



**ELIZABETHTOWN
COUNCIL
REGULAR MEETING**
7:00 PM, Monday, August 7, 2023

1. OPENING AND CALL TO ORDER
 - 1.1 Opening and Call to Order
Mayor Sylvia Campbell will call the meeting to order.
2. PRESENTATION OF COLORS, PLEDGE OF ALLEGIANCE AND INVOCATION
 - 2.1 Presentation of Colors, Pledge of Allegiance and Invocation
Cadets from the Paul R. Brown Leadership Academy will present the Colors and all will join in reciting the Pledge of Allegiance.
3. APPROVE CONSENT AGENDA ITEMS
 - 3.1 Approve Consent Agenda Items
Council is requested to approve the Consent Agenda items presented.
[Peak Agenda - Consent Agenda Documentation - 8.7.23.pdf](#)
4. SPECIAL RECOGNITIONS
 - 4.1 Special Recognitions: Dana Melvin Mills, Tammy Elliott, Yolanda Freeman and Amy Stephens (Aviation Camp Student Group Volunteers) - ***Presentations to be made at the Noon Work Session***
Mayor Sylvia Campbell will present Certificates of Appreciation to the Aviation Camp Student Group Volunteers.
[Peak Agenda Attachment - Certificates of Appreciation - Aviation Camp Volunteers - 8.7.23.pdf](#)
5. PUBLIC HEARING

- 5.1 Public Hearing - To Acknowledge Annexation of Territory to the Corporate Limits - Town of Elizabethtown

Council is requested to follow the Hearing Procedure outlined below:

HEARING PROCEDURE:

a) Open the hearing and call upon Planning Director Rusty Worley to present the information; and

b) Solicit relevant public comments and information; and

c) Close the hearing after receiving or not any public comments.

(To Be Considered in Agenda Item #7.1)

[Public Hearing Notice - Annexation of Territory to Corporate Limits - 8.7.23.pdf](#)

[Resolution - Revised - Acknowledging Annexation of Territory to the Corporate Limits - 7.21.23.docx](#)

[Map Copies - Annexation of Territory to the Corporate Limits - 8.7.23.pdf](#)

6. PRESENTATIONS

- 6.1 Town Manager Update

Council is requested to hear the updates.

7. ORDINANCES/RESOLUTIONS/PROCLAMATIONS

- 7.1 Resolution #R-2023-15 - To Acknowledge Annexation of Territory to the Corporate Limits

Council is requested to approve the Resolution.

8. ADMINISTRATIVE MATTERS

- 8.1 One-Stop Voting for Municipal Election

Council is requested to consider Opting Out of One-Stop Voting.

- 8.2 Approve Funding for the Construction of a Cemetery Access Road Adjacent to Airport

Council is requested to approve the funding.

[Peak Agenda Attachment - Cemeteries Adjacent to Airport - 8.7.23.pdf](#)

- 8.3 Fuel Farm Repair at Curtis L. Brown, Jr. Airfield

Council is requested to approve the funding needed to make the Fuel Farm equipment repairs.

[Peak Agenda Attachment - Cost Proposal from Campbell Oil - Fuel Farm Repairs - 8.7.23.pdf](#)

- 8.4 Monthly Financial Report

Council is requested to approve the Monthly Financial Report.

[July 2023 Financial Summary.xlsx](#)

9. OTHER BUSINESS

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

Council is requested to hear the reminders and announcements

[Peak Agenda - Briefly - 8.7.23.docx](#)

[Peak Agenda Attachment - Department Head Update Report - 8.7.23.pdf](#)

10. OPEN FORUM

10.1 Open Forum

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

[Sign-In Sheet - Open Forum - 8.7.23 TC Meeting .docx](#)

11. CLOSED SESSION

11.1 Closed Session - In accordance with NCGS 143-318.11(a)(4) - Economic Development

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

12. OFFER TO PURCHASE - AIRCRAFT HANGAR AT THE ELIZABETHTOWN INDUSTRIAL PARK

12.1 Offer to Purchase - Aircraft Hangar #6 at the Elizabethtown Industrial Park

Council is requested to consider approving the Sale/Purchase Agreement and to authorize Town Manager Dane Rideout to execute the related documents for the hangar purchase.

13. ADJOURNMENT

13.1 Adjournment

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

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COUNCIL AGENDA ITEM REPORT

DATE: August 7, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OPENING AND CALL TO ORDER

SUBJECT: Opening and Call to Order

BACKGROUND:

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

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: August 7, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

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

SUBJECT: Presentation of Colors, Pledge of Allegiance and Invocation

BACKGROUND:

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

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: August 7, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: APPROVE CONSENT AGENDA ITEMS

SUBJECT: Approve Consent Agenda Items

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

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

ATTACHMENTS:

[Peak Agenda - Consent Agenda Documentation - 8.7.23.pdf](#)



**August 7, 2023 Town Council Meeting
Consent Agenda Items**

- A. Proposed Agenda – Agenda considered *proposed* until approved by the Board.
ACTION RECOMMENDED: Approval
- B. July 10, 2023 Rescheduled Noon Work Session Minutes **ATTACH. #B**
ACTION RECOMMENDED: Approval
- C. July 10, 2023 Rescheduled Meeting Minutes **ATTACH. #C**
ACTION RECOMMENDED: Approval
- D. Unpaid Fiscal Years' Tax Collection Report and Order **ATTACH. #D**
ACTION RECOMMENDED: Approval

“UNOFFICIAL”

TOWN OF ELIZABETHTOWN
Noon Meeting
July 10, 2023 Rescheduled Meeting

The Elizabethtown Town Council met for its Noon work session on Monday, July 10, 2023, in the Council Chamber. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Howell Clark Jr., Rich Glenn, Paula Greene, Ricky Leinwand and Herman Lewis, Town Manager Dane Rideout and Town Attorney Goldston Womble. Department Heads in attendance included Police Chief Tony Parrish, Assistant Town Manager Pat DeVane, Planning Director Rusty Worley, Director of Communications & Marketing Terri Dennison, Public Works/Engineering Director Stephen Duffy, Town Clerk Juanita Hester, Fire Chief Hollis Freeman and Finance Director Sharon Penny. No representatives from the Press attended the Noon meeting.

Item #1.1: Opening and Call to Order

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

At this time, Mayor Campbell read aloud a “Thank-you Note” she had received reference the Aviation Summer Camps conducted during the month of June at the Airport Terminal Building for Grades 5-9.

Item #3.1: Approve Consent Agenda Items

This agenda item will be considered at the evening meeting.

Item #4.1: Town Manager Updates:

(1) Mayor Campbell called upon Assistant Town Manager Pat DeVane to give an update on the street paving project. Mr. DeVane noted that the Street Paving Improvements project is a \$2,000,000.00 upgrade project on city streets. From the west end of Town up to Hill Street, Mr. DeVane noted that the chip-seal process had taken place. With the citizens not happy with the chip-seal process, the paving work was stopped short of David Street. The Fog-seal process was then started, but only a portion of the chip-sealed streets were finished with that process because of the contractor’s work schedule. Mr. DeVane noted there were two NC DOT approved companies that could do the Fog-sealing process. For the July agenda, Mr. DeVane obtained a proposal from Riley Paving for Fog-sealing the remaining streets on the east end of Town. It was noted on the proposal that the contractor could not begin work until November 1, 2023 weather permitting. Mr. DeVane explained he was waiting to hear from NCDOT Engineer Ken Clark as to making contact with one other paving company for a possible proposal for Fog-sealing. He was hoping to have another proposal in hand by the evening meeting. Some questions followed from Council Members. Mr. DeVane noted that

if no other proposal could be obtained, Town Council could consider entering into a contract with Riley Paving at the evening meeting.

(2) Mayor Campbell noted that Assistant Town Manager Pat DeVane will provide update on the CDBG-NR Rehabilitation project at the evening meeting.

(3) Mayor Campbell noted that Town Manager Dane Rideout will provide an update on the Community Center project at the evening meeting.

Item #5.1: Professional Services Contract for Administration Services (CDBG-NR Community Center Project) – Insight Planning and Development

After a question was received about the Administration Services contract amount, Town Manager Dane Rideout responded that the contract amount is a “not to exceed” amount. Contract appears in order for approval at the evening meeting.

Item #5.2: Bid Award – Runway & Apron Paving Rehabilitation Project

Mayor Campbell called upon Town Manager Dane Rideout to present. Mr. Rideout noted the project had been rebid by W.K. Dickson with one bid having been received on June 21, 2023. There has to be a special asphalt for Airport paving projects, and the Manager briefly outlined that process. Consideration of this bid award will take place at the evening meeting.

Item #5.3: Proposal – Fog Sealing for Remaining Streets

Assistant Town Manager Pat DeVane noted that Town Council can consider entering into a contract so they can start in November.

Item #5.4: Request for Designation of Deputy Finance Director

Finance Director Sharon Penny is requesting designation of Santanna Edwards as Deputy Finance Director for pre-auditing disbursements and signing purchase orders.

Item # 5.5: Appointments – Elizabethtown ABC Commission; Elizabethtown Airport/Economic Development Commission; Bladen Housing Authority; and Local Firefighters’ Relief Fund Trustees

This agenda item will be considered at the evening meeting.

Item #5.6: Monthly Finance Report

Council will consider at the evening meeting.

Item #6.1: “Briefly”

Town Manager will present at the evening meeting.

Item #7.1: Open Forum

(1) Town Manager Dane Rideout noted that a company is coming July 11, 2023, along with Brian Crawford and Wendell Davis with SanfordHolshouser, for the Thrive grant project. The investors will look at the Newtown area for blighted properties.

(2) There was an airplane mishap at the Airport that closed it down for 7 hours. It was a float plane going to Florida. The FAA suspended the pilot’s license.

(3) Mr. Robert Brooks, property owner of 312 Martin Luther King, may attend the evening meeting.

(4) DEQ will inspect Accent Dye July 24, 2023 to see what can be done to clean the property up.

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

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, Admin Asst/CTC/Deputy Town Clerk

TOWN OF ELIZABETHTOWN
July 10, 2023 Rescheduled Meeting

The Elizabethtown Town Council met for its rescheduled meeting on Monday, July 10, 2023, in the Council Chamber. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Howell Clark Jr., Rich Glenn, Paula Greene, Ricky Leinwand and Herman Lewis, Town Manager Dane Rideout and Town Attorney Goldston Womble.

Department Heads in attendance included Police Chief Tony Parrish, Assistant Town Manager Pat DeVane, Planning Director Rusty Worley, Director of Communications & Marketing Terri Dennison, Public Works/Engineering Director Stephen Duffy, Town Clerk Juanita Hester, Fire Chief Hollis Freeman and Finance Director Sharon Penny. Representative from the Press was Sara Fox, “Bladen Journal.”

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

Item #3.1: Approve Consent Agenda Items

Upon a motion by Council Member Howell Clark Jr., seconded by Council Member Rich Glenn, the Board unanimously approved the following Consent Items as presented: A. Proposed Agenda, B. June 5, 2023 Noon Work Session, C. June 5, 2023 Regular Meeting Minutes, D. June 23, 2023 Special Called Meeting Minutes.

Item #4.1: Town Manager Updates:

- (1) Mayor Campbell called upon Assistant Town Manager Pat DeVane to give an update on the street paving project. Mr. DeVane noted that 3 years ago the Town started a highway study for the streets to bring them up to par. SEPI Engineer graded our streets from worst to best. After 6 months of investigation, they recommended that the Town pave, patch pot holes, crack-seal city streets and finish with chip-seal. The process started last month but there were several complaints, so the work was stopped. Fog sealing was done in Forest Hills and west of Forest Hills. The crew is now busy and they are scheduled 2 years out. The intent is to go back and Fog seal in November.
- (2) Assistant Town Manager noted that the Town is waiting on the HUD Environmental report from the Federal Government for CDBG-NR Community Center Project.
- (3) Town Manager Dane Rideout noted that the Town is waiting on approval from the Federal Government.

Item #5.1: Professional Services Contract for Administration Services (CDBG-NR Community Center Project) – Insight Planning and Development

Town Planner Rusty Worley noted that Insight is a company from Wilmington that will process grant information and reports. Council Member Howell Clark Jr., seconded by Council Member Rich Glenn, moved to approve Professional Services Contract for Administration Services (CDBG-NR Community Project) -Insight Planning and Development (Unanimous). Copy attached and incorporated herein by reference.

Item #5.2: Bid Award – Runway & Apron Paving Rehabilitation Project

Mayor Campbell called upon Town Manager Dane Rideout to present. Mr. Rideout noted the project had been rebid by W.K. Dickson with one bid having been received on June 21, 2023. There will be milling and paving, replacement of taxiway, lights to get on the taxiway and there is a \$407,000.00 match. W.K. Dickson & Company recommends awarding the contract in the amount of \$3,968,720.00 to Barnhill Contracting Company. Council Member Herman Lewis, seconded by Mayor Pro Tem Rufus Lloyd, moved to approve Bid Award- Runway & Apron Paving Rehabilitation Project (Unanimous). Copy attached and incorporated herein by reference.

Item #5.3: Proposal – Fog Sealing for Remaining Streets

Council Member Ricky Leinwand, seconded by Mayor Pro Tem Rufus Lloyd, made a motion to approve Proposal from Riley Paving in the amount of \$66,780.00 – Fog Sealing for Remaining Streets (Unanimous). Copy attached and incorporated herein by reference.

Item #5.4: Request for Designation of Deputy Finance Director

Finance Director Sharon Penny requested the designation of Santanna Edwards as Deputy Finance Director for pre-auditing disbursements and signing purchase orders. Council Member Rich Glenn, seconded by Council Member Howell Clark Jr., moved to designate Santanna Edwards as Deputy Finance Director (Unanimous). Copy attached and incorporated herein by reference.

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

Mayor Pro Tem Rufus Lloyd, seconded Council Member Rich Glenn, made a motion to reappoint Mr. Glendell Robinson to the ABC Commission, Mr. Fred Tate for Airport Commission (1- Year Term), Ms. Jessica Graham for Bladen Housing Authority and Mr. Wayne Edge (1- Year Term) and Mr. Larry Richards (2- Year Term) for Local Firefighters' Relief Fund Trustees (Unanimous).

Item #5.6: Monthly Finance Report

Finance Director Sharon Penny noted that on page 2 revenues are over expenditures, water fund \$1,180,019.00, page 1 sales tax estimated for April, May and June \$215,000.00, utility franchise tax estimated \$65,000.00, fund balance \$1,441,582.00. Council Member Howell Clark Jr., seconded by Council Member Herman Lewis, moved to approve monthly financial report (Unanimous). Copy attached and incorporated herein by reference.

Item #6.1: "Briefly"

Town Manager briefed on the following:

Thanked Bo Barefoot for all the activities going on at the Farmer's Market.

Sunset Jam Concert July 21, 2023 at Goldston's Beach 7-10:00 pm.

Public Services must maintain 25 miles of Town streets with \$112,000.00 from Powell Bill funds, did not raise property taxes, will be working on some streets for water & sewer, 60% paving in Newtown, please have patience, 6-8 months good things are about to happen.

Item #7.1: Open Forum

Mrs. Cynthia Benovitz, property owner at 706 Queen Court, noted that she moved here in 2004 and the Town is doing good things that outsiders want to see. On her street it is not safe for kids riding bikes and the elderly in wheelchairs on the gravel streets. Mrs. Benovitz also noted that the water pipes on Queen Court dumps out and there is erosion, her land is moving and she had to put in a sump pump. She wants to know what the Town can do.

Mr. Robert Brooks, property owner at 312 Martin Luther King Street, noted that the tanks have been removed and paperwork submitted to the Town. He wants to develop office space. Mr. Brooks asked about Golden Leaf grants.

Ms. Mary McDowell, property owner at 703 Blanche Street, noted the streets are ok but there are rocks. Ms. McDowell is concerned about the wooded area at Scrimon Street, there are grapevines growing up the light pole, power goes out every time there is a storm and it looks bad.

Mr. Mark Summerlin, property owner at 109 N. Newton Street, reported that the traffic coming from Food Lion does not stop at the stop sign and that could be a safety issue.

With no further business to conduct, 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

MEMORANDUM

TO: Mayor and Town Council
FROM: Beverly Robinson, Certified Tax Collector/Admin Asst/Deputy Town Clerk^{ff}
SUBJECT: Unpaid Fiscal Years' Tax Collection Report and Order
DATE: July 26, 2023

BACKGROUND AND DISCUSSION

Pursuant to NCGS 105-373, Tax Collector Beverly Robinson presents a 2022 fiscal year summary of unpaid taxes (sworn) to Council. As of June 30, 2023, these unpaid taxes, including interest and advertisement fees, total \$56,839.75. Being that Tax Collector Beverly Robinson is an employee and not working on commission, there is not a collector's commission settlement report. If advertised taxes are not paid after publishing, enforced collection remedies can proceed.

In addition, NCGS 105-321(b) states that... "municipal governing body shall adopt and enter in its minutes, an order directing the tax collector the taxes charged in the tax record and receipts". The order of collection shall have the force of judgment and execution against the real and personal property. Therefore, such order is provided.

Listed below is the breakdown of the years and amounts as of June 30, 2023 for information:

2013	\$ 957.36
2014	\$ 909.29
2015	\$ 1,426.54
2016	\$ 2,788.40
2017	\$ 28,349.72
2018	\$ 32,619.13
2019	\$ 22,713.43
2020	\$ 19,892.19
2021	\$ 29,585.30
2022	\$ 56,839.75

REQUEST

Council is requested to adopt the presented order directing the Tax Collector to collect the taxes (\$56,839.75) as charged and consider accepting the unpaid tax report as presented.

ATTACH. #D

ORDER

State of North Carolina
Town of Elizabethtown

To: Beverly Robinson, Tax Collector, of the Town of Elizabethtown

You, and anyone else hereafter titled as Tax Collector of the Town of Elizabethtown, are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the Finance office of the Town of Elizabethtown and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Elizabethtown, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with the law.

Witness my hand and official seal, this the 7th day of August, 2023.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

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COUNCIL AGENDA ITEM REPORT

DATE: August 7, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: SPECIAL RECOGNITIONS

SUBJECT: Special Recognitions: Dana Melvin Mills, Tammy Elliott, Yolanda Freeman and Amy Stephens (Aviation Camp Student Group Volunteers) - ***Presentations to be made at the Noon Work Session***

BACKGROUND: Planning Director Rusty Worley requested recognition of the 2023 Aviation Camp Student Volunteers who assisted him in making the two camps a great success! At the Noon Work Session, Mayor Campbell will present Certificates of Appreciation to Dana Melvin Mills, Tammy Elliott, Yolanda Freeman and Amy Stephens.

Copy of the Certificates provided.

SUGGESTED ACTION: Mayor Sylvia Campbell will present Certificates of Appreciation to the Aviation Camp Student Group Volunteers.

ATTACHMENTS:

Peak Agenda Attachment - Certificates of Appreciation - Aviation Camp Volunteers - 8.7.23.pdf



CERTIFICATE OF APPRECIATION

The Town of Elizabethtown Town Council
expresses sincere appreciation to

DANA MELVIN MILLS
Career and Technical Education Director
Driver Education Coordinator
Bladen County Schools

For outstanding services provided as a
Student Group Volunteer at the
2023 Aviation Summer Camps
June 5-9, 2023 & June 26-30, 2023
Curtis L. Brown, Jr. Airfield

Presented this the 7th day of August, 2023.

Sylvia Campbell, Mayor



CERTIFICATE OF APPRECIATION

The Town of Elizabethtown Town Council
expresses sincere appreciation to

TAMMY ELLIOTT
Career Development Coordinator/Special Populations Coordinator
Bladen County Schools

For outstanding services provided as a
Student Group Volunteer at the
2023 Aviation Summer Camps
June 5-9, 2023 & June 26-30, 2023
Curtis L. Brown, Jr. Airfield

Presented this the 7th day of August, 2023.

Sylvia Campbell, Mayor



CERTIFICATE OF APPRECIATION

The Town of Elizabethtown Town Council
expresses sincere appreciation to

YOLANDA FREEMAN
Career Development Coordinator/Special Populations Coordinator
Bladen County Schools

For outstanding services provided as a
Student Group Volunteer at the
2023 Aviation Summer Camps
June 5-9, 2023 & June 26-30, 2023
Curtis L. Brown, Jr. Airfield

Presented this the 7th day of August, 2023.

Sylvia Campbell, Mayor



CERTIFICATE OF APPRECIATION

The Town of Elizabethtown Town Council
expresses sincere appreciation to

AMY STEPHENS
Former Agriculture Teacher
East Bladen High School

For outstanding services provided as a
Student Group Volunteer at the
2023 Aviation Summer Camps
June 5-9, 2023 & June 26-30, 2023
Curtis L. Brown, Jr. Airfield

Presented this the 7th day of August, 2023.

Sylvia Campbell, Mayor

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: August 7, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Public Hearing

AGENDA SECTION: PUBLIC HEARING

SUBJECT: Public Hearing - To Acknowledge Annexation of Territory to the Corporate Limits - Town of Elizabethtown

BACKGROUND: This annexation process to include the Corporate Limits will complete the Industrial Park Annexation. With this being an amendment to the Code of Ordinances, a public hearing has been scheduled.

Planning Director Rusty Worley can answer any questions that Council Members may have about this agenda item.

Copy of Public Hearing Notice, Resolution and Map copies provided.

SUGGESTED ACTION: Council is requested to follow the Hearing Procedure outlined below:
HEARING PROCEDURE:
a) **Open the hearing and call upon Planning Director Rusty Worley to present the information; and**
b) **Solicit relevant public comments and information; and**
c) **Close the hearing after receiving or not any public comments.**
(To Be Considered in Agenda Item #7.1)

ATTACHMENTS:

Public Hearing Notice - Annexation of Territory to Corporate Limits - 8.7.23.pdf
Resolution - Revised - Acknowledging Annexation of Territory to the Corporate Limits - 7.21.23.docx
Map Copies - Annexation of Territory to the Corporate Limits - 8.7.23.pdf

TOWN OF ELIZABETHTOWN NOTICE OF PUBLIC HEARING

The public will take notice that the Elizabethtown Town Council will be conducting a Public Hearing at 7:00 P.M. on Monday, August 7, 2023 at the Town of Elizabethtown Municipal Building, 805 W. Broad Street, for an amendment to the Code of Ordinances. The amendment will be for annexation of territory to the Town of Elizabethtown Corporate Limits.

Sylvia Campbell, Mayor

(SPACE ALLOWED FOR BLADEN COUNTY REGISTER OF DEEDS RECORDING)
7/25/2023

**RESOLUTION ACKNOWLEDGING ANNEXATION OF TERRITORY TO THE
CORPORATE LIMITS
(PROPERTIES TO BE INCLUDED TOTAL A COMBINED ACREAGE OF
664.558 ACRES)**

RESOLUTION #R-2023-15

WHEREAS, the owner of all the hereinafter-described property, which is contiguous to the Town of Elizabethtown, has requested in writing that said property be annexed to the Town of Elizabethtown;

WHEREAS, Chapter 160A, Section 31 (contiguous) of the General Statutes of North Carolina provides that territory may be annexed after notice has been given by publication one time in a newspaper of general circulation in the city;

WHEREAS, the Town of Elizabethtown has adopted a resolution under G.S. 160A-31 stating its intent to annex the area described below; and

WHEREAS, public hearings on the question of annexation were held at the Elizabethtown Municipal Building, after notice; and

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Elizabethtown, North Carolina that:

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described contiguous property was previously annexed and made part of the Town of Elizabethtown.

ORDINANCE #AIR-1990

BEGINNING at a point marked by an old nail located in the centerline of S.R. 1704 some 1.25 miles Eastwardly along said S.R. 1704 from its intersection with N.C. Highway 87, said point being the Easternmost corner of Tract No. 5 on that certain map of survey entitled "Elizabethtown, North Carolina - Airport" as recorded in Map Cabinet A-49, Page 493 in the Bladen County Public Registry, and said point of beginning being the first and Northernmost corner of that certain 49.48 Acre, more or less Tract, conveyed by Catherine McKay Hutchinson, to TOWN OF ELIZABETHTOWN, by Deed dated December 10, 1987, and recorded in Deed Book 288, Page 542; THENCE FROM SAID POINT OF BEGINNING, South 35 degrees 41 minutes 37 seconds East 1732.13 feet with the centerline of S.R. 1704 to a point marked by a nail located in said center-line; thence a new line, South 53 degrees 56 minutes 15 seconds West 1238.85 feet to a point marked by a new iron pipe; thence a new line, North 36 degrees 03 minutes 45 seconds West 1732.09 feet to a point marked by a new iron pipe, located in the Southeastern line of Tract No. 5; thence with said line, South 53 degrees 56 minutes 15 seconds West 320.50 feet to a point, the Southernmost corner of Tract No. 5; thence with another line of Tract No. 5, North 28 degrees 54 minutes 17 seconds West 131.34 feet to a point; thence with another line of Tract No. 5, North 43 degrees 43 minutes 35 seconds East 408.47 feet to a point, the Southernmost corner of Tract No. 6; thence with a line of Tract No. 6, North 63 degrees 35 minutes 39 seconds West 410.48 feet to a point marked by an old "T" iron,

the Southernmost corner of Tract No. 4; thence with a line of Tract No. 4, North 30 degrees 18 minutes 30 seconds West 500.81 feet to a point; thence with another line of Tract No. 4, North 36 degrees 03 minutes 45 seconds West 629.34 feet to a point; thence with another line of Tract No. 4, North 53 degrees 56 minutes 15 seconds East 211.71 feet to a point; thence with another line of Tract No. 4, North 36 degrees 03 minutes 45 seconds West 530.00 feet to a point, the Northwestern corner of Tract No. 4 in the Southern line of Tract No. 3; thence with said line of Tract No. 3, South 75 degrees 14 minutes 53 seconds West 161.23 feet to a point; thence with another line of Tract No. 3, North 36 degrees 03 minutes 45 seconds West 263.87 feet to a point marked by a rebar, the Northwestern corner of Tract No. 3 in a line of Tract No. 1; thence with a line of Tract No. 1, North 72 degrees 31 minutes 54 seconds West 221.54 feet to a point marked by a rebar; thence with another line of Tract No. 1, North 08 degrees 53 minutes 00 seconds West 617.13 feet to a point, the Southern corner of Tract No. 2A; thence with a line of Tract No. 2A, North 36 degrees 03 minutes 45 seconds West 2537.02 feet to a point, the Northwesternmost corner of Tract No. 2A in a line of Tract No. 1; thence with a line of Tract No. 1, North 89 degrees 43 minutes 00 seconds West 299.89 feet to a point; thence with another line of Tract No. 1, North 05 degrees 26 minutes 26 seconds West 711.55 feet to a point; thence with another line of Tract No. 1, North 41 degrees 46 minutes 23 seconds West 210.00 feet to a point, the Northwesternmost corner of Tract No. 1; thence with another line of Tract No. 1, North 53 degrees 56 minutes 15 seconds East 765.00 feet to a point, the Northernmost corner of Tract No. 1; thence with another line of Tract No. 1, South 52 degrees 08 minutes 45 seconds East 300.00 feet to a point; thence with another line of Tract No. 1, South 04 degrees 31 minutes 11 seconds West 131.65 feet to a point; thence with another line of Tract No. 1, South 52 degrees 08 minutes 45 seconds East 475.00 feet to a point; thence with another line of Tract No. 1, South 36 degrees 03 minutes 45 seconds East 215.00 feet to a point; thence with another line of Tract No. 1, North 75 degrees 08 minutes 16 seconds East 236.87 feet to a point marked by a nail in the center-line of paved S.R. 1704; thence with another line of Tract No. 1, with and beyond the center-line of S.R. 1704, South 09 degrees 20 minutes 29 seconds East 300.02 feet to a point marked by an iron at the P.I. of the curve of S.R. 1704; thence with another line of Tract No. 1, and then Tract No. 5, to and with the center-line of paved S.R. 1704, South 36 degrees 03 minutes 45 seconds East 5396.71 feet to the point of beginning, containing 228.76 Acres, more or less, and being a composite description of surveys dated August 7, 1985

and revised February 10, 1986, and July, 1987, by Lloyd R. Walker, Registered Land Surveyor.

ORDINANCE #2016-01 – Cape Fear Vineyard and Winery

TRACT ONE: [Warranty Deed – Book 740 at 488]

That certain tract or parcel of land, containing 10.67 acres, more or less, and shown as Tract 1A on a map or plat entitled “SURVEY FOR CAPE FEAR VINEYARD AND WINERY, LLC”, dated October 5, 2015, prepared by Walker Surveying Company, a copy of which is recorded in Plat Cabinet C-26, Page 256, Bladen County Registry.

TRACT TWO: [Special Warranty Deed – Book 740 at 490]

That certain tract or parcel of land, containing 0.40 acres, more or less, and shown as Tract 1B1 on a map or plat entitled “SURVEY FOR CAPE FEAR VINEYARD AND WINERY, LLC”, dated October 6, 2015, prepared by Walker Surveying Company, a copy of which is recorded in Plat Cabinet C-26, Page 256, in the office of the Register of Deeds of Bladen County.

ORDINANCE #2019-14 – 9 Town-owned Properties

1A. Greene’s Lake and Conservation Park:

Lying and being in Elizabethtown Township, Bladen County, North Carolina and being all of Tract 1, 41.39 acres, more or less, as shown and delineated on that plat of survey entitled “A Survey for Mary K. Greene “Owner” Proposed to Town of Elizabethtown dated 03/11/2016 by M. Shelton Bordeaux Surveying and recorded in Plat Cabinet C-035 at Page 343, Bladen County Registry (the “Fee Parcel”).

Said tract being a portion of the property conveyed to Ben W. Greene by deed recorded in Book 294, Page 524, Bladen County Registry.

Together with a non-exclusive right of ingress, egress and regress for pedestrian use over and upon that 20’ wide pedestrian easement along the eastern line of Tract 2, as shown and delineated on the aforementioned plat of survey, said plat being recorded in Plat Cabinet C-035 at Page 343, Bladen County Registry (the “Easement ; the Fee Parcel and the Easement are sometimes referred to herein as the “Property”).

2A. Town of Elizabethtown/Rudy M. Potter Property:

Lying and being in Elizabethtown Township, Bladen County, North Carolina and being bounded on the north by the Town of Elizabethtown Airport property and Melba Bryant, on the west by the Mount Olive Zion Church Cemetery and the lands of Eugene Cromartie, Jr., and on the south by Eugene Cromartie, Jr. and Katherine McDonald, and being further described as follows:

Beginning at North Carolina Geodetic Survey Monument “Dunham 1973”, said monument having NAD 83(2007) coordinates: N=311783.84’, E=2127259.95’, Running thence from said monument, South 11 degrees 14 minutes 04 seconds West – 2,531.31 feet to an existing iron stake in the western boundary of the Town of Elizabethtown Airport property, said iron stake being the True Point of Beginning;

Running thence from the True Point of Beginning so located, the following bearings and distances:

1) South 36 degrees 04 minutes 05 seconds East – 529.86 feet along the western line of the Elizabethtown Airport Property to an existing iron stake;

- 2) Thence with another line of the airport property, South 53 degrees 55 minutes 50 seconds West – 211.68 feet to an existing iron pipe;
- 3) Thence with another line of the airport property, South 36 degrees 04 minutes 28 seconds East – 629.07 feet to an old “T” iron;
- 4) Thence with the line of Katherine McDonald, South 46 degrees 03 minutes 31 seconds West – 624.63 feet to an old axle corner;
- 5) Thence along the Eugene Cromartie, Jr. line, South 46 degrees 40 minutes 29 seconds West – 623.92 feet to an existing iron stake on the bank of a ditch;
- 6) Thence with another line of Eugene Cromartie, Jr., North 8 degrees 29 minutes 40 seconds East – 956.13 feet to an existing iron stake;
- 7) Thence along an old fence, North 11 degrees 26 minutes 30 seconds West – 291.53 feet to an existing concrete monument;
- 8) Thence continuing along the old fence, North 75 degrees 35 minutes 18 seconds West – 102.31 feet to an existing iron pipe;
- 9) Thence continuing in a straight line, North 75 degrees 35 minutes 18 seconds West – 475.66 feet to an existing iron pipe;
- 10) Thence continuing in a straight line, North 75 degrees 35 minutes 18 seconds West – 14.81 feet to a new iron stake set 4.06 feet north of a concrete monument;
- 11) Thence with the cemetery line, North 27 degrees 03 minutes 21 seconds West – 308.60 feet to an existing concrete monument located 0.84 feet east of an existing iron pipe;
- 12) Thence along the Melba Bryant southern line, North 75 degrees 15 minutes 57 seconds East – 897.05 feet to an existing iron pipe, a corner of the airport property;
- 13) Thence continuing in a straight line, North 75 degrees 15 minutes 57 seconds East – 161.23 feet to the True Point of Beginning.

Containing 27.228 acres, more or less, shown on map of survey for Town of Elizabethtown by Geographic Solutions & Surveying Services, PLLC, dated September 20, 2013 recorded in Plat Cabinet B-195, Page 1951, Bladen County Public Registry, to which reference is here made for incorporation herein and;

Being the same property as described in a deed dated January 5, 1971, from Billy Bryant and wife, Emma Bryant to C.R. Potter and wife, Lucille S. Potter, recorded January 5, 1971 in Book 186, Page 239, Bladen County Public Registry.

Said tract is subject to any valid and enforceable easements or rights of way of record.

3A. Town of Elizabethtown/ER Properties of NC, Inc. Property:

Except and excluding for 120 days, from the date of recording this deed, the right to remove, cut and harvest all merchantable timber located on subject tract. Also being subject to that certain 25 foot ingress, egress and regress easement over and across Tract Number 4, from Airport Road along the Westernmost property line of Tract Number 4, as shown and depicted on that survey map recorded in Map Book B0156, Page 1564, Bladen County Public Registry.

Lying and being in Elizabethtown Township, Bladen County, North Carolina, and being all of Tract Number 4 as shown on a plat entitled “Map No. 2 of 3, Survey for the Town of Elizabethtown, Property of C.E.R., Inc., Ronald C. Hutchinson, and Emily H. Barksdale”, prepared by Joey W. Taylor, PLS L-2822 on June 10, 2011; said tract being further described as follows: See Book B0156, Page 1564, Bladen County Public Registry.

Beginning at NCGS Marker "Dunham 1973", said marker having NC Grid Coordinates of N=311,783.84', E=2,127,259.95 ; Running thence South 27 degrees 12 minutes 14 seconds East – 5,110.31 feet to a new Mag nail set in the centerline of NCSR 1704 (Airport Road); Thence along the centerline of said road, South 35 degrees 41 minutes 53 seconds East – 623.52 feet to a new Mag nail, said Mag nail being the **True Point of Beginning**;

Running thence from the **True Point of Beginning** so located, the following bearings and distances:

- 1) Along the centerline of NCSR 1704 (Airport Road), South 36 degrees 54 minutes 00 seconds East – 1,616.80 feet to an existing nail;
- 2) Thence continuing along said road, South 36 degrees 12 minutes 48 seconds East – 15.48 feet to a new Mag nail set in the intersection of the centerlines of NCSR 1704 (Airport Road) and NCSR 1707 (Gibson Dairy Road);
- 3) Thence along the centerline of NCSR 1707 (Gibson Dairy Road), South 49 degrees 25 minutes 14 seconds West – 303.06 feet to a new Mag nail;
- 4) Thence leaving said road, North 39 degrees 39 minutes 37 seconds West – 30.02 feet to a new iron stake set in the right of way of said road;
- 5) Thence continuing in a straight line, North 39 degrees 39 minutes 37 seconds West – 357.05 feet to a new iron stake;
- 6) Thence South 47 degrees 25 minutes 23 seconds West – 1,259.49 feet to a new iron stake;
- 7) Thence a new line, North 27 degrees 31 minutes 59 seconds West – 2081.60 feet to a new iron stake set in the western boundary line of the Elizabethtown Airport property;
- 8) Thence running along the western line of the Elizabethtown Airport property, South 36 degrees 04 minutes 05 seconds East – 646.58 feet to an existing iron pipe control corner located at the southwest corner of the Elizabethtown Airport property;
- 9) Thence running with the southern line of the Elizabethtown Airport property, North 53 degrees 55 minutes 58 seconds East – 1,208.55 feet to a new iron stake in the western right of way of NCSR 1704 (Airport Road);
- 10) Thence continuing in a straight line, North 53 degrees 55 minutes 58 seconds East – 30.00 feet to the **True Point of Beginning**;

Containing 47.35 acres, more or less, inclusive of highway rights of way, and being subject any enforceable easements of record.

4A. Town of Elizabethtown/Mary K. Greene (BWGREENE PROPERTIES, LLC):

All that certain tract or parcel of land lying and being situate in Elizabethtown Township, Bladen County, North Carolina, and being more particularly described as follows:

Being 104.27 acres, more or less, as shown and delineated on that plat of survey entitled "A SURVEY FOR THE TOWN OF ELIZABETHTOWN, LAND OWNED AT TIME OF SURVEY BY BWGREENE PROPERTIES, LLC" dated August 28, 2019 by M. Shelton Bordeaux Surveying and recorded in Plat Cabinet CO86, Page 855, Bladen County Registry, which said plat is incorporated herein by reference for further particularity of description.

And being a portion of the lands conveyed to BWGREENE PROPERTIES, LLC by deed recorded in Book 749 at Page 317, Bladen County Registry. Being also a portion of that 477.3 acre tract conveyed to Ben W. Greene by deed recorded in Book 294 at Page 524, Bladen County Registry.

5A. Town of Elizabethtown/Gordon Kinlaw Property on Gibson Dairy Road:

Beginning at a point in the center line of State Road 1707, said beginning corner being located South 54 degrees 17 minutes West 512.8 feet along the center line of State Road Number 1707 from a starting point at the intersection of center lines of State Road Number 1707 and State Road Number 1704; and runs thence from said beginning point, being the Southwest corner of the David F. Yandle lot as recorded in Book 160, Page 447, Bladen County Registry, said beginning point being a point in the center of said State Road Number 1707 and thence with the center of said State Road Number 1707 South 54 degrees 17 minutes West a total distance of 364.2 feet to a point on the West margin of a small creek; thence a new line North 83 degrees 53 minutes West 523.3 feet to an iron pipe on the line of D.A. Hutchinson's property; thence with the Hutchinson line North 52 degrees 12 minutes East a total distance of 764.7 feet to an iron pipe; thence a new line and past the line for the property owned by David F. Yandle as recorded in Book 160, Page 447, Bladen County Registry South 33 degrees 53 minutes East 379.3 feet to the iron pipe of the beginning and containing 4.64 acres more or less excluding the right of way for the State Road Number 1707.

6A. Town of Elizabethtown/Marilyn Jordan Property on Gibson Dairy Road:

Lying and being in Elizabethtown Township, Bladen County, North Carolina and being more particularly described as follows:

That certain tract or parcel of land containing 2.64 acres, more or less, as shown on map of survey for Ronnie Huggins dated October 20, 1976 by Clarence Hall, Jr., Registered Surveyor, a copy of which is of record in Book 217, Page 777, Bladen County Registry, and incorporated herein by reference and being more particularly described by metes and bounds as follows: BEGINNING in the center of State Road #1707, said beginning corner being the Southeast corner of the property now owned by John W. McGavock, as recorded in Book 203, Page 49, Bladen County Registry, and runs thence with the McGavock line North 23 degrees 47 minutes West 353.6 feet to a point in the D.A. Hutchinson line; thence with the Hutchinson line North 52 degrees 12 minutes East 149.9 feet to the Gordon B. Kinlaw, Jr. corner of his property as recorded in Book 210, at Page 158, Bladen County Registry, and runs thence South 83 degrees 33 minutes East 523.3 feet to the center of State Road 1707; thence with the center of said road South 54 degrees 20 minutes West 610.9 feet to the point and place of beginning.

And being the same tract or parcel of land as conveyed by Deed dated October 20, 1976, from V.D. Gibson, et ux, to Ronnie Huggins as recorded in Book 217, Page 776, Bladen County Registry.

And being the same tract or parcel of land as described in a Deed dated November 6, 1986, from Ronald W. Huggins, legally separated to Marilyn P. Huggins, Legally Separated as recorded in Book 281, Page 754, Bladen County Registry.

Property commonly known as 228 Gibson Dairy Road, Elizabethtown, NC 28337
PIN: 1320-00-94-8659

7A. Town of Elizabethtown/John McGavock Property on Gibson Dairy Road:

TRACT ONE:

BEGINNING at a point in the centerline of State Road No. 1707, said beginning corner being located North 54 degrees 20 minutes East 200 feet from the Southeastern corner of the Joel F. Russell 2.72 acre tract more particularly described in a deed from V.D. Gibson et ux to Joel F. Russell and wife dated February 21, 1973 and recorded in Book 198, Page 390 Bladen County Registry and runs thence from said beginning corner and with the center of State Road No. 1707, North 54 degrees 20 minutes East 126.8 feet to a point; thence leaving said State Road No. 1707 and with the V.D. Gibson property North 23 degrees 47 minutes West 353.06 feet to a point on the D.A. Hutchinson line; South 52 degrees 12 minutes West 127.89 feet to a point on the V.D. Gibson line; thence with the V.D. Gibson line South 23 degrees 47 minutes East 348.19 feet to the point of beginning and containing one acre, more or less.

Being the same property more particularly shown and described on a Plat of Survey prepared by Clarence Hall, Jr. Registered Surveyor and dated December 19, 1973, a copy of which is attached to deeds recorded in Book 211 at Page 547, and Book 203 at Page 49, Bladen County Registry.

TRACT TWO:

That certain tract or parcel of land, containing 1.4 acres, more or less as shown on map of survey for John W. McGavock, dated September 8, 1975, by Clarence Hall, Jr., Registered Surveyor, and being more specifically described by metes and bounds as follows:

BEGINNING at the southeast corner of the Joel F. Russell lot as described in Book 198, at Page 390, Bladen County Registry, in the center of State Road 1707, and runs thence as the center of said road North 54 degrees 20 minutes East 200 feet to the southwest corner of the McGavock lot described in Book 203, Page 49, Bladen County Registry, and runs thence with the McGavock line North 23 degrees 47 minutes West 348.19 feet to the McGavock northwest corner; thence with the Hutchinson line South 52 degrees 12 minutes West 201.72 feet to Russell's northeast corner thence with the Russell line South 23 degrees 47 minutes East 340.52 feet to the beginning.

8A. Town of Elizabethtown/Mary K. Greene (BWGREENE PROPERTIES, LLC):

All that certain tract or parcel of land lying and being situate in Elizabethtown Township, Bladen County, North Carolina, and being more particularly described as follows:

Being 32.96 acres, more or less, as shown and delineated on that plat of survey entitled "A SURVEY FOR THE TOWN OF ELIZABETHTOWN, OWNED AT TIME OF SURVEY BY BWGREENE PROPERTIES, LLC" dated October 3, 2019 by M. Shelton Bordeaux Surveying and recorded in Plat Cabinet CO88, Page 879, Bladen County Registry, which said plat is incorporated herein by reference for further particularity of description.

Less and except that portion of the above-described tract which is shown on that plat of survey recorded in Plat Cabinet B053, Page 527 and which was previously conveyed to the Grantee by deed recorded in Book 575, Page 415, Bladen County Registry.

ORDINANCE #2019-13 - Bladen Community Services

Lying and being in Elizabethtown Township, Bladen County, North Carolina and being more particularly described as follows:

PIN# 1320-00-89-9555:

All that certain tract or parcel of land containing 26.94 acres, more or less, according to a Map of Survey for Bladen Community Services, LLC, dated September 16, 2016, by M. Shelton Bordeaux, Professional Land Surveyor, as recorded in Plat Cabinet C-43 at Page 429 in the Bladen County Public Registry.

ORDINANCE #2020-02 - Bladen's Bloomin'

Lot #1:

Being all of that certain tract or parcel of land containing 6.43 acres, more or less, designated as PART OF LOT C, Lot1, on that plat of survey entitled, "A SURVEY FOR BLADEN'S BLOOMIN' AGRI-INDUSTRIAL, INC." dated February 10, 2005, prepared by M. Shelton Bordeaux Surveying, said map being recorded in Plat Cabinet B-46, Page 458, Bladen County Registry, and incorporated herein by reference for greater certainty of description.

The property conveyed above is conveyed subject to certain restrictions as to the use thereof, running with said lands by whomsoever owned, said restrictions, which are expressly assented to by the Grantee in accepting this deed, the same being of record in Deed Book 569, at Page 881, Bladen County Registry, and amended thereto in Book 629, at Page 384, Bladen County Registry.

Lot #2:

Being all that certain tract or parcel of land containing 7.348 acres, more or less, depicted as Tract 2 on that certain map or plat captioned, "SUBDIVISION FOR BEN W. GREENE", dated August 31, 2000, prepared by Thomas J. Gooden, Professional Land Surveyor, which said plat is recorded in Plat Cabinet A-181, at Page 1815, Bladen County Registry, and incorporated herein by reference for certainty of description.

For back title reference see Deed Book 294, Page 524, and Deed Book 456, Page 047, Bladen County Registry.

LESS AND EXCEPT the following:

Being all that certain tract or parcel of land containing 0.84 acres, more or less, designated as Lot 2 on that plat of survey entitled, 'BLADEN'S BLOOMIN' AGRI-INDUSTRIAL, INC.', dated October 24, 2002, prepared by M. Shelton Bordeaux Surveying, said map being recorded in Plat Cabinet B-12, Page 119, Bladen County Registry, and incorporated herein by reference for a greater certainty of description.

For back title reference see Deed Book 505, Page 181, Bladen County Registry.

ORDINANCE #2021-02 – 911 Airport Road

ANNEXATION AREA ONE – 911 Airport Road

All that certain lot or parcel of land lying and being in Elizabethtown Township, Bladen County, North Carolina, and more particularly described as follows:

BEGINNING at a stake in the center of N.C. Road Number 1704, a corner of the lands of Marion Townsend, and runs with the Townsend lands and the center of a Private Soil Road North 41 degrees 45 minutes East 249.75 feet to a stake, a corner of the lands of James M. Russ; thence with the Russ lands South 32 degrees 14 minutes East 218.50 feet to a stake; thence with the Russ lands South 41 degrees 45 minutes West 249.75 feet to a stake in the center of said N.C. Road Number 1704; thence with the center of said Road North 32 degrees 14 minutes West 218.50 feet to the beginning, **containing 1 acre**, more or less.

Being the same lands described in a Deed dated the 29th day of January, 1968, from James M. Russ and his wife, Mary Evelyn Russ, to Robert L. Absher and his wife, Sylvia C. Absher, and of record in Book 175, at Page 550, Registry of Bladen County. Also see plat of record in Book 175, at Page 551, Registry of Bladen County.

SUBJECT to right-of-way easement of record in Book 138, at Page 961, Registry of Bladen County. **PIN #1320-00-89-0455**

ORDINANCE #2021-03 – 4-Town-owned Properties

ANNEXATION AREA 1A: 5.92 Acres – Elizabethtown Industrial Park

Lying and being in Elizabethtown Township, Bladen County, North Carolina and being all of Tract 2, 5.92 acres, more or less, as shown and delineated on that plat of survey entitled “A Survey for Mary K. Greene “Owner” Proposed to Town of Elizabethtown” dated 03/11/2016 by M. Shelton Bordeaux Surveying and recorded in Plat Cabinet C035 at Page 343, Bladen County Registry. **PARCEL #0138760**

ANNEXATION AREA 2A: 106.192 Acres – Elizabethtown Industrial Park

TRACT ONE: Being 104.81 acres, more or less, as shown on that map entitled “THE TOWN OF ELIZABETHTOWN” dated December 18, 2020, last revised January 19, 2021, by Larry King & Associates, R.L.S., P.A. and recorded in Book C107, Page 1061, in the office of the Register of Deeds of Bladen County.

TRACT TWO: Being Lot 6A, containing 1.382 acres, more or less, as shown on that map entitled ‘MAP FOR RECORD SURVEY FOR BLADEN’S BLOOMIN’ AGRI-INDUSTRIAL, INC.’ dated September 8, 2011 by GS3 Geographic Solutions & Surveying Services, PLLC and recorded in Map Book B160, Page 1608, in the office of the Register of Deeds of Bladen County. **PORTION OF PARCEL #26604**

ANNEXATION AREA 3A: 5.5 Acres, Less and Except 0.83 Acres and 1.0 Acre – Airport Property

Being all of 5.5 acres, more or less as more fully described in a deed dated the 15th day of August 1988 by and between Byard Bryant and wife, Melba Bryant, as parties of the first part to Byard Bryant, Jr., party of the second part, and recorded on July 29, 1999 in deed book 434, page 279 in the Office of the Register of Deeds of Bladen County, to which reference is made for a more complete and accurate description.

Less and Except from the above described conveyance: (1); 0.83 acres previously conveyed to the Town of Elizabethtown in Book 276, page 346 of the Bladen County Registry and (2) 1.0 acres, more or less, conveyed to Byard Bryant, Jr. by deed recorded in Book 292, page 794 of the Bladen County

Registry, which is reserved to the party of the first part. **PARCEL #0016646**

ANNEXATION AREA 4A: 1.0 Acre – Airport Property

All that certain lot or parcel of land situated in the Elizabethtown Township, Bladen County, North Carolina and more particularly described as follows:

Beginning at an iron pipe, said iron pipe being the western corner of Tract #3 as shown on a plat for the City of Elizabethtown's Airport and recorded in Plat Book 49A, Page 493 Bladen County Registry, thence with the first call south 36 degrees 03 minutes 45 seconds east 60.00 feet to a stake, thence south 75 degrees 26 minutes 39 seconds west 340.57 feet to a stake, thence north 38 degrees 01 minutes 54 seconds west 106.87 feet to a stake, thence north 51 degrees 58 minutes 06 seconds east 188.96 feet to a stake, thence south 72 degrees 31 minutes 54 seconds east 221.54 feet to the point and place of beginning. Containing 1.0 acres more or less and being a portion of the tract of land recorded in Deed Book 269, page 638 Bladen County Registry. **PARCEL #0025964**

Adopted this _____ day of _____, 2023.

Sylvia Campbell, Mayor

Juanita Hester, Town Clerk

STATE OF NORTH CAROLINA

COUNTY OF BLADEN

I, _____, a Notary Public of the County and State aforesaid, certify that JUANITA HESTER, personally came before me this day and acknowledged that she is TOWN CLERK of the TOWN OF ELIZABETHTOWN, a Municipal Corporation, and that by authority duly given and as the act of the Corporation, the foregoing document was signed in its name by its Mayor, sealed with its municipal seal and attested by her as its Town Clerk.

Witness my hand and official stamp or seal, this _____ day of _____, 2023.

Notary Public

My Commission Expires: _____









Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: August 7, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Town Manager Update

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

SUGGESTED ACTION: Council is requested to hear the updates.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: August 7, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Resolution

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Resolution #R-2023-15 - To Acknowledge Annexation of Territory to the Corporate Limits

BACKGROUND: Insight Planning and Development has assisted Planning Director Rusty Worley with the latest Annexation process. Insight now provides the metes and bounds descriptions of the territory.

Town Attorney Goldston Womble has reviewed the annexation document.

Copy of the Resolution is provided in Agenda Item #5.1.

SUGGESTED ACTION: Council is requested to approve the Resolution.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: August 7, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: One-Stop Voting for Municipal Election

BACKGROUND: Information has been received from Mr. Christopher Williams, Director of Bladen County Board of Elections, that the Town of Elizabethtown is the only municipality that expressed interest in participating in One-Stop Voting for the upcoming Municipal Election. All other Towns in the County have opted out of One-Stop Voting. Town Staff is seeking the wishes of the Board. Municipal Election expenses that the Town would need to bear for One-Stop Voting would be in excess of \$7,000.

SUGGESTED ACTION: Council is requested to consider Opting Out of One-Stop Voting.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: August 7, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Approve Funding for the Construction of a Cemetery Access Road Adjacent to Airport

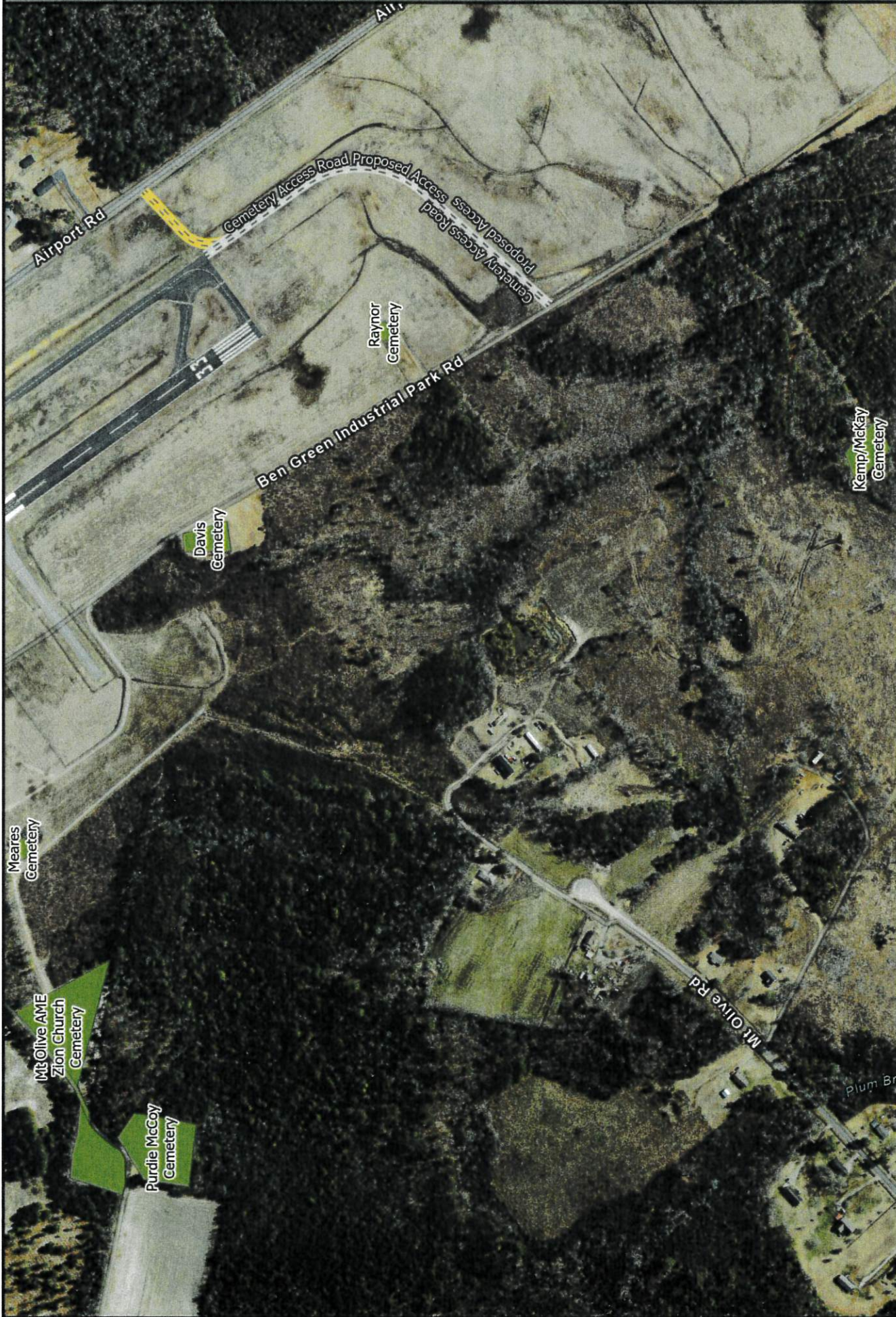
BACKGROUND: Town Manager Dane Rideout may be called upon to present this agenda item.

Map copy provided.

SUGGESTED ACTION: Council is requested to approve the funding.

ATTACHMENTS:

[Peak Agenda Attachment - Cemeteries Adjacent to Airport - 8.7.23.pdf](#)





 SCALE

 1" = 450'

-  Cemetery Road Edge
-  Cemetery Road Edge Airport Rd
-  Cemeteries Adjacent to Airport

CEMETERIES ADJACENT TO AIRPORT

 Proposed Access Road for Cemeteries

 Taxiway & Airport Road Options

The map is created from a subset of data from the Elizabethtown, NC Geographic Information System (GIS) database. The Town makes no claims, no representations, and no warranties, express or implied, concerning the validity (express or implied), the reliability or the accuracy of the GIS data and GIS data products furnished by the Town, including the implied validity of any uses of such data.



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: August 7, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Fuel Farm Repair at Curtis L. Brown, Jr. Airfield

BACKGROUND: Town Manager Dane Rideout may be called upon to present this agenda item. Repairs are needed for the Fuel Farm equipment at the Airport. A cost proposal from Campbell Oil Company in the amount of \$33,530.95 has been obtained for the Fuel Farm repair work. This expenditure will be taken from the General Fund.

Copy of Cost Proposal provided.

SUGGESTED ACTION: Council is requested to approve the funding needed to make the Fuel Farm equipment repairs.

ATTACHMENTS:

[Peak Agenda Attachment - Cost Proposal from Campbell Oil - Fuel Farm Repairs - 8.7.23.pdf](#)

	B	C	D	E	F	G	
1							
2							
3							
4							
5							
6							
7							
8						Campbell Oil Company	
9						418 Peanut Plant Rd	
10						Elizabethtown, NC 28337	
11	ESTIMATE						
12							
13							
14	ESTIMATE FOR:					ESTIMATE	
15	KEYF					01 Aug 2023	
16	Elizabethtown Airport						
17	466 Airport Rd						
18	Elizabethtown, NC 28337						
19							
20							
21	Item	Description		Qty	Rate	Amount	
22	Services & Parts						
23		- Furnish and install (2) Hannay # power rewind hose reels w/ rollers					
24		- Furnish and install (2) Hannay # static reels					
25		- Furnish and install (1) 1"x 100' aviation hose					
26		- Furnish and install (1) 1.25"x 100' aviation hose					
27		- Furnish and install (1) Facet # VF-21SB-PG filter w/ # FG-O-609-7 monitor element					
28		- Furnish and install (2) Facet # VF-22SB-PGWP filter w/ # CC-22-7 coalescer/ separator element					
29		- Furnish and install (1) Crown water defense w/ (2) probes for JetA					
30		- Furnish and install (1) 20 gal stainless reclamation tank without pump					
31		- Furnish and install (1) 20 gal stainless reclamation tank with pump					
32		- Furnish and install (2) pressure gauges (100LL and JetA)					
33		- Furnish and install (2) Morrison tank gauges					
34		- Furnish and install (2) Fillrite sample hand pumps- pipe to ground level					
35		- Pressure wash and paint exterior of (2) 6,000 gal ASTs w/ Urethane- Includes new decals					
36						\$ 32,500.00	
37							
38	Labor	Labor estimate for 2 service technicians (per hour)		x hours	\$ 165.95	\$ 165.95	
39		Labor estimate for electrician to install reclaim tanks		1	\$ 865.00	\$ 865.00	
40							
41	Total					\$ 33,530.95	
42							

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: August 7, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Monthly Financial Report

BACKGROUND: Finance Director Sharon Penny brings forth a financial report for the month of July 2023. Mrs. Penny may be called upon to present this agenda item.

Copy of Monthly Financial Report provided.

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

ATTACHMENTS:
[July 2023 Financial Summary.xlsx](#)

ELIZABETHTOWN as of July 31, 2023
BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2023-2024 REVENUES

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 7-31-2023	% of Budget	Prior Year Actual-to-Date 7-31-22
GENERAL FUND				
Ad Valorem & BID Taxes	1,734,500.00	4,896.30	0.3%	4,373.78
Vehicle Taxes	190,000.00	0.00	0.0%	0.00
Local Option Sales Taxes	792,000.00	0.00	0.0%	0.00
Utility Franchise Taxes	290,000.00	0.00	0.0%	0.00
ABC Revenue	105,000.00	0.00	0.0%	0.00
Powell Bill	112,500.00	0.00	0.0%	0.00
Street Improvement Project Loan	0.00	0.00	0.0%	0.00
Bladen Fire District	246,909.00	0.00	0.0%	0.00
Solid Waste fees	1,146,400.00	94,124.90	8.2%	90,099.84
Permits & Fees	34,850.00	5,836.00	16.7%	3,350.00
Rental Income	100,800.00	4,471.03	4.4%	2,942.03
Salary & Admin. Reimbursements	141,900.00	2,299.57	1.6%	0.00
Miscellaneous Revenues	282,800.00	5,577.91	2.0%	16,004.60
General Fund Balance Approp.	264,728.00		0.0%	
TOTAL GENERAL FUND	5,442,387.00	117,205.71	2.2%	116,770.25
WATER FUND				
Water fees	835,000.00	78,210.62	9.4%	81,551.19
Sewer fees	1,011,131.00	85,696.98	8.5%	73,891.44
Miscellaneous Revenue	138,600.00	14,711.59	10.6%	11,369.81
Utility Fund Balance Approp.	0.00		0.0%	
TOTAL WATER FUND	1,984,731.00	178,619.19	9.0%	166,812.44

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2023-2024 EXPENDITURES

Department	Fiscal Year Budget	Actual Y-T-D as of 7-31-2023	% of Budget	Prior Year Actual-to-Date 7-31-22
Governing Body	45,154.00	3,753.33	8.3%	2,731.08
Administration	469,010.00	63,448.12	13.5%	38,230.49
Finance	239,400.00	36,663.13	15.3%	21,192.51
Public Works	411,487.00	58,599.65	14.2%	38,032.01
Public Facilities	119,526.00	7,513.55	6.3%	20,476.19
Police	1,385,020.00	160,120.25	11.6%	129,454.91
Fire	927,976.00	104,666.23	11.3%	96,816.38
Streets	496,480.00	48,945.30	9.9%	95,207.19
Powell	190,000.00	15,901.64	8.4%	0.00
Street Improvement Project	0.00	0.00	0.0%	0.00
Solid Waste	580,000.00		0.0%	
Planning & Economic Develop.	165,882.00	16,601.92	10.0%	10,332.62
Recreation	110,650.00	19,006.38	17.2%	8,391.25
Farmers' Market	0.00	1,107.50	0.0%	0.00
Airport	49,400.00	19,960.79	40.4%	7,683.37
Special Appropriations	252,402.00	0.00	0.0%	0.00
GENERAL FUND TOTAL	5,442,387.00	556,287.79	10.2%	468,548.00
WATER FUND				
Water	930,508.00	73,989.74	8.0%	65,700.75
Sewer	854,223.00	82,791.60	9.7%	51,714.42
Tank Maintenance & Transfer Out	200,000.00	8,333.37	4.2%	8,333.33
WATER FUND TOTAL	1,984,731.00	165,114.71	8.3%	125,748.50

REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	0.00	(439,082.08)	(351,777.75)
WATER FUND	0.00	13,504.48	41,063.94
TOTAL COMBINED FUNDS	0.00	(425,577.60)	(310,713.81)

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COUNCIL AGENDA ITEM REPORT

DATE: August 7, 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 - 8.7.23.docx](#)

[Peak Agenda Attachment - Department Head Update Report - 8.7.23.pdf](#)

To: Mayor and Town Council
From: Dane Rideout, Town Manager
Subj: "Briefly"
Date: August 7, 2023

The following items are provided as information to Council:

- The Department Head Update Report is provided as a separate attachment.
- The Airport Commission will be meeting on August 10th at 7:30 a.m. at the Airport Terminal.
- In observance of Labor Day, the Town offices will be closed on Monday, September 4th. Therefore, the September Town Council meeting will be held on Monday, September 11, 2023.
- Sunset Jam Concerts: August 11th and August 18th from 6 – 9 p.m. at the Farmer's Market.
- September 23rd - 250th Anniversary Event, "Homecoming Weekend" at the Cape Fear Farmer's Market.
- At the Tory Hole Park, the parking and boater access may be comprised by bridge demolition in September 2023. The plan is in the works for the old bridge sections at the Tory Hole boat landing to be demolished starting in September. For the demolition process, NCDOT wishes to close the area weekdays during construction but have the ramp available for use on the weekends.



FOR THE MONTH OF AUGUST

8/01 Howell Clark, Council Member

8/05 Rufus Lloyd, Mayor Pro Tem

8/12 Erin Deaver, Admin. Assistant Police Dept.

8/18 Jimmy Mize, Fire Dept.

8/26 Aaron Reyes, Police Officer



Department Head Updates

August 2023

COMMUNICATION AND MARKETING

Terri Dennison

PLANS FOR 250TH ANNIVERSARY HOMECOMING CELEBRATION

Saturday, September 23
250TH ANNIVERSARY HOMECOMING
9AM - 7PM
Cape Fear Farmers Market
106 MLK Dr, Elizabethtown

SCHEDULE
9AM - 3PM
Vendors open
Exhibits
10AM - 2PM
Guided Walking Tour
Tour of Churches
11 AM - 2PM
Decatur Street Beat
(Dixieland)
4PM - 7PM
Rivermist

SIGN UP FOR ONE OF OUR CONTESTS
2PM
Corn Shucking Contest
Hollering Contest
Whistling Contest

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

The 250th Anniversary Committee continued planning the next event on **Saturday, September 23**. Some of the exciting new developments Include:

- Various contests will be conducted: corn shucking, hollering and whistling. T. Dennison is also talking to a local restaurant about a food eating contest and working with a company to do a boiled peanut eating contest.
- Local industries are being contacted to set up displays about their history in Elizabethtown.
- Bladen Extension Office is organizing a corner honoring the
- agricultural history with farmer storytellers and old equipment.
- Additional entertainment is being added.

LEADERSHIP BLADEN LEARNS ABOUT HISTORY AND LOCAL GOVERNMENT



The Leadership Bladen class toured the Harmony Hall Village and heard about plans to renovate and refurbish the building. They toured the new Bladenboro Square and met with the interim Town

Administrator. The next stop was the Bladen County Courthouse where they toured the courtrooms and met with a district judge; followed by a budget presentation from Bladen County Finance Officer, Lisa Coleman. They finished the day meeting with Elizabethtown Town Manager Dane Rideout and heard about the projects and grants that the Town is working on in the next few years.

CONGRATULATIONS TO MAYOR SYLVIA CAMPBELL

Several Elizabethtown businesses and people were honored in the *Bladen Journal's* People Choice Awards including our own Mayor Sylvia Campbell as Winner of the Local Elected Official.

DOWNTOWN COMMITTEE MET TO DISCUSS UPCOMING EVENTS AND ACTIVITIES



A meeting of the Downtown Committee was held on July 25. Topics of discussion included the upcoming 250th Anniversary event on September 23 and how the businesses could participate, the October 6 Paint the Town Pink and Pink Slips Concert, and Halloween weekend activities. The committee also discussed needed improvements to the parking lots behind the Broad Street businesses in the Central Business District.

To the right is an ad placed in the *Bladen Journal* for the Sidewalk Sales over July 4th weekend. This was coordinated by the Elizabethtown-White Lake Area Chamber of Commerce.

BLADEN COUNTY - FOCUS OF GREATER FAYETTEVILLE BUSINESS JOURNAL ISSUE ON JULY 14.



The Greater Fayetteville Business

published a special edition focusing on Bladen County on July 14. The issue included stories on

- the Live, Work, Play program,
- Cape Fear Winery and Distillery,
- Bladen Community College
- And a Q&A with Elizabethtown-White Lake Area Chamber Director, Terri Dennison.

To read the issue online, go to:

[The Greater Fayetteville Business Journal](#)

Bladen Online also published an article on the Live, Work, Play program on August 1.

[LIVE, WORK, PLAY PROJECT: A SERIES ON GROWING A COMMUNITY CREATING JOBS AND COMMERCIAL BUILDINGS.](#)

FIRE DEPARTMENT

Hollis Freeman



- **Call Report**
- Total Structure Fires- 1
- Total Other Fires- 5
- EMS Calls- 20
- Special Responses- 3
- Service Calls- 6
- Other Incidents- 14
- Total Calls for July- 49
- Fire Hydrants Tested- 20
- Fire Inspections Completed- 20
- Total Training Hours Completed by All- 290 Hours

Community Events

- Incident Safety Officer Class at Clarkton Fire Department July 15th
- Car Seat Technician Class July 18th thru July 21st
- Boots and Roots Concert Standby July 21st

POLICE DEPARTMENT

Tony Parrish

Stats for 7/3- 7/31	
Calls for Service	391
Reports Taken	82
Arrests	15
Traffic Collisions	17
Traffic Citations	32
Warning Tickets	13

Flock ALPR Camera results for this period:

1. Recovered two (2) separate stolen vehicles. Arrest made in each incident.
2. Recovered a stolen license plate. Arrest made.

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 2 contractors involved leak repairs, 1 - 6" leak caused by vehicle accident on MLK, 4 service leak repairs, 0-meter replacements, and 1 new service tap install performed in the drinking water system. Additionally, staff responded to 2 special circumstance calls as community support effort. One was assisting with notifications in the Glenwood Area for survey work to be conducted and the other was helping remove a stump at Farmers Market. ±134 manual meter reads/re-reads for billing and 37 Cut-offs/Cut-ons related to the billing operations. The DeWitt Street Water Tank Project is nearing completion despite weather, contractor error and infrastructure failure delays. The latest was the 12" primary valve for the tank which failed just prior to the contractor performing final disinfection efforts on the inside of the tank. Hickman contracting was hired to install a new valve and the work has been completed. The contractor will be in Town Monday August 7th to complete the disinfection and bring the tank back online in the system. There was a scaling error by the contractor on the logo painting. He is scheduled to be back on the tank in early August to complete the coverup and repainting at the corrected scale. The tank will be back in service before the logo is completed but should cause no issues with operations or quality of the logo paint adhesion.



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. Both Mr. Duffy and Mr. Bledsoe were out of the office at the end of the month. Anticipate a more detailed review of both July and August in the next Department Head's Update report. Our apologies for the omission.

Facilities Management – Greg Taylor

Mr. Taylor assisted considerably with Streets/Parks work during the month of July. He also did a great job of covering in Mr. Duffy's absence. Please see the Streets/Parks section for his update.

Streets/Parks – Pascal Munoz, Julius Powell, Nate Lacewell, Walter Czartoszewski, Thomas Howell & Dwight Davis (PT)

The month of July has been challenging with the heat and rainfall we have had Greg and the Facilities and Public services crew have worked hard on trying to get the grass cut at our parks and public facilities as well as roadsides. They were also able to do some much-needed cleanup around the Industrial Park sign. There have been several A/C repairs which include farmers market, crisis center, rental property, and airport which Greg has managed to do in house other than an upcoming compressor replacement at an airport hangar. There have been routine filter changes at Farmers Market, Public Works, and Crisis center. Other maintenance and repairs include repairing lights at Barefoot's sandwich shop, cleaning ice machine at public works, as well as patching the road and putting the stop sign back up on Mckoy Street. Thanks goes out to Tracy Priest for digging up the stump at the farmers market which will help us move forward on the EV station install in which we are currently waiting to hear back from contractors. Greg, Tracy, Walter, and Dwight removed some overhanging limbs on Eastway Ave. which caused an issue for larger trucks to pass. We were also able to get the airport and bike park sprayed for weed control which was done by FCI. Going forward Greg has met with an Electric Gate contractor to work on getting the gate operational at the airport as well as preventative maintenance on the other two gates. We have also met with several fencing companies to get prices on fence repair which include two lift stations and the airport. July has had a lot to offer in repairs and maintenance.



Fleet Maintenance - Tracy Priest

Mr. Priest serviced 5 mowers, 2 small equipment item and other equipment, 10 large pieces of equipment, 5 Police Vehicles, 0 Fire Department Vehicle, 1 Public Works Vehicles, 0 Admin Vehicles and various other tasks as assigned. Mr. Priest helped with removing a stump at the Farmers Market in preparation to install the EV Charging Station.

TOWN CLERK

Juanita Hester

- On July 13, 2023, Clerk prepared and submitted the Annual Powell Bill information to the State office. Approval has been received from the Powell Bill office.
- On July 20, 2023, Clerk completed and submitted the Annual Survey information to the State Demographer's Office to include the number of new residential construction permits, mobile home placement permits; boundary and annexation information and group quarters population.
- On July 11, 2023, a Public Records Request was received from SmartProcure for all purchasing records from 4/12/23 to current. Admin. Asst./Tax Collector/Deputy Clerk prepared the information for submission to SmartProcure.
- On July 24, 2023, Clerk received Public Records Request from Deltek for documents related to the CDBG-NR Third House Rehabilitation Project. Requested information was provided on 8/1/23.
- Weekly Friday Memos were prepared by the Clerk and distributed to Town Council and Department Heads.
- For Town Manager review, the Clerk prepared Staff Meeting Outline for the August 7, 2023 Town Council meeting.
- In coordination with the Manager, Clerk prepared the agenda material for the 8/7/23 Town Council meeting, posted the information to the Town's webpage and made distribution to Town Council and Department Heads.
- The follow-ups, distribution of documents and publication of the approvals for the 7/10/23 Rescheduled Town Council meeting were handled by the Clerk.
- The notice of Public Hearing for the 8/7/23 Annexation matter was prepared for publication by the Clerk.
- On July 20, 2023, Clerk made notification to Mrs. Theresa Lloyd at Paul R. Brown Leadership Academy of Town Council's August 7, 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.

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COUNCIL AGENDA ITEM REPORT

DATE: August 7, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OPEN FORUM

SUBJECT: Open Forum

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

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

Copy of Open Forum Sign-In Sheet provided.

ATTACHMENTS:

Sign-In Sheet - Open Forum - 8.7.23 TC Meeting .docx

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COUNCIL AGENDA ITEM REPORT

DATE: August 7, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: CLOSED SESSION

SUBJECT: Closed Session - In accordance with NCGS 143-318.11(a)(4) - Economic Development

BACKGROUND: There will be a presentation to Town Council in Closed Session as it relates to Economic Development.

Council will need to remain in the Council Room for Closed Session.

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

ATTACHMENTS:

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COUNCIL AGENDA ITEM REPORT

DATE: August 7, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OFFER TO PURCHASE - AIRCRAFT HANGAR AT THE
ELIZABETHTOWN INDUSTRIAL PARK

SUBJECT: Offer to Purchase - Aircraft Hangar #6 at the Elizabethtown
Industrial Park

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

SUGGESTED ACTION: Council is requested to consider approving the Sale/Purchase
Agreement and to authorize Town Manager Dane Rideout to execute
the related documents for the hangar purchase.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: August 7, 2023

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADJOURNMENT

SUBJECT: Adjournment

BACKGROUND:

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

ATTACHMENTS: