, Temporary, Yellow (No Beads)		700	SF			\$ 3.50	\$ 2,450.00
16	P-620-4		Pavement Markings, Permanent, Yellow, Reflective (Type III Beads), include microbicide		700	SF			\$ 3.50	\$ 2,450.00
17	P-620-5		Pavement Markings, Permanent, Black, include microbicide		240	SF			\$ 3.50	\$ 840.00
18	P-620-6		Existing Pavement Markings Removal		60	SF			\$ 20.00	\$ 1,200.00

Firm: Barnhill Contracting Company PO Box 35376 Fayetteville, NC 28303-5376 L-03194						
NC Contractor's License No.						
ITEM NO.	SPECIFICATION REFERENCE	DESCRIPTION	EST QTY	UNIT	UNIT PRICE	TOTAL PRICE
19	D-701-1	15-inch RCP, Class V (Furnish & Install)	216	LF	\$ 216.00	\$ 46,656.00
20	D-701-3	Pre-cast Concrete Cross Pipe End Section (15-inch) (Furnish & Install)	4	EA	\$ 2,675.00	\$ 10,700.00
21	T-901-1	Permanent Seeding, including Seed, Lime, Fertilizer, & Mulch	1.20	AC	\$ 4,000.00	\$ 4,800.00
22	T-905-1	Topsoil (Obtained on Site)	480	CY	\$ 25.00	\$ 12,000.00
23	T-905-2	Topsoil (Furnished from Off the Site)	220	CY	\$ 50.00	\$ 11,000.00
24	L-105-1	Demolish Existing Fixture/Base Can in Turf	9	EA	\$ 215.00	\$ 1,935.00
25	L-105-2	Demolish Existing Sign and Foundation	1	EA	\$ 700.00	\$ 700.00
26	L-105-3	Miscellaneous Electrical Demolition	1	LS	\$ 41,000.00	\$ 41,000.00
27	L-108-1	No. 6 AWG, Solid, Bare Counterpoise Wire, Installed in Trench, Above the Duct Bank or Conduit, Including Ground Rods and Ground Connectors	2,400	LF	\$ 3.00	\$ 7,200.00
28	L-108-2	3/4" x 10' Copper Clad Ground Rod - Supplemental	40	EA	\$ 155.00	\$ 6,200.00
29	L-108-3	Trench for Cable Installation, including restoration	1,600	LF	\$ 4.30	\$ 6,880.00
30	L-108-4	No. 8 AWG, 5 kV, L-824, Type C Cable	2,100	LF	\$ 2.70	\$ 5,670.00
31	L-110-1	2 Way 4-inch Schedule 40 PVC Conduit - Concrete Encased	100	LF	\$ 43.00	\$ 4,300.00
32	L-115-1	Electrical Junction Can Plaza - 2 L-867D Base Cans	2	EA	\$ 6,500.00	\$ 13,000.00
33	L-125-1	L-861T(L) LED Elevated Taxiway Edge Light - Base Mounted Installed in Turf	8	EA	\$ 1,700.00	\$ 13,600.00
34	L-125-2	L-861T(L) LED Elevated Taxiway Edge Light - Stake Mounted Installed in Turf	17	EA	\$ 820.00	\$ 13,940.00
35	L-125-3	L-858 LED Sign, 1-Module	2	EA	\$ 4,900.00	\$ 9,800.00
36	L-125-4	L-858 LED Sign, 2-Module	1	EA	\$ 5,000.00	\$ 5,000.00
37	L-125-5	L-858 LED Sign, 4-Module	1	EA	\$ 7,900.00	\$ 7,900.00
BID ADDITIVE #1 TOTAL					\$	\$ 805,956.00

Bid Additive #2: Connector Taxiways Fillet Widening						
1	C-100-1	Contractor Quality Control Program (CQCP)	1	LS	\$ 103,000.00	\$ 103,000.00
2	C-102-5	Temporary Fiber Roll Check Dam (Installation, Maintenance, & Removal)	2	EA	\$ 1,500.00	\$ 3,000.00
3	C-102-6	Temporary Rock Pipe Inlet Protection (Installation, Maintenance, & Removal)	1	EA	\$ 1,500.00	\$ 1,500.00
4	C-102-7	Rip-rap Outlet Protection, NCDOT Class B	20	SY	\$ 156.56	\$ 3,131.20
5	C-102-9	Erosion Control Matting	15,300	SF	\$ 0.25	\$ 3,825.00
6	C-102-10	Temporary Seeding & Mulching	2.10	AC	\$ 2,000.00	\$ 4,200.00
7	C-105-1	Mobilization (10%)	1	LS	\$ 131,000.00	\$ 131,000.00
8	P-101-1	Asphalt Cold Milling (Profiling Milling, Variable Depth)	2,500	SY	\$ 35.00	\$ 87,500.00
9	P-101-2	Asphalt Pavement Removal (including Asphalt and Base Course Removal)	300.0	SY	\$ 82.00	\$ 24,600.00
10	P-101-3	Asphalt Crack Repair	1,000	LF	\$ 2.50	\$ 2,500.00
11	P-101-7	Placement of Millings in Onsite Stockpile	300	CY	\$ 5.00	\$ 1,500.00
12	P-101-9	Removal of Existing Drop Inlet	2	EA	\$ 2,000.00	\$ 4,000.00
13	P-152-1	Unclassified Excavation	500	CY	\$ 105.00	\$ 52,500.00
14	P-152-2	Undercut Excavation, Replace with Backfill	50	CY	\$ 150.00	\$ 7,500.00
15	P-152-3	Embankment in Place	100	CY	\$ 375.00	\$ 37,500.00
16	P-209-1	Crushed Aggregate Base Course (6" Depth)	200	CY	\$ 330.00	\$ 66,000.00
17	P-401-1	Asphalt Surface Course	800	TON	\$ 325.00	\$ 260,000.00
18	P-603-1	Emulsified Asphalt Tack Coat	300	GAL	\$ 4.50	\$ 1,350.00
19	P-620-2	Pavement Markings, Temporary, Yellow (No Beads)	5,000	SF	\$ 1.00	\$ 5,000.00
20	P-620-4	Pavement Markings, Permanent, Yellow, Reflective (Type III Beads), include microbicide	5,000	SF	\$ 1.00	\$ 5,000.00
21	P-620-5	Pavement Markings, Permanent, Black, include microbicide	5,000	SF	\$ 0.75	\$ 3,750.00
22	P-620-6	Existing Pavement Markings Removal	1,300	SF	\$ 4.00	\$ 5,200.00
23	D-701-2	24-inch RCP, Class V (Furnish & Install)	46	LF	\$ 324.00	\$ 14,904.00
24	D-751-1	Concrete Grated Drop Inlet, NCDOT Type 'D' (Furnish & Install)	3	EA	\$ 16,500.00	\$ 49,500.00

Firm: Address: NC Contractor's License No.				Barnhill Contracting Company PO Box 35376 Fayetteville, NC 28303-5376 L-03194		
ITEM NO.	SPECIFICATION REFERENCE	DESCRIPTION	EST QTY	UNIT	UNIT PRICE	TOTAL PRICE
25	D-751-2	Convert Existing Drop Inlet to Manhole	1	EA	\$ 8,500.00	\$ 8,500.00
26	T-901-1	Permanent Seeding, including Seed, Lime, Fertilizer, & Mulch	2.10	AC	\$ 4,000.00	\$ 8,400.00
27	T-905-1	Topsoil (Obtained on Site)	820	CY	\$ 25.00	\$ 20,500.00
28	T-905-2	Topsoil (Furnished from Off the Site)	380	CY	\$ 50.00	\$ 19,000.00
29	L-105-1	Demolish Existing Fixture/Base Can in Turf	85	EA	\$ 215.00	\$ 18,275.00
30	L-105-2	Demolish Existing Sign and Foundation	12	EA	\$ 600.00	\$ 7,200.00
31	L-105-3	Miscellaneous Electrical Demolition	1.0	LS	\$ 48,000.00	\$ 48,000.00
32	L-108-1	No. 6 AWG, Solid, Bare Counterpoise Wire, Installed in Trench, Above the Duct Bank or Conduit, Including Ground Rods and Ground Connectors	11,100	LF	\$ 3.00	\$ 33,300.00
33	L-108-2	3/4" x 10' Copper Clad Ground Rod - Supplemental	130	EA	\$ 165.00	\$ 21,450.00
34	L-108-3	Trench for Cable Installation, including restoration	6,400	LF	\$ 3.70	\$ 23,680.00
35	L-108-4	No. 8 AWG, 5 kV, L-824, Type C Cable	10,400	LF	\$ 3.00	\$ 31,200.00
36	L-110-1	2 Way 4-inch Schedule 40 PVC Conduit - Concrete Encased	150	LF	\$ 51.00	\$ 7,650.00
37	L-115-1	Electrical Junction Can Plaza - 2 L-867D Base Cans	10	EA	\$ 6,000.00	\$ 60,000.00
38	L-125-1	L-861T(L) LED Elevated Taxiway Edge Light - Base Mounted Installed in Turf	11	EA	\$ 1,500.00	\$ 16,500.00
39	L-125-2	L-861T(L) LED Elevated Taxiway Edge Light - Stake Mounted Installed in Turf	73	EA	\$ 675.00	\$ 49,275.00
40	L-125-3	L-858 LED Sign, 1-Module	6	EA	\$ 3,800.00	\$ 22,800.00
41	L-125-4	L-858 LED Sign, 2-Module	3	EA	\$ 5,700.00	\$ 17,100.00
42	L-125-5	L-858 LED Sign, 4-Module	3	EA	\$ 7,900.00	\$ 23,700.00
BID ADDITIVE #2 TOTAL					\$	1,314,490.20
TOTAL BID (RUNWAY + APRON + BID ADDITIVE #1 & #2 ITEMS)					\$	6,089,166.20



Project No.: WKD #20220029.00.RA

Location: Terminal Building, 466 Airport Rd, Elizabethtown, NC 28337

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Bid Sign-In Sheet

Project: Runway & Apron Pavement Rehabilitation

WKD Project No.: 20220029.00.RA

Bid Date/Time: June 21, 2023, at 2:00 PM

Location: Terminal Building Conference Room of Curtis L. Brown, Jr. Airport (EYF), 466 Airport Rd, Elizabethtown, NC 28337

Name	Company	Telephone #	E-mail Address
1. Jason Kennedy	WKD	919-256-5615	ikennedy@wkdickson.com
2. Ayden Chung	WKD	910-442-1852	achung@wkdickson.com
3. Russell Worley	Town of Elizabethtown	910-874-3719	rworley@elizabethtown.nc.069
4. Peter D. Deane	Town of Elizabethtown	910-874-5814	pdeane@elizabethtown.nc.069
5. Lane Bullard	Barhill Contracting Company	910-650-4726	lbullard@barhillcontracting.com
6. DANE RIDGOUT	Town of ELIZABETHTOWN	910-874-1954	DRIDGOUT@ELIZABETHTOWN.NC.069
7.			
8.			
9.			
10.			
11.			
12.			

June 30, 2023

Mr. Dane Rideout, Town Manager
Town of Elizabethtown
805 West Broad Street
Elizabethtown, North Carolina, 28337

**RE: Bid Tabulation and Recommendation
Town of Elizabethtown, North Carolina
Curtis L. Brown Jr. Field Airport (EYF)
Runway and Apron Pavement Rehabilitation Project
WKD Project #20220029.00.RA**

Dear Mr. Rideout,

We have reviewed the bid received for the Runway and Apron Pavement Rehabilitation project. Below is a summary of our review and recommendation regarding this bid proposal.

On June 7, 2023, a public bid opening was held. At this meeting one bidder presented a bid proposal. Because less than three bids were received, in accordance with applicable bidding laws, the project was re-bid and a second bid opening was held on June 22, 2023, 2:00 pm local time, at the Curtis L. Brown Jr. Field Airport Terminal Building. At this meeting one (1) bid was received from Barnhill Contracting Company. The bid proposal was publicly read and later reviewed for completeness.

A summary of the bid review findings is listed below:

1. The required forms were submitted correctly.
2. The math on the proposal is correct, no corrections are needed.
3. Numerical figures match written words on bid.
4. As of the date of this letter, Barnhill Contracting Company NC license as a General Contractor is active (unclassified/unlimited).
5. Contract provision certifications have been provided.
6. As of the date of this letter, Barnhill Contracting Company and the proposed sub-contractors are all listed on NCDOT's prequalified contractors list.

The bid proposal included two base bid schedules of work and 2 additive bid schedules of work. Based on our understanding of the construction budget for this project, we anticipate the selection of the Runway Pavement Rehabilitation and Apron Pavement Rehabilitation Base Bids resulting in a construction contract amount of \$3,968,720.00.

Based on our review of the bid proposal provided, we recommend that the Town of Elizabethtown and Curtis L. Brown Jr. Field Airport award the contract in the amount of \$3,968,720.00 to Barnhill Contracting Company for completion of the project.

We appreciate the opportunity to assist the Town of Elizabethtown and Curtis L. Brown Jr. Field Airport with this project. If you have any questions, please contact me at jkennedy@wkdickson.com or 919-256-5615.

Sincerely,

W. K. Dickson & Co., Inc.



Jason P. Kennedy, PE
Project Manager

Enclosures



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 10, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Proposal - Fog Sealing for Remaining Streets

BACKGROUND: Assistant Town Manager Pat DeVane can be called upon to present this agenda item. He has received a Proposal from Riley Paving in the amount of \$66,780.00 for Fog Sealing the remaining streets. If Town Council approves to move forward with this work, per the Proposal, the contractor will not be able to begin the work until November 1, 2023 weather permitting.

Copy of Proposal provided.

SUGGESTED ACTION: Council is requested to accept the Proposal.

ATTACHMENTS:

[Peak Agenda Attachment - Riley Paving Proposal - Fog Sealing Process - 7.10.23.pdf](#)

Proposal**RILEY PAVING**

POST OFFICE BOX 649--SUPPLY, NORTH CAROLINA 28462-- (910) 638-5177

NC License 5754

06/29/23

TOWN OF ELIZABETHTOWN
805 W Broad Street
ELIZABETHTOWN, NC 28337

ATTN: PAT DEVANE

Item 1 FOG SEALING (Estimated 83,475 SY) .80/SY
 Roads will be Swepted in preperation for FOG SEAL
 All Remaing roads on the DF00309 Contract will Receive Fog Seal

\$66,780.00

Vacuum Truck Not Included
 Work to begin no earlier than November 1, 2023 Weather Permitting

We propose hereby to furnish material and labor--complete in accordance with above specifications, for the sum of:

dollars (\$ _____)

Payment to be made as follows:

NET 10 DAYS UPON RECEIPT OF INVOICE

RILEY PAVING, INC.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature _____

JIM HOBBS

Note: this proposal may be withdrawn by us if not accepted within
 FIVE (5) days.

Acceptance of Proposal -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Signature _____

Date of acceptance _____

Signature _____



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 10, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Request for Designation of Deputy Finance Director

BACKGROUND: Finance Director Sharon Penny is requesting that Council consider the designation of Ms. Santanna Edwards as the Town's Deputy Finance Director.

Copy of Request provided.

SUGGESTED ACTION: Council is requested to make the designation of Ms. Santanna Edwards as the Town's Deputy Finance Director.

ATTACHMENTS:

[Peak Agenda Attachment - Request for Designation of Deputy Finance Director - 7.10.23.pdf](#)

TOWN OF
ELIZABETHTOWN

805 West Broad Street
Post Office 700
Elizabethtown, NC 28337

TOWN MANAGER'S OFFICE

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

TO: Town Council

From: Sharon Penny, Finance Director

DATE: June 26, 2023

RE: Designation of Deputy Finance Director

Council is requested to designate Santanna Edwards as Deputy Finance Director for the purpose of pre-auditing disbursements.

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



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 10, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Appointments - Elizabethtown ABC Commission; Elizabethtown Airport/Economic Development Commission; Bladen Housing Authority; and Local Firefighters' Relief Fund Trustees

BACKGROUND: For the **ABC Commission**, Board Member Glendell Robinson's term expires;
For the **Airport Commission**, Chairman Fred Tate requested one-year term appointments;
For the **Bladen Housing Authority**, Board Member Jessica Graham has agreed to serve another term and one vacancy remains for Town Council to fill; and
For the **Local Firefighters' Relief Fund Trustee Board**, Board Members Wayne Edge (1-Year Term) and Larry Richards (2-Year Term) need to be considered for reappointment.

Copy of Bladen Housing Authority Board Members provided - one existing vacancy.

SUGGESTED ACTION: Council is requested to make the appointments.

ATTACHMENTS:

Peak Agenda Attachment - Bladen Housing Authority Board Members - 7.10.23.pdf

Board of Commissioners - Bladen Housing Authority

- Erica Campbell, Chairman
 - Marlowe Grant, Vice-Chairman
 - Jessica Graham, Commissioner
 - Johnnie Martin, Commissioner
 - John McCoy, Commissioner
 - Shirley McKoy, Commissioner
 - Aquenetta Robinson, Commissioner
 - Louella Thompson, Commissioner
-

The Bladen Housing Authority Board of Commissioners meets at 6:00 PM with rotating sites as follows:

- June 27th, 2023, at Oakdale Homes Community Building
- August 22nd, 2023, at Benjamin Manor Community Building
- October 24th, 2023, at Oakdale Homes Community Building
- December 19th, 2023, at Benjamin Manor Community Building
- February 27th, 2024, at Oakdale Homes Community Building
- April 23rd, 2024, at Benjamin Manor Community Building
- June 25th, 2024, at Oakdale Homes Community Building
- August 27th, 2024, at Benjamin Manor Community Building
- October 22nd, 2024, at Oakdale Homes Community Building
- December 17th, 2024, at Benjamin Manor Community Building



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COUNCIL AGENDA ITEM REPORT

DATE: July 10, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Monthly Financial Report

BACKGROUND: Finance Director Sharon Penny may be called upon to present this agenda item.

Copy of Financial Report provided.

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

ATTACHMENTS:

[Peak Agenda Attachment - Financial Report - 7.10.23.pdf](#)

ELIZABETHTOWN as of June 26, 2023

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2022-2023 REVENUES

100% YEAR COMPLETED

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 6-26-2023	% of Budget
GENERAL FUND			
Ad Valorem & BID Taxes	1,779,484	1,800,202.17	101.2%
Vehicle Taxes	185,000	176,100.45	95.2%
Local Option Sales Taxes	750,000	647,963.53	86.4%
Utility Franchise Taxes	290,000	235,394.07	81.2%
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	1,275,127.89	100.0%
Bladen Fire District	206,000	205,959.00	100.0%
Solid Waste fees	1,067,000	1,118,046.81	104.8%
Permits & Fees	34,892	29,931.50	85.8%
FEMA reimbursement	0	0.00	0.0%
Rental Income	108,772	103,748.31	95.4%
Salary & Admin. Reimbursements	79,669	56,763.29	71.2%
Miscellaneous Revenues	346,415	370,123.07	106.8%
Federal ARPA Funding	542,892	542,892.67	100.0%
General Fund Balance Approp.	564,702		0.0%
TOTAL GENERAL FUND	7,548,954	6,853,573.19	90.8%
WATER FUND			
Water fees	792,570	802,105.99	101.2%
Sewer fees	956,820	977,300.91	102.1%
Miscellaneous Revenue	135,200	171,934.01	127.2%
Utility Fund Balance Approp.	0		0.0%
TOTAL WATER FUND	1,884,590	1,951,340.91	103.5%

FINANCIAL REPORT

As indicated in the table to the left, Elizabethtown has received \$6,853,573 of its General Fund budgeted revenues during the reporting period, which began July 1, 2022. \$1,951,341 of the Water Fund budgeted revenues has also been received. As of June 26, 2023, 98% 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 93%.

Sales Tax estimate for April, May, & June @ \$215,000
Utility Franchise Tax Estimate for June @ \$65,000

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2022-2023 EXPENDITURES

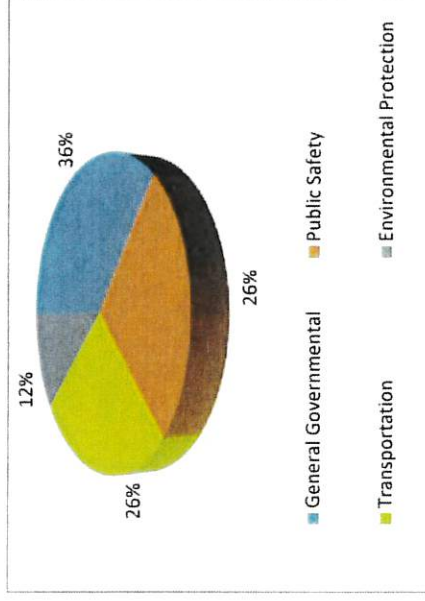
Department	Fiscal Year Budget	Actual Y-T-D as of 6-26-2023	% of Budget
Governing Body	88,350	80,908.36	91.6%
Administration	687,862	629,566.80	91.5%
Finance	286,800	254,661.77	88.8%
Public Works	491,962	381,134.16	77.5%
Technology	55,000	41,795.65	76.0%
Public Facilities	165,850	141,363.85	85.2%
Police	1,554,615	1,349,650.98	86.8%
Fire	962,234	883,673.85	91.8%
Streets	670,869	604,281.36	90.1%
Powell	131,000	34,907.19	26.6%
Street Improvement Project	1,275,128	282,246.88	22.1%
Solid Waste	580,000	520,151.08	89.7%
Planning & Economic Develop.	154,102	133,024.13	86.3%
Recreation	91,000	76,587.76	84.2%
Farmers' Market	50,300	23,949.69	0.0%
Airport	120,369	117,045.53	97.2%
Special Appropriations	183,513	118,605.62	64.6%
GENERAL FUND TOTAL	7,548,954	5,673,554.66	75.2%
WATER FUND			
Water	846,404	732,346	86.5%
Sewer	938,186	857,431	91.4%
Tank Maintenance & Transfer Out	100,000	100,000	100.0%
WATER FUND TOTAL	1,884,590	1,689,776.96	89.7%

REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	0	\$	1,180,019
WATER FUND	0	\$	261,564

TOTAL COMBINED FUNDS

0	\$	1,441,582
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As of June 26, 2023, Elizabethtown has expended \$5,673,555 of this fiscal year's \$6.9 million General Fund operating budget and \$1,689,777 from it's Water Fund budget. The total expenditures for the combined funds equate to approximately 78% of the current operating budget.

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



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COUNCIL AGENDA ITEM REPORT

DATE: July 10, 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.

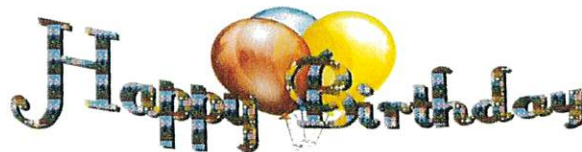
ATTACHMENTS:

[Peak Agenda - Briefly - 7.10.23 Rescheduled Town Council Meeting.docx](#)
[Peak Agenda Attachment - Department Head Update Report - July 2023.pdf](#)

To: Mayor and Town Council
From: Dane Rideout, Town Manager
Subject: "Briefly"
Date: July 10, 2023

The following items are provided as information to Council:

- The Department Head Update Report is provided as a separate attachment.
- July 18th at 5:00 p.m. – Chamber "After Hours Event" at the Cape Fear Vineyard and Winery.
- Sunset Jam Concert for July 21st: "Chairmen of the Board" band will be playing at Goldston's Beach from 7 p.m. – 10 p.m.



FOR THE MONTH OF JULY

07/21 – Dwayne Cheshire, Police Lieutenant
07/29 – Hugh Bledsoe, WWTP Operator



Department Head Updates

July 2023

COMMUNICATION AND MARKETING

Terri Dennison

FARMERS MARKET HOSTS CONCERTS AND LOCAL FARMERS



The Farmer's Market has been bustling this past month with local farmers selling their produce on most days. Barefoot Sandwich Shoppe hosted several local musicians on Friday nights. The band, *Autumn Tyde*, performed the first Sunset Jam on June 16 and the monthly Coffee & Cars event on the 3rd Saturday is continually increasing in numbers.

Leadership Class Learns About Human Services and Emergency Services



The Leadership Bladen class was introduced to issues and concerns in health, human services, and emergency services in the county at their June session. Their visits included a discussion about community health needs and services with Cape Fear Valley – Bladen Hospital's Stephen Fife and Bladen County Health and Human Service Director, Dr. Terri Duncan. They toured the Bladen County jail, White Lake Training Center and the Elizabethtown Fire Station with a final visit to the Emergency Management Service office.

In picture: Elizabethtown Fire Chief Hollis Freeman discusses the management, budget and needs of a town-based fire department.



CAROLINA QUICKCARE HOLDS RIBBON CUTTING AND GRAND OPENING ON JUNE 29

The Elizabethtown-White Lake Area Chamber of Commerce hosted a ribbon cutting for Carolina QuickCare on June 29. On hand to welcome the business were Mayor Pro Tem Rufus Lloyd, Elizabethtown Town Manager Dane Rideout and several Chamber Board Directors.

AVIAATION CAMP GETS ATTENTION OF MEDIA



Several news stations responded to the invitation to cover the Aviation Camp at Curtsi Brown Airport.

Coverage by WECT-TV: <https://www.wect.com/2023/06/09/elizabethtown-summer-camp-aims-grow-interest-aviation-industry/>

In picture: WECT-TV reporter filming as the students learn about drones.

JUNE PROMOTIONS



The Chamber coordinated the following promotions this month:

A full-page ad with the Bladen Journal promoting the Fourth of July sidewalk sales. Three downtown businesses participated. The ad appeared in print on the back cover of the June 27 issue and on-line on both the Journal's and Chamber's Facebook page.

A Radio Campaign on the Cross station in eastern NC is promoting Elizabethtown and White Lake for summer visits. This co-op features a :15 second intro and end encouraging people to visit the area, which wraps around a 30 second spot for a local business. Six businesses participated.

Two brochure racks have been purchased for the Farmers Market. One rack was filled in time for the Fourth of July weekend. Signage is being developed.

OTHER ACTIVITIES

The 250th Anniversary Committee agreed to cancel the July 8 event and focus on creating a memorable Homecoming" event on September 23.

As part of the UPLIFT program, T. Dennison was interviewed by Magellan Tourism Strategies on the current and potential state of tourism in the county.

PICTURES FROM AVIATION CAMP



FIRE DEPARTMENT

Hollis Freeman



- Call Report for June
- Total Structure Fires- 3
- Total Other Fires- 8
- EMS Calls- 35
- Special Responses- 0
- Service Calls- 7
- Other Incidents- 17
- Total Calls for May- 70
- Fire Hydrants Tested- 19
- Fire Inspections Completed- 11
- Total Training Hours Completed by All Members- 114 hours

Events Covered

- Concert Coverage at Cape Fear Winery 06/09/2023
- Juneteenth Parade Detail 06/19/2023

POLICE DEPARTMENT

Tony Parrish

Stats for 5/29 – 7/2	
Calls for Service	559
Reports Taken	103
Arrests	20
Traffic Collisions	22
Traffic Citations	38
Warning Tickets	16

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. There was a total of 3 contractors involved in leak repairs, 6 service leak repairs, 2-meter replacements, 1 new service tap install and 1 sewer cleanout repair performed in the drinking water system. Additionally, staff responded to 2 special circumstance calls as community support effort. One was assisting the Cape Fear Valley, Bladen County Hospital by flushing a sewer line backup on their lateral line and the other was repairing a 6" water main at Bladen Community College. ±211 manual meter reads for billing, ±40 re-reads of meters for billing and 25 Cut-offs/Cut-ons related to the billing operations. Star Communications is continuing fiber installation activities within Elizabethtown. This activity significantly increases staff workloads to perform utility locates ahead of the contractor. While communications have improved throughout the project, damage to existing infrastructure still occurs and further affects workload. Lastly, we are down one employee as Nicholas Kauffman has resigned from his position with the town.

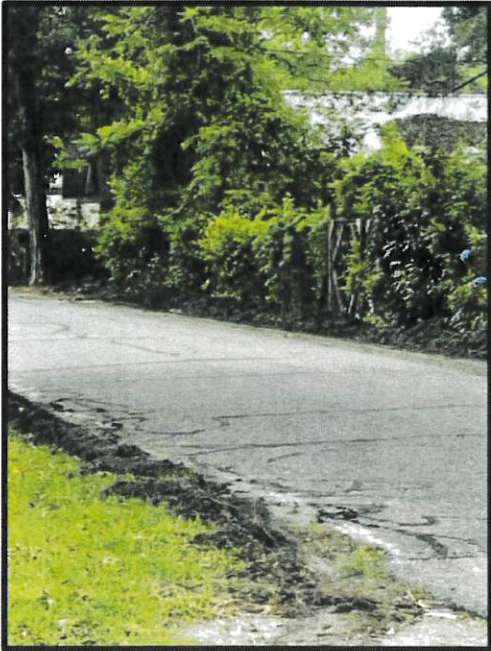


Wastewater Treatment Plant - Hugh Bledsoe

- All routine sampling, testing and general plant operating processes were executed as required. Plant equipment preventative maintenance has been completed as required.
- Continued sludge thickening to reduce hauling expenses.
- Assisted McGill Environmental in hauling 5 loads of thickened sludge from the SBR Digester and 5 loads from the sludge holding basin.
- Completed and submitted monthly discharge monitoring reports to NCDEQ for May, no violations.
- Pulled quarterly Toxicity samples for testing by contract lab, passed.
- Replaced the chlorine bleach pump with a higher capacity pump.
- Attended the semiannual meeting of the Cape Fear River Basin Authority.
- Assisted Ricky Smith during annual Collection System Inspection performed by regulators from the Fayetteville branch of the DWQ, received clean report.
- Performed required semiannual stormwater outfall inspections, no issues.
- Attended Professional Wastewater Operators Commission Meeting at the Wallace WWTP and toured their upgraded facility with SBR's like the ones we are purposing to install.

Facilities Management – Greg Taylor

During the month of June Greg has had to work closely with the Street Department, by creating weekly grass cutting schedules. They have also had the task of cleaning road shoulders where the streets had been scraped for chip seal. There have been some repairs made at the farmers which included replacing a commode in the men's restroom which was cracked and leaking. The locksmith was also called in to work on Bo Barefoot's lock and Burney's. Routine filter change for the HVAC units was also completed. Greg will continue to work on planning schedules for daily grass cutting as well as coming up with schedules to cut outfall lines and other areas around town.



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

Staffing is currently down 2 positions in the Streets/Parks department. 2 temporary employees are being utilized from First Source Staffing to fill the positions and at least one of those individuals may be hired permanently. Staff has worked exceptionally hard to address the unanticipated road edge cleanup effort that was a part of the chip-seal and fog-seal efforts on the roads. Tracy Priest was a huge help, stepping outside his normal responsibilities to help with the effort. At this point there are some areas east of 701 that will still need some work, but generally most areas of concern have been addressed. Grass cutting efforts have generally stayed on schedule and mowing continues to be an ongoing focus for the season. Downtown received a new covering of mulch and weeds were pulled in the process. Airport spraying and mowing will be started at the beginning of July utilizing our smaller tractor to complete the work. The Case normally used to perform the airport work is in the shop for PTO repairs. We expect it to return to service in early July. Thanks to the Elizabethtown Fire Department for flushing off the pier at the Lock and Dam. Wood repairs for some areas of the pier are being planned and estimated.

Fleet Maintenance - Tracy Priest

Mr. Priest serviced 7 mowers, 2 small equipment item and other equipment, 11 large pieces of equipment, 8 Police Vehicles, 0 Fire Department Vehicle, 1 Public Works Vehicles, 0 Admin Vehicles and various other tasks as assigned. A special thanks to Mr. Priest for helping with the road edge cleanup while we were short-handed. He went outside his normal responsibilities to run equipment, oversee staff and operate the sweeper truck.

TOWN CLERK

Juanita Hester

- In coordination with the Manager, the Clerk prepared the agenda material for the 6/23/2023 Special Called Meeting and made distribution to Council, Staff and Press.
- For the Rezone Requests scheduled for the 6/23/23 Special Called Meeting, the Clerk prepared the Letters of Notice and mailed them to the adjacent property owners as well as preparation of the appropriate Certifications. The Public Hearing Notices were submitted for publication in the newspaper for two consecutive weeks.
- Prepared Staff Meeting Outline for the July 10th Rescheduled meeting for Town Manager review.
- In coordination with the Manager, Clerk prepared the agenda material for the 7/10/23 Rescheduled Town Council meeting, 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 Notices for the Juneteenth Holiday, Independence Day Holiday and July Town Council Reschedule Meeting Date for distribution and posting.
- Weekly Friday Memos were prepared by the Clerk and distributed to Town Council and Department Heads.
- The follow-ups, distribution of documents and publication of the approvals for the 6/5/23 and 6/23/23 Town Council meetings were handled by the Clerk.
- A Public Records Request was received on 6/8/23 from Deltek, Inc. and response emailed on 6/8/23 for documents and specifications related to the Bid Advertisement for the CDBG-NR Rehabilitation project by the Adams Company.
- On 6/8/23, Clerk made notification to Mrs. Theresa Lloyd at Paul R. Brown Leadership Academy of Town Council's Rescheduled July 10, 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.



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 10, 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 - 7.10.23 TC Meeting .docx](#)



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: July 10, 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: