



**ELIZABETHTOWN
COUNCIL
REGULAR MEETING**
7:00 PM, Monday, June 3, 2024

1. OPENING AND CALL TO ORDER

2. APPROVE CONSENT AGENDA ITEMS

2.1 Approve Consent Agenda Items

Council is requested to approve the Consent Agenda items presented.

[Consent Agenda - Revised Documentation Items - 6.3.24.pdf](#)

3. SPECIAL RECOGNITION

3.1 Special Recognition - Retiring Police Chief Tony Parrish

Mayor Sylvia Campbell will present framed Resolution to Honor Police Chief Tony Parrish on his retirement. After more than 35 years as a Law Enforcement Officer, Chief Parrish will be retiring the end of June. He has served as the Police Chief for the Town since April 2016.

Town Manager Dane Rideout will present the Chief with his service side arm and Law Enforcement Badge.

Copy of Resolution Honoring Chief Parrish provided.

[Resolution - To Honor Retiring Police Chief Tony Parrish - 6.3.24.docx](#)

4. PUBLIC HEARINGS

4.1 PUBLIC HEARING: Proposed FY 2024-2025 General Fund and Utilities Fund Budgets

Council is requested to follow the Public Hearing procedure below:

HEARING PROCEDURE:

a) Open the hearing and call upon Town Manager Dane Rideout 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 #6.1)

[Peak Agenda - Public Hearing Notice - FY 24-25 Proposed Budget - 6.3.24.pdf](#)

- 4.2 PUBLIC HEARING: **Quasi-Judicial** - Special Use Permit Request - Case Number SUP 24-001 - Petitioner Elizabethtown Christian Academy - To Operate a Private School from Existing Church

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

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

Council is requested to follow the Public Hearing procedure below:

HEARING PROCEDURE:

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

b) Solicit the relevant public comments and information; and

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

(To Be Considered in Agenda Item #6.2)

[Peak Agenda - Public Hearing Notice - Special Use Permit Request - Etown Christian Academy - 6.3.24.pdf](#)

[Peak Agenda - Special Use Permit Application - Etown Christian Academy - R - 6.3.24.pdf](#)

[Peak Agenda - Certification to Property Owners - Special Use - Etown Christian Academy - 6.3.24.pdf](#)

5. PRESENTATIONS

- 5.1 Proclamation Presentation - Mrs. Paula Brinkley - To Recognize June 4th as "Tourette Syndrome Awareness Day"

Mayor Sylvia Campbell will present a Proclamation to Mrs. Paula Brinkley in recognition of June 4th as "Tourette Syndrome Awareness Day".

[Proclamation - Tourette Syndrome Awareness Day on June 4, 2024 - June TC Meeting.pdf](#)

- 5.2 Town Manager Update

Council is requested to hear the update.

6. ORDINANCES/RESOLUTIONS/PROCLAMATIONS

- 6.1 Budget Ordinance - FY 2024-2025 General Fund and Utilities Fund Budgets

Council is requested to approve the FY 2024 - 2025 Budget Ordinance as presented to Council at the May 6, 2024 meeting with the following change - increased solid waste fees by 13.8% instead of 3% to account for the increase by Bladen County commissioners to landfill fees. The cost is going from \$50/ton to \$105/ton. This is an increase of 91%.

[FY 2024 - 2025 Budget Ordinance.pdf](#)

6.2 Approval of Special Use Permit Application - Case Number SUP #24-001 - Elizabethtown Christian Academy - To Operate a Private School in Existing Church
Council is requested to consider one (1) of the following actions regarding the presented Special Use Permit Application:

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

6.3 Resolution of Support - NCDOT Pedestrian Improvements Project at the Intersections of US 701 (Poplar St.) with Mercer Mill, Swanzy Street and King Street
Council is reequested to approve the Resolution of Support.

[Peak Agenda - Resolution of Support - Pedestrian Improvements at US 701-Mercer Mill - Swanzy St. - King St. - 6.3.24.pdf](#)

[NCDOT Diagrams - Pedestrian Improvements Project - 6.3.24.pdf](#)

6.4 Resolution #2024-09 - Personal Property Disposal by Private Sale

Council is requested to declare personal property as surplus for disposal via Private Sale.

[Peak Agenda Attachment - Resolution and Surplus Form - Surplus Property - Computer in Police Department - Private Sale - 6.3.24.pdf](#)

6.5 Grant Project Ordinance Amendment - 2020 CDBG-NR Program #62-03

Council is requested to approve the Grant Project Ordinance Amendment #62-03.

[Peak Agenda - Grant Project Ordinance Amendment - 2020 CDBG-NR Program #62-03 - 6.3.24.pdf](#)

6.6 Grant Project Budget Amendment #63-03 - Infrastructure for LWP Commercial Project

Council is requested to approve the Grant Project Budget Amendment #63-03 for the Infrastructure for LWP Commercial Project.

[Peak Agenda - Grant Project Budget Amendment #63-03 - Infrastructure for LWP Commercial Project - 6.3.24.pdf](#)

6.7 Grant Project Ordinance - Live Work Play Housing Project - #64-00

Council is requested to approve the Grant Project Ordinance for the Live Work Play Housing Project - #64-00.

[Peak Agenda - Grant Project Ordinance Live Work Play Housing Project - #64-00 - 6.3.24.pdf](#)

6.8 Code of Ordinances Amendment - Chapter 54 - Reimbursement Agreements

Council is requested to adopt Ordinance No. 2024-02 amending the Code to include Reimbursement Agreements.

[Peak Agenda - Code Amendment - Reimbursement Agreements - 6.3.24.pdf](#)

7. ADMINISTRATIVE MATTERS

7.1 Bid Award - Quotes Received for Commercial Package and Workers' Compensation

Council is requested to award the bid for the Town's commercial insurance coverage to Warren Insurance Group and the workers' comp insurance coverage to the NC League of Municipalities.

- 7.2 Bid Award - RFQ for Design/Build Services for the Community Center Project - CDBG Grant 21-C-4026
Council is requested to make the award.
[Peak Agenda - RFQ Respondent Scoring Sheet - Community Center Project - CDBG Grant 21-C-4026 - 6.3.24.pdf](#)

8. OTHER BUSINESS

- 8.1 "Briefly" (*Reminders and announcements are made at this time*)
Town Manager Dane Rideout may be called upon to present this agenda item.
[Peak Agenda - Briefly and Department Head Updates - 6.3.24.pdf](#)

9. OPEN FORUM

- 9.1 Open Forum
Council is requested to listen to any public concerns or comments received.

Copy of Open Forum Sign-In Sheet provided.

[Sign-In Sheet - Open Forum - June 3, 2024 Regular Meeting.docx](#)

10. CLOSED SESSION

- 10.1 Closed Session - **To Be Conducted at the Noon Meeting**
Mayor Sylvia Campbell will entertain a motion and a second to enter into Closed Session in accordance with NCGS 143-318.11(a)(4) and NCGS 143-318.11(a)(5) for the Live Work Play Project.

11. ADJOURNMENT

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



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: June 3, 2024

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:

[Consent Agenda - Revised Documentation Items - 6.3.24.pdf](#)



**June 3, 2024 Regular Town Council Meeting
Consent Agenda Items**

- A. Proposed Agenda – Agenda considered *proposed* until approved by the Board
ACTION RECOMMENDED: Approval
- B. May 6, 2024 Noon Work Session Meeting Minutes **ATTACH. #B**
ACTION RECOMMENDED: Approval
- C. May 6, 2024 Regular Meeting Minutes **ATTACH. #C**
ACTION RECOMMENDED: Approval
- D. May 6, 2024 Closed Session Meeting Minutes **ATTACH. #D**
ACTION RECOMMENDED: Approval
To Be Provided at the Evening Meeting
- E. Town Council Meeting Dates – 7/1/24-6/30/25 **ATTACH. #E**
ACTION RECOMMENDED: Approval
- F. FY 2024-2025 Holiday Schedule **ATTACH. #F**
ACTION RECOMMENDED: Approval
- G. Monthly Financial Report **ATTACH. #G**
ACTION RECOMMENDED: Approval
- H. Tax Releases **ATTACH. #H**
ACTION RECOMMENDED: Approval
- I. Resolution Declaring the Service Side Arm and Law Enforcement Badge for Retiring Police Chief Tony Parrish as Surplus Property and Authorizing Presentation Upon Retirement **ATTACH. #I**
ACTION RECOMMENDED: Approval
- J. Resolution Honoring Retiring Police Chief Tony Parrish with the Presentation of his Service Weapon and Law Enforcement Badge **ATTACH. #J**
ACTION RECOMMENDED: Approval
- K. Closeout of CDBG Blueberry Hill Capital Project Remaining Grant Funds **ATTACH. #K**

TOWN OF ELIZABETHTOWN

Noon Meeting

May 6, 2024

The Elizabethtown Town Council met for its Noon work session on Monday, May 6, 2024, in the Council Chamber. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Ricky Leinwand, Herman Lewis, Paula Greene, Rich Glenn, Howell Clark Jr., Town Manager Dane Rideout and Town Attorney Goldston Womble. Department Heads in attendance included Assistant Town Manager Pat DeVane, Town Planner Rusty Worley, Town Clerk Juanita Hester, Finance Director Sharon Penny, Director of Communications and Marketing Terri Dennison, Fire Chief Hollis Freeman, Police Chief Tony Parrish and Public Works Engineering Director Stephen Duffy. No representatives from the Press attended the Noon meeting.

Item #1.1: Opening and Call to Order

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

Item #2.1: Approve Consent Agenda Items

This agenda item will be considered at the evening meeting.

Item #3.1: Proposed FY 2024-2025 General Fund and Water Fund Budget

Council will consider at the evening meeting.

Item #3.2: Town Manager Update

This agenda item will be presented at the evening meeting.

Item #4.1: "Briefly"

Town Manager briefed on the following:

- Kid's Appreciation Day May 11, 2024, at 10:00 a.m. behind the Municipal Building.
- Airport/Economic Development Commission meeting May 14, 2024, at 7:30 a.m. at the Airport Terminal Building.
- Community Center Advisory meeting May 16, 2024, at the Elizabethtown Fire Department at 6:00 p.m.
- White Lake Water Festival Parade May 18, 2024, at 10 a.m.
- Ace Academy Summer Camp June 18-21, 2024, at the Airport Terminal.

Item #5.1: Open Forum

No concerns or comments.

Item# 6.1: Closed Session

Council Member Rich Glenn, seconded by Council Member Paula Greene, moved to enter into Closed Session in accordance with NCGS 143-318.11(a)(4) and NCGS 143-318.11(a)(5) for the Live Work Play Project (Unanimous).

RETURN FROM CLOSED SESSION TO OPEN SESSION

Mayor Pro Tem Rufus Lloyd, seconded by Council Member Ricky Leinwand, made a motion to return to Open Session (Unanimous).

Mayor Sylvia Campbell noted there was no action taken.

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

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, Admin Asst, CTC/Deputy Town Clerk

TOWN OF ELIZABETHTOWN
Evening Meeting
May 6, 2024

The Elizabethtown Town Council met for its regular meeting on Monday, May 6, 2024, in the Council Chamber at 7:00 pm. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Ricky Leinwand, Herman Lewis, Paula Greene, Rich Glenn, Howell Clark Jr., Town Manager Dane Rideout and Town Attorney Goldston Womble. Department Heads in attendance included Assistant Town Manager Pat DeVane, Town Planner Rusty Worley, Town Clerk Juanita Hester, Finance Director Sharon Penny, Director of Communications and Marketing Terri Dennison, Fire Chief Hollis Freeman and Police Chief Tony Parrish. Absent: Public Works Engineering Director Stephen Duffy. No representatives from the Press attended the evening meeting.

Item #1.1: Opening and Call to Order

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

Item #2.1: Approve Consent Agenda Items

Upon a motion by Council Member Rich Glenn, seconded by Council Member Herman Lewis, the Board unanimously approved the following Consent Items as presented. A. Proposed Agenda, B. April 8, 2024 Rescheduled Noon Work Session, C. April 8, 2024 Rescheduled meeting minutes, D. April 11, 2024 Annual Budget Retreat Meeting Minutes, E. Budget Amendment – Fund #49-02, F. Monthly Financial Report, G. Tax Releases, H. Proclamation to Recognize National Police Week – May 12 - 18, 2024, I. Proclamation to Recognize June 4, 2024 as “Tourette Syndrome Awareness Day”.

Item #3.1: Proposed FY 2024-2025 General Fund and Water Fund Budget

Town Manager Dane Rideout noted that the Town has been using ARPA Funds for the last 2 years, the Fire and Police Department are short staffed and the Budget is \$219,000.00 short. Property taxes have not been increased in years; therefore, it is proposed to increase taxes by .03 cents. Grants cannot be used to operate the budget only for the projects, water and sewer increase, trash increase 3%, no hiring, no more Capital Improvement Projects, and no new Police vehicles. The Town is the only Fire Department to have full-time staff. The Town needs \$87,000.00 to balance the budget, Town Manager Dane Rideout met with Council Members Rich Glenn, Howell Clark Jr., and Paula Greene to discuss the Town’s revenue. The budget hearing will be in June.

Item #3.2: Town Manager Update

- Town Manager Dane Rideout noted that the Powell Bill will be used to finish paving the East Hills area that did not get the chip seal and topcoat.
- Police Chief interviews will be May 9, 2024 - there are 3 candidates.

Item #4.1: "Briefly"

Town Manager briefed on the following:

- Kid's Appreciation Day May 11, 2024, at 10:00 a.m. behind the Municipal Building.
- Airport/Economic Development Commission meeting May 14, 2024, at 7:30 a.m. at the Airport Terminal Building.
- Community Center Advisory Board meeting May 16, 2024, at the Elizabethtown Fire Department at 6:00 p.m.
- White Lake Water Festival Parade May 18, 2024, at 10 a.m.
- Ace Academy Summer Camp June 18 -21, 2024, at the Airport Terminal.

Item #5.1: Open Forum

- Mr. Bo Barefoot with Barefoot Sandwich Shop noted that he wants to co-sponsor with other businesses to have live concerts, wrestling and movie nights at the Farmers Market.
- Mr. Hendrick Amirhanian at 1704 Greenwood Street noted that there has not been any construction activity at 1703 Greenwood Street and the neighbors are concerned. Town Attorney Goldston Womble noted that the Town Ordinance has been repealed by NC Legislative 160D that allows us to proceed under the state statutes. The Town Attorney noted that he will check with the School of Government also.
- Mr. Alfred Faulkner at 711 Richardson Street noted that his neighbor still has not moved any abandoned vehicles from his yard. Assistant Town Manager Pat DeVane noted that both 709 and 711 Richardson Street property owners have abandoned vehicles in their yards. He has explained to them that both will need to clean their yards.
- Council Member Ricky Leinwand thanked the Fire and Police Departments for their quick response to the fire.

Item# 6.1: Closed Session

This agenda item was presented at the Noon Work Session.

With no further business to conduct, Council Member Rich Gleen, seconded by Council Member Herman Lewis, moved to adjourn (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, Admin Asst, CTC/Deputy Town Clerk

Town of Elizabethtown
Town Council Meeting Dates
FY 2024 - 2025

July 1, 2024

August 5, 2024

September 9, 2024

October 7, 2024

November 4, 2024

December 2, 2024

January 6, 2025

February 3, 2025

March 3, 2025

April 7, 2025

May 5, 2025

June 2, 2025

June 23, 2025 (Close out meeting if needed)

FY 2024 – 2025 Holiday Schedule

Holiday	Observance Date	Day of Week
Independence Day	July 4, 2024	Thursday
Labor Day	September 2, 2024	Monday
Columbus Day	October 14, 2024	Monday
Veterans Day	November 11, 2024	Monday
Thanksgiving	November 28 & 29, 2024	Thursday & Friday
Christmas	December 24, 25, 26 & 27, 2024	Tue., Wed., Thur., & Fri.
New Year's Day	January 1, 2025	Wednesday
Martin Luther King Day	January 20, 2025	Monday
Presidents' Day	February 17, 2025	Monday
Easter	April 18 & 21, 2025	Friday & Monday
Memorial Day	May 26, 2025	Monday
Juneteenth	June 19, 2025	Thursday

ELIZABETHTOWN as of May 29, 2024
BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2023-2024 REVENUES

92% of Year Completed

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 5-29-2024	% of Budget	Prior Year Actual-to-Date 5-31-2023
GENERAL FUND				
Ad Valorem & BID Taxes	1,750,086.00	1,823,627	104.2%	1,795,923
Vehicle Taxes	190,000.00	162,192	85.4%	160,886
Local Option Sales Taxes	792,000.00	563,146	71.1%	572,003
Utility Franchise Taxes	290,000.00	161,455	55.7%	153,953
ABC Revenue	105,000.00	78,750	75.0%	178,750
Powell Bill	123,085.00	123,086	100.0%	112,570
Bladen Fire District	246,909.00	228,591	92.6%	195,709
Street Improvement Loan	0.00	0	0.0%	1,275,128
Solid Waste fees	1,146,400.00	1,068,863	93.2%	1,024,922
Permits & Fees	47,128.00	49,326	104.7%	28,212
Rental Income	103,200.00	108,850	105.5%	100,307
Interest Income	240,000.00	250,339	104.3%	163,725
Salary & Admin. Reimbursements	141,900.00	5,718	4.0%	56,763
Miscellaneous Revenues	65,750.00	217,483	330.8%	161,303
Federal ARPA Funding	0.00	0	0.0%	542,893
General Fund Balance Approp.	1,227,786.00		0.0%	
TOTAL GENERAL FUND	6,469,244.00	4,841,427	74.8%	6,523,047
WATER FUND				
Water fees	835,000.00	777,146	93.1%	731,936
Sewer fees	1,011,131.00	975,321	96.5%	885,093
Miscellaneous Revenue	138,600.00	150,603	108.7%	159,636
Utility Fund Balance Approp.	0.00		0.0%	
TOTAL WATER FUND	1,984,731.00	1,903,070	95.9%	1,776,665

ATTACH. #G

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2023-2024 EXPENDITURES

Department	Fiscal Year Budget	Actual Y-T-D as of 5-29-2024	% of Budget	Prior Year Actual-to-Date 5-31-2023
Governing Body	53,527.00	50,108	93.6%	79,228
Administration	542,798.00	530,031	97.6%	643,848
Finance	267,400.00	243,984	91.2%	246,610
Public Works	834,687.00	792,032	94.9%	368,603
Public Facilities	87,026.00	91,487	105.1%	129,974
Police	1,385,520.00	1,097,359	79.2%	1,296,916
Fire	927,976.00	916,082	98.7%	856,170
Streets	104,280.00	85,926	82.4%	592,042
Powell	200,585.00	178,002	88.7%	18,859
Street Improvement Loan Project	912,408.00	912,408	100.0%	282,247
Solid Waste	580,000.00	471,128	81.2%	402,874
Planning & Economic Develop.	165,882.00	142,111	85.7%	128,670
Recreation	41,703.00	43,960	105.4%	74,594
Farmers' Market	26,350.00	1,108	4.2%	5,353
Airport	86,700.00	70,432	81.2%	117,975
Special Appropriations	252,402.00	94,573	37.5%	118,606
GENERAL FUND TOTAL	6,469,244.00	5,720,731	88.4%	5,362,566
WATER FUND				
Water	930,508.00	736,039	79.1%	674,559
Sewer	854,223.00	710,332	83.2%	780,708
Tank Maintenance & Transfer Out	200,000.00	91,667	45.8%	91,667
WATER FUND TOTAL	1,984,731.00	1,538,037	77.5%	1,546,934

REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	0.00	(879,304)	\$ 33,104	1,160,481	(375,293)
WATER FUND	0.00	365,033		229,731	
TOTAL COMBINED FUNDS	0.00	(514,271)		1,390,212	

W/O street loan
and ARPA Funds

W/O street loan
and ARPA Funds

MEMORANDUM

Mayor and Town Council

Beverly Robinson, Certified Tax Collector /Deputy Town Clerk ^{5.12}

Tax Releases

May 17, 2024

	<u>Account No.</u>
2020 Federal Home Loan	545502
Reason Transferred to 545814	
Release Value \$6,070.00	
Real Property	
Tax Released	\$ 37.33
2021 Federal Home Loan	545502
Reason Transferred to 545502	
Release Value \$ 6,070.00	
Real Property	
Tax Release	\$ 37.33
2022 Federal Home Loan	545502
Reason Transferred to 545502	
Release Value \$ 6,070.00	
Real Property	
Tax Released	\$ 37.33
2023 Federal Home Loan	545502
Reason Transferred to 545502	
Release Value \$6,070.00	
Real Property	
Tax Released	<u>\$ 37.33</u>
Council is requested to grant the above tax releases	<u><u>\$ 149.32</u></u>

Discoveries

2020 David Jackson	545814
Reason Transferred from 545502	
Value \$6,070.00	
Real Property	
Tax Addition	\$ 37.33
2021 David Jackson	545814
Reason Transferred from 545502	
Value \$6,070.00	
Real Property	

ATTACH. #H

Tax Addition \$ 37.33

2022 David Jackson 545814

Reason Transferred from 545502
Value \$6,070.00

Real Property
Tax Addition \$ 37.33

2023 David Jackson 545814

Reason Transferred from 545814
Value \$6,070.00

Real Property
Tax Addition \$ 37.33

Total \$ 149.32

TOWN OF ELIZABETHTOWN

**RESOLUTION DECLARING THE SERVICE SIDE ARM AND LAW ENFORCEMENT
BADGE FOR RETIRING POLICE CHIEF TONY PARRISH AS SURPLUS PROPERTY
AND AUTHORIZING PRESENTATION UPON RETIREMENT**

#R-2024-05

WHEREAS, Police Chief Tony Parrish will retire from an active career in law enforcement with the Town of Elizabethtown Police Department on June 30, 2024; and

WHEREAS, North Carolina General Statute Chapter 17F-20 authorizes governing boards of law enforcement agencies to award to a retiring member the badge worn by him, as well as his service weapon; and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Town of Elizabethtown, North Carolina, that the badge and service weapon described as a Glock 17 9mm, Serial #BCHE332, carried by Police Chief Tony Parrish during his 8 years of service be declared as surplus property and awarded to him upon retirement.

BE IT FURTHER RESOLVED, that the Mayor and Town Council of the Town of Elizabethtown authorize Lieutenant Mark McMichael to proceed with the process as outlined in NCGS 17F-20 regarding the service side arm and badge of retiring Police Chief Tony Parrish.

Adopted this 3rd day of June, 2024.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

ATTACH. #1

**TOWN OF ELIZABETHTOWN
RESOLUTION HONORING RETIRING
POLICE CHIEF TONY PARRISH
WITH THE PRESENTATION OF HIS
SERVICE WEAPON AND LAW ENFORCEMENT BADGE**

#R-2024-06

WHEREAS, Police Chief Tony Parrish will retire on June 30, 2024 after 8 years of service to the Town of Elizabethtown; and

WHEREAS, Mayor Sylvia Campbell and Town Council Members desire to honor Police Chief Parrish for his service to the Town by presentation of his service weapon and badge; and

WHEREAS, during his 8 years of dedicated and faithful service, Police Chief Tony Parrish has demonstrated professionalism, commitment to excellence, and provided skilled and effective leadership and guidance to fellow officers; and

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the ownership of side arm, Glock 17 9mm, Serial #BCHE332, be transferred from the Town of Elizabethtown to Police Chief Tony Parrish, upon the occasion of his retirement.

Section 2. That Police Chief Tony Parrish shall further be honored for his dedicated service with the presentation of his Law Enforcement badge.

Section 3. That upon this special occasion, Mayor Sylvia Campbell and Town Council hereby extend best wishes to Police Chief Tony Parrish upon his well-deserved retirement.

Section 4. That this Resolution be incorporated into the permanent records of this Town Council.

Adopted this 3rd day of June, 2024.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

ATTACH. #J

TOWN OF ELIZABETHTOWN

CDBG - Blueberry Hill Remaining Grant Funds

FUND: #61		(Grant was 15+ years ago)									
NUMBER	REVENUE ACCOUNT	BUDGET	AMENDED BUDGET	ACTUAL TO 6/30/2021	ACTUAL TO 6/30/2022	ACTUAL TO 6/30/2023	ACTUAL TO 6/30/2024	Total	Remaining Balance		
61	Program Income - Blueberry Sale of CA Nails Building	30,231.37	30,231.88	30,231.88	3,167.00			30,231.88	0.00		
	Revenue Total	30,231.37	33,398.88	30,231.88	3,167.00	0.00	0.00	33,398.88	0.00		
REVISED											
NUMBER	EXPEND. ACCOUNT	BUDGET	TOTAL BUDGET	ACTUAL TO 6/30/2021	ACTUAL TO 6/30/2022	ACTUAL TO 6/30/2023	ACTUAL TO 6/30/2024	Total	Remaining Balance		
550	Demolition Expense	30,231.37	3,000.00	0.00	3,000.00			3,000.00	0.00		
	Roof repair CA Nails building		3,900.00		3,900.00			3,900.00	0.00		
	Purchase of 403 MLK Dr. (F. Knowling)		17,938.25			17,938.25		17,938.25	0.00		
	Transfer to other projects		8,560.63				8,560.63	8,560.63	0.00		
	Expenditure Total	30,231.37	33,398.88	0.00	6,900.00	17,938.25	8,560.63	33,398.88	0.00		
APPROVED:											
AMENDED: 6/3/2024 To close out this project and fund #61 and transfer remaining funds to Fund 49 as match for Airport Runway & Apron Rehabilitation project.											

ATTACH. #K



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: June 3, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: SPECIAL RECOGNITION

SUBJECT: Special Recognition - Retiring Police Chief Tony Parrish

BACKGROUND: Mayor Sylvia Campbell will recognize retiring Police Chief Tony Parrish.

SUGGESTED ACTION: Mayor Sylvia Campbell will present framed Resolution to Honor Police Chief Tony Parrish on his retirement. After more than 35 years as a Law Enforcement Officer, Chief Parrish will be retiring the end of June. He has served as the Police Chief for the Town since April 2016.

Town Manager Dane Rideout will present the Chief with his service side arm and Law Enforcement Badge.

Copy of Resolution Honoring Chief Parrish provided.

ATTACHMENTS:

[Resolution - To Honor Retiring Police Chief Tony Parrish - 6.3.24.docx](#)



**TOWN OF ELIZABETHTOWN
RESOLUTION HONORING RETIRING
POLICE CHIEF TONY PARRISH
WITH THE PRESENTATION OF HIS
SERVICE WEAPON AND LAW ENFORCEMENT BADGE**

#R-2024-06

WHEREAS, Police Chief Tony Parrish will retire on June 30, 2024 after 8 years of service to the Town of Elizabethtown; and

WHEREAS, Mayor Sylvia Campbell and Town Council Members desire to honor Police Chief Parrish for his service to the Town by presentation of his service weapon and badge; and

WHEREAS, during his 8 years of dedicated and faithful service, Police Chief Tony Parrish has demonstrated professionalism, commitment to excellence, and provided skilled and effective leadership and guidance to fellow officers; and

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the ownership of side arm, Glock 17 9mm, Serial #BCHE332, be transferred from the Town of Elizabethtown to Police Chief Tony Parrish, upon the occasion of his retirement.

Section 2. That Police Chief Tony Parrish shall further be honored for his dedicated service with the presentation of his Law Enforcement badge.

Section 3. That upon this special occasion, Mayor Sylvia Campbell and Town Council hereby extend best wishes to Police Chief Tony Parrish upon his well-deserved retirement.

Section 4. That this Resolution be incorporated into the permanent records of this Town Council.

Adopted this 3rd day of June, 2024.

Sylvia Campbell, Mayor



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: June 3, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Public Hearing

AGENDA SECTION: PUBLIC HEARINGS

SUBJECT: PUBLIC HEARING: Proposed FY 2024-2025 General Fund and Utilities Fund Budgets

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

Council Members may wish to bring their copy of the budget document to the June 3rd meeting.

One copy of the Budget document will be made available for public inspection.

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

HEARING PROCEDURE:

- a) Open the hearing and call upon Town Manager Dane Rideout 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 #6.1)

ATTACHMENTS:

Peak Agenda - Public Hearing Notice - FY 24-25 Proposed Budget - 6.3.24.pdf

Bladen Journal

AFFIDAVIT OF PUBLICATION

State of Pennsylvania, County of Lancaster, ss:

Lea Boreland, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Bladen Journal, a daily newspaper of general circulation, printed and published in Elizabethtown, Bladen County, North Carolina; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following:

PUBLICATION DATES:

May. 14, 2024

NOTICE ID: XqZCMVcGVTDsGP8zW14Y

PUBLISHER ID: 01159654

NOTICE NAME: Town of Elizabethtown's FY 2024-2025 propose

Publication Fee: \$87.72

Lea Boreland

(Signed)

VERIFICATION

State of Pennsylvania
County of Lancaster

Commonwealth of Pennsylvania - Notary Seal
Nicole Burkholder, Notary Public
Lancaster County
My commission expires March 30, 2027
Commission Number 1342120

Subscribed in my presence and sworn to before me on this: 05/14/2024

Nicole Burkholder

Notary Public
Notarized remotely online using communication technology via Proof.

TOWN OF ELIZABETHTOWN NOTICE OF PUBLIC HEARING

This is notice to the public that the Town of Elizabethtown's FY 2024-2025 proposed budget has been submitted to the Elizabethtown Town Council and is available for public inspection. The proposed budget is posted on the Town's website at www.elizabethtownnc.org. A Public Hearing for the FY 2024-2025 proposed budget is scheduled for Monday, June 3, 2024 at 7:00 p.m. in the Council Chamber of the Municipal Building located at 805 West Broad Street, Elizabethtown.

Sylvia Campbell, Mayor

5/14/2024



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: June 3, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Public Hearing

AGENDA SECTION: PUBLIC HEARINGS

SUBJECT: PUBLIC HEARING: **Quasi-Judicial** - Special Use Permit Request - Case Number SUP 24-001 - Petitioner Elizabethtown Christian Academy - To Operate a Private School from Existing Church

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

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

Copy of Public Hearing Notice, Application, Site Map, and Certification of Notices to Adjacent Property Owners provided.

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

HEARING PROCEDURE:

- a) **Open the hearing and call upon Planning Director Rusty Worley to present the information; and**
 - b) **Solicit the relevant public comments and information; and**
 - c) **Close the hearing after receiving or not any public comments.**
- (To Be Considered in Agenda Item #6.2)*

ATTACHMENTS:

Peak Agenda - Public Hearing Notice - Special Use Permit Request - Etown Christian Academy - 6.3.24.pdf

Peak Agenda - Special Use Permit Application - Etown Christian Academy - R - 6.3.24.pdf

Peak Agenda - Certification to Property Owners - Special Use - Etown Christian Academy - 6.3.24.pdf

**TOWN OF ELIZABETHTOWN
NOTICE OF PUBLIC HEARING**

Proposed Special Use Permit, Town of Elizabethtown, North Carolina. Pursuant to NCGS 160A-364, 385 and 386, the Town of Elizabethtown will conduct a public hearing on Monday, June 3, 2024 at 7:00 p.m. in the Elizabethtown Municipal Building. Town Council will consider the following:

Special Use Permit

Petitioner: Elizabethtown Christian Academy

Case Number: SUP #24-001

Tax Map #: PIN #130216930450

Location: 2603 W. Broad Street, Elizabethtown, NC

Request: To operate a Private School in existing Church

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

TOWN OF
ELIZABETHTOWN
 Planning & Community Development
 803 West Broad St. - Post Office Box 716
 Elizabethtown, NC 28337
 910-862-2066

LAND USE APPLICATION

Subject Property Owner's Name: Bobby Guyton
 Company: _____
 Address: 2603 West Broad St / PO Box 566
 City: Elizabethtown State: NC Zip: 28337 Non Profit: NO YES
 Phone: _____ Fax: _____ Email: _____

Applicant's Name: Katherine A. Peterson
 Company: Vertical Church Bladen / Elizabethtown Christian Academy
 Address: PO Box 2710
 City: Elizabethtown State: NC Zip: 28337
 Phone: (910) 874-4580 Fax: _____ Email: apeterson@lamar.com

SUBJECT PROPERTY LOCATION INFORMATION

Address or General Location: 2603 W Broad St Parcel ID Number: 130 216930450
 Acreage: _____ acres Frontage: _____ feet Flood Zone: Yes No Zoning: _____

TYPE OF REQUESTED ACTION

- | | | | |
|--|--|--|--|
| Construction Related* | Use Related | Zoning Related | Miscellaneous |
| <input type="checkbox"/> Residential Addition | <input type="checkbox"/> Conditional Use App. | <input type="checkbox"/> Zoning Compliance Certificate | <input type="checkbox"/> Tank Removal |
| <input type="checkbox"/> New Construction Compliance | <input type="checkbox"/> Accessory Use Permits | <input type="checkbox"/> Rezoning Application | <input type="checkbox"/> Moving: _____ |
| <input type="checkbox"/> Sign Permits (2 sets of drawings) | <input checked="" type="checkbox"/> Special Use Permit App | <input type="checkbox"/> Variance Request | <input type="checkbox"/> Other: _____ |

*3 sets of drawings/plans are required on new construction/remodels.

SUPPORTING INFORMATION


List additional supporting documents here and affix to backside of petition:

- 1.
- 2.

If applicable, please sketch subject property indicating proposed changes. Attach additional sheets if necessary.

AUTHORIZATION

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

Authorized Signature:  Date: _____
 Printed Signature/Title: K. Alex Peterson





Zoning Administration
Town of Elizabethtown, North Carolina

Application #: SUP 2024-001

Application for Special Use Permit

(Application must be submitted to the Zoning Administrator 30 days prior to Town Council Meeting Date.)

Date: 5/18/2024 Application Fee: 400.00

Name of Applicant: Elizabethtown Christian Academy Telephone: (910) 874-4580
 Address: PO Box 2710 Elizabethtown NC 28337

Name of Owner: Bobby Guyton Telephone: _____
 Address: PO Box 566 Elizabethtown NC 28337

Zoning District: _____ Parcel Number: 0014563

Property Address: 2603 West Broad St, Elizabethtown NC 28337

Proposed Uses: Private School in existing Church

Application is Submitted Pursuant to Elizabethtown Zoning Ordinance: Section: 6.6 Table of Uses and Activities.

NOTE: The Town Council cannot approve an application for a special use permit, unless each of the following findings is made. It is the responsibility of the applicant to provide competent, material, substantial evidence to support each of the findings. The Zoning Administrator will provide available information about conformance with plans, public health, safety and welfare matters and compliance with regulations. Additional research and preparation of competent, material, and substantial evidence, which may be required to determine such things as traffic impacts and impacts on contiguous properties, are the responsibilities of the applicant.

All information and plans to support either a preliminary or final application must be submitted with this application to the Zoning Administrator at least thirty (30) days prior to the next Town Council meeting. Applicants should be prepared to enter all evidence into the record during the Town Council meeting at which the application is considered.

Provide competent, material, substantial evidence to make each of the following findings:

1. That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety and general welfare.
No
2. That the special use will be in harmony with the existing development and uses within the area in which it is to be located.
Yes



Zoning Administration
Town of Elizabethtown, North Carolina

Application #: _____

Application for Special Use Permit

(Application must be submitted to the Zoning Administrator 30 days prior to Town Council Meeting Date.)

3. That the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

No

4. That adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.

Yes

5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

Yes

6. That the special use will, in all other respects, conform to the all the applicable regulations of the district in which it is located.

Yes

7. That public access shall be provided in accordance with the recommendations of the town's comprehensive plan/land use plan and access plan or the present amount of public access and public parking as exists within the town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.

Yes

8. That the proposed use will be in conformity with the comprehensive plan/land use plan, thoroughfare plan, or other plan officially adopted by the Town Council.

Yes



Zoning Administration
Town of Elizabethtown, North Carolina

Application #: SUP 2024-001

Application for Special Use Permit

(Application must be submitted to the Zoning Administrator 30 days prior to Town Council Meeting Date.)

Proposed Conditions: _____

Fee Paid: \$ _____

Date: _____

I certify that I, the applicant, have the consent of the owner of the property identified in this application and am fully authorized to act on the owner's behalf in applying for this permit. I agree that this permit, if approved, is issued on the presentation made herein and may be revoked because of material departure from the presentation made herein or violations of conditions made a part of this application. It is further agreed and acknowledged that if this special use permit is approved, the property identified in this application will be bound perpetually to the uses and conditions stated in the approved application. It is also understood and acknowledged that any development plans to be submitted pursuant to any special use permit shall be submitted to the Zoning Administrator for review.

Signature of Applicant: _____

Date: _____

STATE OF NORTH CAROLINA

COUNTY OF _____

I, _____, Notary Public, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

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

(Official Seal)

Official Signature of Notary

My Commission Expires: _____



Special Use Permit Application Form

Date: 05/16/2024

Project

Project Address: 2603 W Broad St
City, State, Zip: Elizabethtown, NC 28337
Parcel: 1302.16.93.0450

Zoning District: C1
Overlay District: None

Written Description of Special Use

written description of the proposed special use:

The Special Use Permit is requested due to The Town of Elizabethtown's current ordinance section 6.6 Table of Uses and Activities for Private School's. The existing site is being used as Vertical Church and additional space is currently needed by Elizabethtown Christian School.

written description of the zoning district designations:

Zoning District C-1 which requires Special Use Permit for Private Schools

Indicate how the special use complies with all applicable use-specific standards:

The school use would conform to the existing conditions.

Describe how the special use is compatible with the character of surrounding lands:

Current site is being used as a church and conforms to the neighborhood

Indicate how the special use avoids significant adverse impact on surrounding lands:

Existing structures, parking lot and driveway entrances currently present no adverse impacts

Demonstrate how the special use is configured to minimize adverse effects:

If granted the Special Use permit should have no effects on current conditions.

Explain how the special use avoids significant deterioration of water and air resources:

There would no deterioration on water and air resources

Indicate how the special use maintains safe ingress:

The school would use the current NCDOT ingress, there would be no additional ingresses required

The special use allows for the protection of property:

The special use would if granted would not impact the subject property or surrounding properties.

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

The Special Uses would not affect property values.

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

yes

Applicant

Applicant: PO Box 2710
Owner?: No
Company: ECA
Mailing Address: POBox 2710
City, State, Zip: Elizabethtown NC 28337

Physical Address: Elizabehtown
City, State, Zip: Elizabethtown NC 28337
Phone: 910-874-4580
Fax:
Email: apeterson@lamar.com

I do hereby certify that the information contained herein is true and correct.

Katherine A Peterson
Name

05/16/2024
Date



Zoning Administration
Town of Elizabethtown, North Carolina

Application #: SUP 2024-001

Application for Special Use Permit

(Application must be submitted to the Zoning Administrator 30 days prior to Town Council Meeting Date.)

FOR TOWN USE ONLY

Received by Zoning Administrator: May 17, 2024

Reviewed by Zoning Administrator: RkW

Property Owner Notified: _____

Property Posted: _May 19 Time: 3:00

Date Public Hearing Scheduled: June 3, 2024

Date Public Hearing Advertised: _____

SPECIAL USE PERMIT

APPROVED: _____

DENIED: _____

Approved with the following conditions:

Denied for the following reasons:

Date: _____

Permit Number: _____

MAYOR, ELIZABETHTOWN TOWN COUNCIL



Wind energy generating facility, accessory	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS		PS	PS					<u>Section 7.13</u>
EDUCATIONAL																		
Colleges, universities including fraternity, sorority houses, dormitories, and incidental uses when on the same unit of property	S	S	S	S	S	S	S	S	S	P	P		P					
Schools (academic); kindergarten, elementary, secondary, public or private	S	S	S	S	S	S	S	S	S	S	S	P						S
Schools (non-academic); commercial, vocational, public or private to include music and dance studios	S								S	P	P	P	S					P
INSTITUTIONAL																		
Auditoriums, indoor theaters, assembly halls										P	P	P						P
Cemetery, mausoleum, or columbarium	S	S	S	S	S	S	S	S	S	S	S							
Churches, synagogues, temples and other places of worship, rectories, Sunday Schools	P	P	P	P	P	P	P	P	P	P	P							P
Clubs and lodges, private, non-profit	SS	SS	SS	SS	SS	SS	SS	SS	SS	PS	PS	PS						PS
Correctional, penal institutions, jails	S								S		S	S						S
Country clubs	S	S	S	S	S	S	S											
Emergency management operation	S									S	S		S	S				
Fire stations	S	S	S	S	S	S	S	S	S	S	S		S	S				
Funeral homes									P	P	P							P
Government buildings/offices	S								P	P	P							
Hospitals, sanitarium	S	S	S	S	S	S	S	S	S	S	S							S

SECTION 6.6 - TABLE OF USES AND ACTIVITIES.

P - Permitted Use PS - Permitted Use with Supplemental Regulations Blank - Not Permitted																	
S - Special Use SS - Special Use with Supplemental Regulations																	
Uses	Primary Zoning Districts															Overlay Districts	Supplemental Regulations
	R-A	R-40	R-20	R-15	R-12M	R-12	R-10	O-1	C-1	C-2	CBD	L-1	H-1	B-C	AHO		
ACCESSORY USES/BUILDINGS																	
Accessory buildings/structures	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS			<u>Section 7.2</u>
Accessory uses	P	P	P	P	P	P	P	P	P	P		P	P	P			
Cemetery as an accessory use to a church, including columbarium	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS							<u>Section 7.3</u>
Child care center (as an accessory use for a principal business/industry)									PS	PS			PS	PS			Section 7.4.1
Dwelling (as an accessory for a principal business)									PS	PS	PS						<u>Section 7.5</u>
Granny pods/temporary health care structures	PS	PS	PS	PS	PS	PS	PS										<u>Section 7.6</u>
Home occupations	PS	PS	PS	PS	PS	PS	PS				PS						<u>Section 7.7</u>
Office uses as an accessory use to an Industrial type activity, and being located on the same lot													P	P			
Fences and walls	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS			<u>Section 7.8</u>
Satellite dish antennas	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS			PS	PS			<u>Section 7.9</u>
Solar energy generating facility, accessory	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS			PS	PS			<u>Section 7.10</u>
Swimming pools, commercial/community									PS	PS	PS						<u>Section 7.11</u>
Swimming pools, private	PS	PS	PS	PS	PS	PS	PS	PS					PS	PS			<u>Section 7.11</u>
Temporary storage facility (portable storage units)	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS			PS	PS			<u>Section 7.12</u>

TOWN OF ELIZABETHTOWN

PLANNING & COMMUNITY DEVELOPMENT

CERTIFICATION OF NOTICE TO PROPERTY OWNERS

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

Case Number: SUP #24-001

Petitioner: Elizabethtown Christian Academy *

Property Owner: Bobby Guyton *

Zoning Classification Action(s): Special Use Permit Request to operate a Private School in an existing Church located at 2603 W. Broad Street.

OWNER NAME	OWNER ADDRESS	CITY	STATE	ZIP CODE
St. Christopher Episcopal Church	2602 W. Broad Street	Elizabethtown	NC	28337
Lauren Rutland	134 Harwood Street	Elizabethtown	NC	28337
Brian Investments LLC	P.O. Box 637	Elizabethtown	NC	28337
Leeroy LLC	370 Douglas Avenue	Chillicothe	OH	45601

*A copy of the Public Hearing Notice for the Special Use Permit request has been mailed to the Petitioner Elizabethtown Christian Academy, P.O. Box 2710, Elizabethtown, NC 28337 and to Property Owner Bobby Guyton, P.O. Box 566, Elizabethtown, NC 28337.



 Rusty Worley, Planning Director

5-22-2024
 Date

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



 Juanita Hester, Town Clerk

5/22/2024
 Date



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: June 3, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Proclamation Presentation - Mrs. Paula Brinkley - To Recognize June 4th as "Tourette Syndrome Awareness Day"

BACKGROUND: Mayor Campbell will present framed Resolution to Mrs. Paula Brinkley to recognize June 4th as "Tourette Syndrome Awareness Day" in the Town of Elizabethtown.

Proclamation copy provided.

SUGGESTED ACTION: Mayor Sylvia Campbell will present a Proclamation to Mrs. Paula Brinkley in recognition of June 4th as "Tourette Syndrome Awareness Day".

ATTACHMENTS:

[Proclamation - Tourette Syndrome Awareness Day on June 4, 2024 - June TC Meeting.pdf](#)

PROCLAMATION

“Tourette Syndrome Awareness Day” June 4, 2024

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

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

WHEREAS, Tourette Syndrome and tic disorders affect 1 in 50 school-age children. More than 23,000 school-age children in the State of North Carolina alone are dealing with Tourette Syndrome and although some of these cases are aided by medication, there is no standard treatment or known cure for the disorder; and

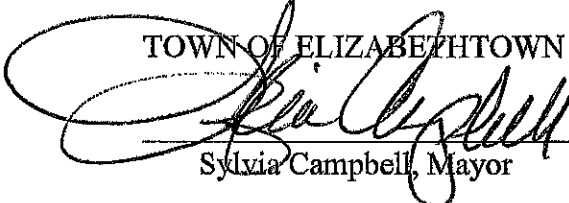
WHEREAS, there is an important need for more professional help with interest and expertise to identify, counsel, and treat people with Tourette Syndrome, a disorder that is often misdiagnosed and misunderstood; and

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

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

NOW, THEREFORE, I, Mayor Sylvia Campbell, and Town Council Members will recognize June 4, 2024 as “Tourette Syndrome Awareness Day” in the Town of Elizabethtown. This will be a special day in which to promote understanding, compassion, and acceptance for all of our fellow citizens who deserve and need our support to break the stigma that surrounds Tourette Syndrome.

This 6th day of May, 2024.

TOWN OF ELIZABETHTOWN

Sylvia Campbell, Mayor



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: June 3, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Town Manager Update

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

SUGGESTED ACTION: Council is requested to hear the update.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: June 3, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Budget Ordinance - FY 2024-2025 General Fund and Utilities Fund Budgets

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

Copy of Budget Ordinance provided.

SUGGESTED ACTION: Council is requested to approve the FY 2024 - 2025 Budget Ordinance as presented to Council at the May 6, 2024 meeting with the following change - increased solid waste fees by 13.8% instead of 3% to account for the increase by Bladen County commissioners to landfill fees. The cost is going from \$50/ton to \$105/ton. This is an increase of 91%.

ATTACHMENTS:
[FY 2024 - 2025 Budget Ordinance.pdf](#)

**TOWN OF ELIZABETHTOWN
BUDGET ORDINANCE
FY 2024 - 2025**

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ELIZABETHTOWN,
NORTH CAROLINA THAT:

Section 1: The following amounts are hereby appropriated to the fund set forth for the operation of the Town government and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025, in accordance with the Chart of Accounts heretofore established for this Town:

<u>GENERAL FUND</u>	<u>AMOUNT</u>
Governing Body	\$ 42,213.00
Administration	\$ 535,254.00
Finance	\$ 229,750.00
Public Works	\$ 770,010.00
Technology	\$48,000.00
Public Facilities	\$239,876.00
Police	\$ 1,276,286.00
Fire	\$ 927,262.00
Streets	\$ 10,000.00
Powell Bill	\$ 287,149.00
Solid Waste	\$ 768,000.00
Planning	\$ 134,421.00
Recreation	\$ 32,750.00
Farmer's Market	\$0.00
Airport	\$29,470.00
Special Appropriations	\$ 178,402.00
<hr/>	
TOTAL GENERAL FUND APPROPRIATION	<u>\$ 5,508,843.00</u>

<u>UTILITY FUND</u>	<u>AMOUNT</u>
Water	\$ 937,532.00
Sewer	\$ 1,032,268.00
Utility Appropriations	\$ 100,000.00
<hr/>	
TOTAL UTILITY FUND APPROPRIATION	<u>\$ 2,069,800.00</u>

Section 2: It is estimated, and therefore appropriated, that the following revenues will be made available to the respective funds for the fiscal year beginning July 1, 2024, and ending June 30, 2025, as follows:

<u>GENERAL FUND</u>	<u>AMOUNT</u>
Real Property Taxes	\$ 1,782,642.00
Business District Taxes	\$ 40,500.00
Motor Vehicle Taxes	\$ 198,000.00
Interest & Penalties on Taxes	\$ 21,750.00
Franchise Taxes	\$ 302,000.00
Local Option Sales Tax	\$ 825,000.00
Interest on Investments	\$ 180,000.00
Powell Bill Funds	\$ 120,000.00
Other Revenue	\$ 1,929,744.00
Fund Balance Appropriated	\$ 109,207.00
TOTAL GENERAL FUND REVENUE	<u>\$ 5,508,843.00</u>

<u>UTILITY FUND</u>	<u>AMOUNT</u>
Water Usage Charges	\$ 870,000.00
Sewer Usage Charges	\$ 1,052,000.00
Late/Reconnect Fees	\$85,000.00
Other Revenue	\$ 62,800.00
TOTAL UTILITY FUND REVENUE	<u>\$ 2,069,800.00</u>

Section 3: There is hereby levied an Ad Valorem Tax of sixty-four and one-half cents (\$0.645) per one-hundred-dollar (\$100) valuation of taxable property for the purpose of raising a portion of the revenue listed in the General Fund appropriation in Section 2 of this Ordinance. This rate is based upon an estimated assessed valuation of \$277,756,569, for the Town of Elizabethtown and an estimated collection rate of 96.0 %.

Section 4: Town Council approved a 10 cent (\$0.10) Business Improvement District (BID) Tax that became effective July 1, 2010.

Section 5: The following Utility Rate charges are set forth to be effective July 1, 2024:

RESIDENTIAL WATER RATES

<u>Consumption Gallons</u>	<u>Rate per Thousand Gallons</u>	<u>Out-of-Town Rate per Thousand Gallons</u>
0 – 2,000	\$12.81 flat rate	\$31.68 flat rate
2,001 – 3,499	\$3.49 per 1,000 gallons	\$8.75 per 1,000 gallons
3,500 – 4,999	\$4.48 per 1,000 gallons	\$11.18 per 1,000 gallons
5,000 – 7,999	\$8.29 per 1,000 gallons	\$20.64 per 1,000 gallons
8,000 – 10,999	\$9.45 per 1,000 gallons	\$23.65 per 1,000 gallons
11,000 – 16,999	\$11.81 per 1,000 gallons	\$29.53 per 1,000 gallons
17,000 and above	\$17.71 per 1,000 gallons	\$44.29 per 1,000 gallons
Administrative Fee	\$2.84 flat rate	\$7.82 flat rate

COMMERCIAL WATER RATES

<u>Consumption Gallons</u>	<u>Rate per Thousand Gallons</u>	<u>Out-of-Town Rate per Thousand Gallons</u>
0 – 50,000	\$4.01 per 1,000 gallons	\$10.04 per 1,000 gallons
50,001 – 100,000	\$4.59 per 1,000 gallons	\$11.47 per 1,000 gallons
100,001 – 200,000	\$5.17 per 1,000 gallons	\$12.90 per 1,000 gallons
200,001 – 500,000	\$5.73 per 1,000 gallons	\$14.34 per 1,000 gallons
500,001 and above	\$6.31 per 1,000 gallons	\$15.77 per 1,000 gallons
Administrative Fee	\$10.67 flat rate	\$26.67 flat rate

SPRINKLER WATER BILLS

Sprinkler Usage is Billed Quarterly

<u>Consumption Gallons</u>	<u>Rate per Thousand Gallons</u>	<u>Out-of-Town Rate per Thousand Gallons</u>
0 – 2,000	\$13.02 flat rate	\$32.53 flat rate
2,001 – 8,000	\$4.13 per 1,000 gallons	\$10.32 per 1,000 gallons
8,001 – 11,000	\$5.91 per 1,000 gallons	\$14.77 per 1,000 gallons
11,001 – 17,000	\$8.26 per 1,000 gallons	\$20.64 per 1,000 gallons
17,001 and above	\$16.52 per 1,000 gallons	\$41.28 per 1,000 gallons
Administrative Fee	\$2.98 flat rate	\$7.46 flat rate

RESIDENTIAL SEWER RATES

<u>Consumption Gallons</u>	<u>Rate per Thousand Gallons</u>	<u>Out-of-Town Rate per Thousand Gallons</u>
0 – 2,000	\$7.46 per 1,000 gallons	\$18.63 per 1,000 gallons
2,001 – 8,000	\$8.03 per 1,000 gallons	\$20.07 per 1,000 gallons
8,001 – 25,000	\$8.60 per 1,000 gallons	\$21.50 per 1,000 gallons
25,001 – 100,000	\$9.17 per 1,000 gallons	\$22.93 per 1,000 gallons
100,001 – 1,000,000	\$9.86 per 1,000 gallons	\$24.66 per 1,000 gallons
1,000,001 and above	\$10.32 per 1,000 gallons	\$25.80 per 1,000 gallons
Administrative Fee	\$7.46 flat rate	\$18.63 flat rate

COMMERCIAL SEWER RATES

<u>Consumption Gallons</u>	<u>Rate per Thousand Gallons</u>	<u>Out-of-Town Rate per Thousand Gallons</u>
0 – 2,000	\$6.19 per 1,000 gallons	\$15.49 per 1,000 gallons
2,001 – 8,000	\$6.88 per 1,000 gallons	\$17.20 per 1,000 gallons
8,001 – 25,000	\$7.46 per 1,000 gallons	\$18.63 per 1,000 gallons
25,001 – 100,000	\$8.03 per 1,000 gallons	\$20.07 per 1,000 gallons
100,001 – 1,000,000	\$8.60 per 1,000 gallons	\$21.50 per 1,000 gallons
1,000,001 and above	\$9.17 per 1,000 gallons	\$22.93 per 1,000 gallons
Administrative Fee	\$10.32 flat rate	\$25.80 flat rate

GREASE TRAP FEES

900 Gallons	Town Cost plus 5%
1,000 Gallons	Town Cost plus 5%
1,500 Gallons	Town Cost plus 5%
2,000 Gallons	Town Cost plus 5%
Interceptors	Town Cost plus 5%

OTHER UTILITY SYSTEM CHARGES

Water & Sewer Extensions

Water Tap – ¾"	\$1,400.00
Water Tap – 1"	\$1,500.00
Water Tap – 2"	Town Cost plus 15%
Large Tap (Contractor Installed)	Town Cost plus 15%
Non-Standard Water Tap	Town Cost plus 15%
Sprinkler Non-Main Tap ¾"	\$800.00
Sprinkler Non-Main Tap 1"	\$900.00
Sewer Tap – 4"	\$1,400.00
Sewer Tap – 6"	\$1,500.00
Non-Standard Sewer Tap	Town Cost plus 15%
Industrial/Commercial Tap	Town Cost plus 15%
Meter Replacement – ¾" & 1"	\$300.00
Meter Replacement – 2" e series	Town Cost plus 15%
MTU Replacement	\$200.00
Meter Lid Replacement	\$45.00
Meter Box Replacement	\$90.00
Meter/MTU Tampering	\$200.00

Tap fees levied by this Section shall be considered development fees, applicable to all new service points, and must be paid in full prior to receiving the water/sewer service.

Section 6: Commercial utility customers who use greater than 1,000,000 gallons per month are entitled to a 6% discount if the monthly bill is paid within 10 days of printing.

Section 7: Utility deposits are to be charged at \$200/\$300 per residential renter or residential homeowner account. A deposit may be reduced 50% based upon good independent credit report provided by customer. Utility deposits for commercial/business accounts are to be charged at \$400. A deposit may be reduced 50% based upon good independent credit report provided by customer. Utility deposits for industrial/institutional accounts are to be charged at \$1,350. A deposit may be reduced 50% based upon good independent credit report provided by customer. The deposit for all utility accounts will be applied to the final bill when the account is closed.

Section 8: Residential/commercial delinquent fee accounts are to be \$30. Industrial and institutional delinquent accounts are to be charged a fee of 5% of the bill owed. Disconnect/reconnect fee for nonpayment is to be \$100. After business hours, the reconnect fee is to be \$150.00.

Section 9: The Town of Dublin no longer pays a pro rata shared cost for wastewater treatment services; instead, Dublin pays a per unit cost that is regulated by contract dated March 23, 2007.

Section 10: A monthly fee of \$28.77 is to be charged for the purpose of residential solid waste collection as well as a \$4.33 per month/per cart Recycle fee. A fee of \$8.83 per month is to be charged for weekly leaf and limb pick-up. Any non-ordinance standard limbs, leaves or other demolition pickups are to be charged actual disposal cost. Requests for additional 90-gallon waste containers over the one (1) provided will be charged \$16.84 each per month.

Section 11: A minimum monthly industrial and commercial solid waste fee of \$32.59 per month is to be charged for one (1) 90-gallon cart with an optional leaf and limb fee of \$10.03 per month and optional Recycle fee of \$4.33 per month/per cart. The following cost schedule applies for dumpster use per pick-up:

2 Yard Container = \$91.45	6 Yard Container = \$245.36
4 Yard Container = \$165.27	8 Yard Container = \$326.66

Section 12: There are Recycle Dumpsters available for the following monthly charge:

2 Yard Container = \$119.95	6 Yard Container = \$127.40
4 Yard Container = \$123.70	8 Yard Container = \$133.15

The Recycle Dumpsters will be dumped one time a week.

Section 13: The Town's vehicle tag fee is to be charged at \$5.00 per vehicle accounted for in the General Fund revenues that is now collected by the County and included on the Vehicle Tax Notices.

Section 14: To achieve a self-sufficient financial goal, the Town-controlled revenue generating service fee listing is attached effective 7/1/2024.

Section 15: Authorized trips in which employees or officials use a personal vehicle are to be reimbursed at the current reimbursement rate established by the IRS on a per mile basis or by actual gasoline receipt, as determined by the Town Manager. Lodging and meal reimbursements are to be reimbursed at the travel rates per the Joint Federal Travel Regulations (JFTR) or those exceptions approved by the Town Manager.

Section 16: A 3.00% employee salary 401(K) contribution shall be made for regular Town employees other than certified law enforcement employees, which are to receive a 5.0% salary 401(K) contribution.

Section 17: The Budget Officer is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- a. He/She may transfer amounts between objects of expenditures within a department without limitation and without a report being required.
- b. He/She may transfer amounts not to exceed \$10,000 on any single transfer between departments of the same funds with an official report on such transfers at the next regular meeting of the Town Council.
- c. He/She may not transfer any amounts between funds for appropriation within another fund without approval from the Town Council.
- d. He/She may execute informal contracts of less than \$30,000 provided that the purchase, service or project improvement was previously included in a Town Council approved budget.

Section 18: Copies of this Budget Ordinance and accompanying document shall be furnished to the Town Clerk, Budget Officer, and other Department Heads of the Town of Elizabethtown to be kept on file by them for their direction in the disbursement of funds.

Section 19: The pay scale is as follows: (For all employees except Law Enforcement)

GRADE	HIRING RATE	MINIMUM	MID POINT	MAXIMUM
3	\$21,713	\$22,798	\$27,243	\$32,773
4	\$22,798	\$23,938	\$28,605	\$34,413
5	\$23,939	\$25,136	\$30,036	\$36,132
6	\$25,137	\$26,394	\$31,536	\$37,935
7	\$26,391	\$27,711	\$33,113	\$39,836
8	\$27,710	\$29,096	\$34,767	\$41,825
9	\$29,767	\$31,255	\$36,041	\$43,915
10	\$30,550	\$32,078	\$38,331	\$46,112
11	\$32,110	\$33,716	\$40,264	\$48,417
12	\$33,717	\$35,402	\$42,278	\$50,838
13	\$35,368	\$37,136	\$44,375	\$53,381
14	\$37,136	\$38,993	\$46,593	\$56,050
15	\$38,995	\$40,945	\$48,924	\$58,853
16	\$40,943	\$42,990	\$51,370	\$61,797
17	\$42,991	\$45,141	\$53,939	\$64,886
18	\$45,142	\$47,399	\$56,636	\$68,130
19	\$47,398	\$49,768	\$59,468	\$71,537
20	\$49,768	\$52,256	\$62,442	\$75,115
21	\$52,257	\$54,870	\$65,564	\$78,870
22	\$54,868	\$57,611	\$68,840	\$82,812
23	\$57,612	\$60,493	\$72,598	\$87,583
24	\$60,494	\$63,519	\$75,898	\$91,302
25	\$63,517	\$66,693	\$79,691	\$95,865

Section 20: The Classification Plan for the Town of Elizabethtown shall be as follows (except for Law Enforcement):

GRADE	CLASSIFICATION	FLSA STATUS
6	General Maintenance Worker I	
8	Equipment Operator	
	Utility Technician I	
9	Administrative Support Specialist	
	General Maintenance Worker II	
10	Utility Technician II	
11	Administrative Assistant	
	Tax Collector	
	Firefighter	
12	Police Records Clerk/HR Specialist	
	Equipment Mechanic	
	Fire Engineer	
	Public Works Supervisor	
	Parks Maintenance Supervisor	
13	Accountant	
	WWTP Operator I	
14	Utility Maintenance Supervisor	
	Deputy Fire Chief	
15	Airport Manager	E
	Finance Utilities Specialist	
16	Town Clerk	
	Assistant Finance Director	E
19	WWTP Operator II	
20	Deputy Director of Public Works & Engineering	E
	Director of Marketing & Communication	E
22	Director of Planning & Development	E
23	Assistant Town Manager	E
	Director of Public Works & Engineering	E
	Finance Director	E
	Fire Chief	E
	Police Chief	E

E – Exempt from Fair Labor Standards Act (FLSA) – Wage and Hour provisions

Section 21: The Classification Plan and pay scales are as follows for Law Enforcement:

CLASS	HIRING RATE	YEARS OF EXPERIENCE				
		Year 1	Year 2	Year 3	Year 4	Year 5+
Police Officer	\$44,000	\$44,660	\$45,330	\$46,010	\$46,700	\$47,401

	HIRING RATE	MINIMUM	MID POINT	MAXIMUM
Police Officer	\$44,000	\$46,200	\$49,254	\$54,508
Sergeant	\$50,600	\$53,130	\$58,290	\$65,980
Lieutenant	\$58,190	\$61,100	\$67,034	\$75,878

The annual/starting salary will be adjusted for an officer/recruit that has received the following degrees:

AAS Degree + \$500 BA/BS Degree + \$1,000 Master's Degree + \$1,500

New law enforcement officers receive up to a \$2,000 sign-on bonus depending on years of sworn law enforcement experience.

Upon introduction of this Ordinance by Council member _____ and
 seconded by Council member _____, this ordinance is hereby
 adopted this the _____ day of June 2024.

Ayes:

Nays:

Absent:

 Sylvia Campbell, Mayor

Fire Flow Test - Fire Hydrants	\$150
General Plan Review	\$100
Hazardous Chemicals-Business	\$50
Mapping Labor	\$30/hr.
Parade Administrative Fee	\$100
Photocopies: Per Page	\$0.15
Certified Copy: First Page	\$7
Additional Page for Cert. Copy	\$3
Residential Addition	\$25
Sign Permit - Temporary (30 days)	\$25
Sign Permit - Permanent	\$2 sq.ft. of sign face w/ \$75 min
Subdivision Application-Major	\$300
Subdivision Application-Minor	\$200
Subdivision Preliminary Review	\$100
Tents/Air Support Structures	\$35
Text Amendment Application +\$7 per prop owner notified	\$400
Tree Removal Permit	\$25
Variance Request +\$7 per prop owner to be notified	\$400
Vehicle Tag	\$5
Wireless Communication Facility Application (cell tower/antennae plan review)	\$500
Working without a permit (Fine) = relevant permit	Double the Permit Fee
Yard Sale Permit	\$5
<u>Zoning (Includes Certificate of Compliance/Occupancy):</u>	
Accessory Uses/Buildings	\$125
Residential Zoning Compliance	\$125
Commercial Zoning Compliance	\$150
Additions/Alterations: Residential	\$125
Commercial	\$150
New Residential Construction	\$150
New Commercial Construction	\$250
Manufactured Home - New or Used	\$150
Inspection - Certificate of Compliance	Add to Permit Upfront
Short-Term Rentals (Annual Inspection Fee)	\$100
Itinerant Vendor Fees	\$250/Week

Food Trucks	\$250/Year
Rezoning Application	
Conventional Rezoning + \$7 per property owner notification	\$400
Conditional District Rezoning +\$7 per property owner notification	
Residential	\$400
Commercial	\$500
Special Use Permit Application	
Residential	\$400
Commercial	\$400
Subdivision Exempt Plat Review	\$50
Zoning Ordinance Violation Penalties	\$75/Business Day
<u>Recreation & Park Fees (Residents):</u>	
Tory Hole Picnic Shelter	4 hrs. -\$100
Tory Hole Amphitheater	4 hrs. -\$100
Tory Hole Wedding Package - (4 hrs. Fri/Sat & 8 hrs. Sat/Sun)	400
Lloyd Park Shelter	4 hrs. -\$75
Brown's Landing Picnic Shelter	4 hrs. -\$100
Johnson Park Picnic Shelter	4 hrs. -\$75
Brown's Creek Bike Park	\$500 per day
Martin Luther King, Jr. Park	Delete
Town Hall Soccer Field	4 hrs. -\$100
<u>Recreation & Park Fees (Non-Residents):</u>	
Tory Hole Picnic Shelter	4 hrs. - \$125
Tory Hole Amphitheater	4 hrs. - \$125
Tory Hole Wedding Package - (4 hrs. Fri/Sat & 8 hrs. Sat/Sun)	\$450
Lloyd Park Shelter	4 hrs. - \$80
Brown's Landing Picnic Shelter	4 hrs. - \$125
Johnson Park Picnic Shelter	4 hrs. - \$80
Brown's Creek Bike Park	\$500 per day
Martin Luther King, Jr. Park	Delete
Town Hall Soccer Field	4 hrs. - \$100
Farmers Market - half day	\$350
Farmers Market - Saturday vendors	\$10

Farmers Market - Saturday Vendors (Annual Fee)	\$150
<i>Water/Sewer Fees:</i>	
Water Tap - ¾"	\$1,400
Water Tap - 1"	\$1,500
Water Tap - 2"	Town Cost + 15%
Large Tap fee (contractor installed)	Town Cost + 15%
Non-standard Water Tap	Town Cost + 15%
Sprinkler - Non-Main Tap ¾"	\$800
Sprinkler - Non-Main Tap 1"	\$900
Sewer Tap 4"	\$1,400
Sewer Tap 6"	\$1,500
Non-standard Sewer Tap	Town Cost + 15%
Industrial/Commercial Tap	Town Cost + 15%
<i>Meter Replacement:</i>	
3/4" & 1"	\$300
2" e-series	Town Cost + 15%
MTU Replacement	\$200
Meter Lid Replacement	\$45
Meter Box Replacement	\$90
Meter/MTU Tampering	\$200
<i>Utility Deposits:</i>	
Residential Renter/Homeowner (Social Security Card Provided)	\$200
Residential Renter/Homeowner (No Social Security Card Provided)	\$300
Commercial/Business	\$400
Industrial	\$1,350
Other: Return Check/Draft Fee	\$35
Delinquent Account Fee	\$30
Reconnection Service Fee	\$100
After Business Hour Reconnect	\$150
<i>Fire Service Fees:</i>	
<i>Fire Inspections:</i>	
-Fire Inspection 0-5000 sq. ft.	\$50.00
-Fire Inspection 5001-15,000 sq. ft.	\$75.00
-Fire Inspection 15,001-50,000 sq. ft.	\$125.00

-Fire Inspection 50,001-100,000 sq. ft.	\$175.00
Fire Inspection > 100,000 sq. ft.	\$250.00
Follow Up- Inspection (if violations corrected)	No Charge
1st Re-Inspection (if violations not corrected)	\$45.00
2nd Re-Inspection (if violations not corrected)	\$65.00
3rd Re-Inspection (if violations not corrected)	\$85.00
Continual Non-Compliance	\$100.00/ Day
Hazardous Materials Response:	
a. Personnel and equipment	\$250.00/hr
b. Supplies & materials	cost plus 15%
Motor Vehicle Crash Response (Non-district Residents):	
a. Personnel and equipment	\$250.00/hr
b. Supplies & materials	cost plus 15%
False Fire Alarms (Per Calendar Year):	
a. Third false alarm - residential	\$50.00
b. Fourth false alarm - residential	\$75.00
c. Fifth or more false alarm - residential	\$100 each
(add \$50.00 each occurrence for commercial property)	
Fire Protection Plans Review:	
-Plans review 0-5,000 sq. ft.	\$100.00
-Plans review 5,001-15,000 sq. ft.	\$125.00
-Plans review 15,001-50,000 sq. ft.	\$150.00
-Plans review 50,001-100,000 sq. ft.	\$225.00
-Plans Review > 100,000 sq. ft.	\$300.00
911 Addressing:	
-Non-visible house/business numbers	
-first offense	warning
-subsequent non-compliance	\$50.00
Operational Permits:	
-Fire lane parking violation	\$50.00
-Temporary tents	\$45.00
-Fireworks/explosives tents	\$65.00
-Standpipes	\$45.00
-Carnivals/fairs/events	\$65.00
-Flammable liquid tanks	\$65.00

-Hazardous materials storage	\$100.00
-Pyrotechnic shows	\$65.00
-Spray booths/dipping	\$65.00
-Automatic fire extinguishing systems	\$65.00
-Compressed gas storage	\$65.00
-Fire alarm/detection systems	\$65.00
-Fire pumps	\$65.00
<u>Car Seat Install For Court System</u>	\$75.00



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: June 3, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Approval of Special Use Permit Application - Case Number SUP #24-001 - Elizabethtown Christian Academy - To Operate a Private School in Existing Church

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

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

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

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: June 3, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Resolution

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Resolution of Support - NCDOT Pedestrian Improvements Project at the Intersections of US 701 (Poplar St.) with Mercer Mill, Swanzy Street and King Street

BACKGROUND: Town Manager Dane Rideout may be called upon to present this agenda item. NCDOT District Engineer Ken Clark was unable to attend this meeting but made the request to the Town for Resolution of Support.

This Pedestrian Improvements project will install high visibility crosswalks and pedestrian signals at the intersections of US 701/Mercer Mill and US 701/Swanzy St. and King St. Such project will contribute towards a safer pedestrian environment.

Copy of Resolution and project diagrams provided.

SUGGESTED ACTION: Council is reequested to approve the Resolution of Support.

ATTACHMENTS:

Peak Agenda - Resolution of Support - Pedestrian Improvements at US 701-Mercer Mill - Swanzy St. - King St. - 6.3.24.pdf
NCDOT Diagrams - Pedestrian Improvements Project - 6.3.24.pdf

**TOWN OF ELIZABETHTOWN
RESOLUTION OF SUPPORT TO CONSTRUCT
PEDESTRIAN IMPROVEMENTS AT THE INTERSECTIONS
OF US 701 (POPLAR ST.) WITH MERCER MILL, SWANZY ST. & KING ST.**

#R-2024-07

WHEREAS, the NCDOT has made a request to appear before the Town of Elizabethtown Council on June 3, 2024 to present a plan for installing high visibility crosswalks and installing pedestrian signals at the intersections of US 701/Mercer Mill Road; US 701/Swanzy Street, and US 701/King Street; and

WHEREAS, pedestrian volumes are anticipated to continue to increase as various community improvements and land use changes promote improved walkability; and

WHEREAS, the NCDOT believes the pedestrian signals combined with high visibility markings will contribute significantly towards a safer pedestrian environment;

NOW, THEREFORE, BE IT RESOLVED THAT the Town of Elizabethtown, endorses providing high visibility crosswalks and installing pedestrian signals at the intersections of upgrading pedestrian signing for the intersection of US 701/Mercer Mill Road; US 701/Swanzy Street; and US 701/King Street.

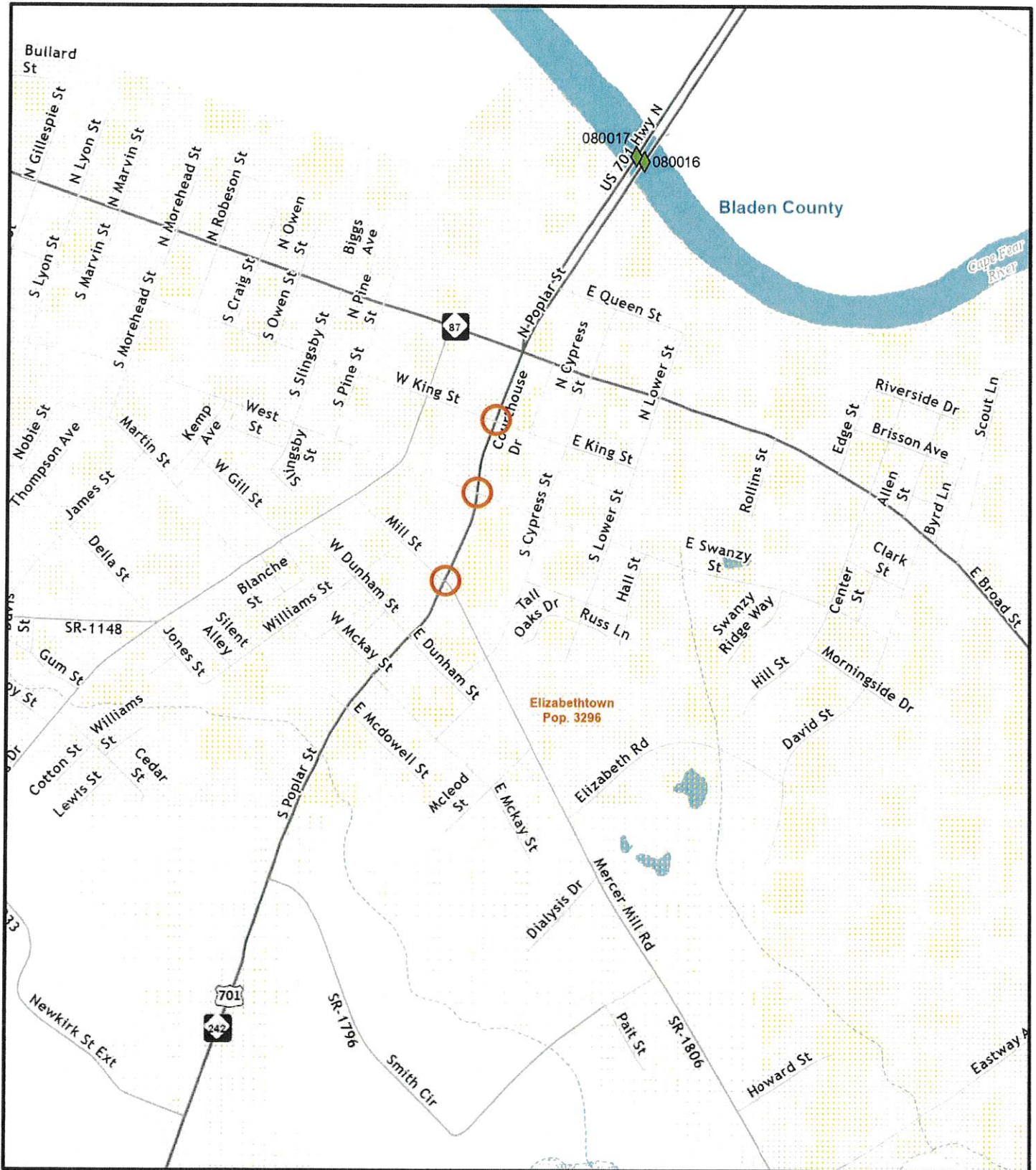
Adopted this the 3rd day of June, 2024.

Sylvia Campbell, Mayor

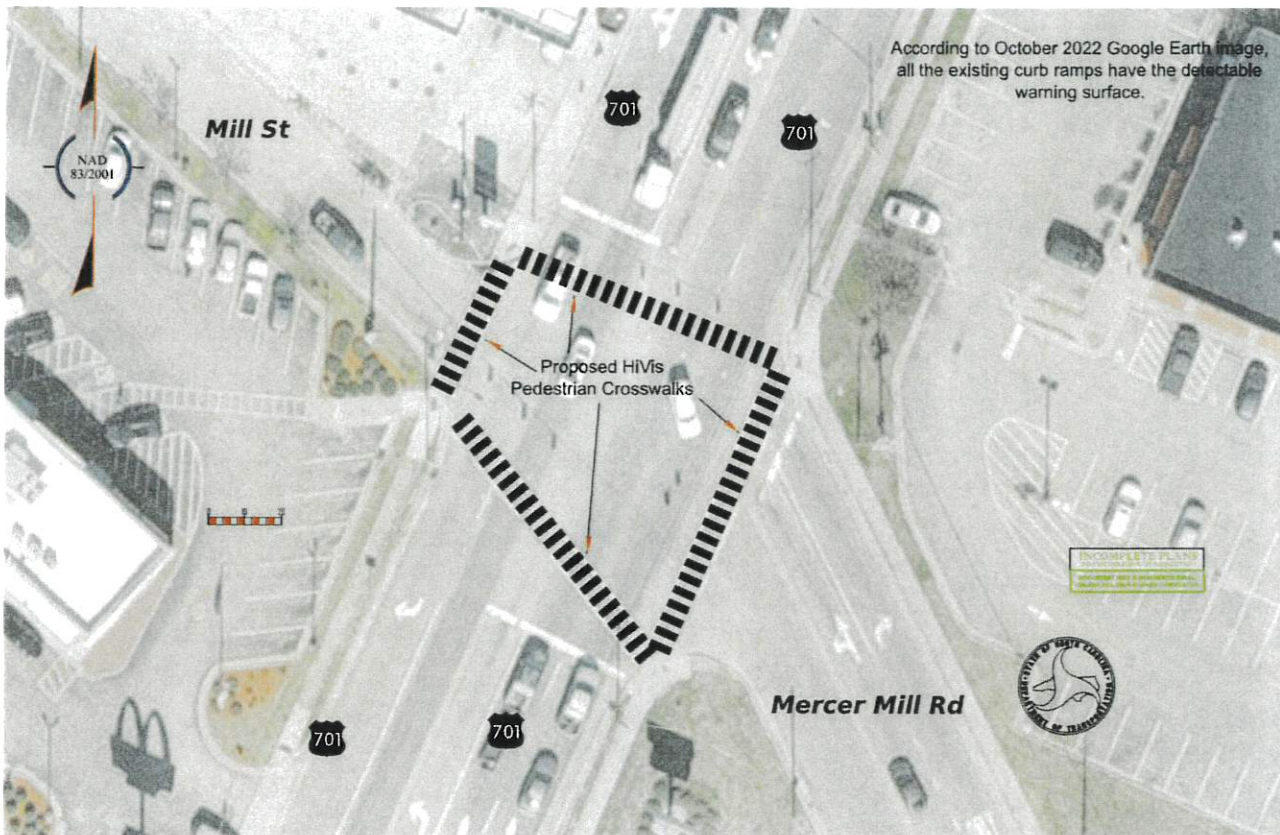
ATTEST:

Juanita Hester, Town Clerk

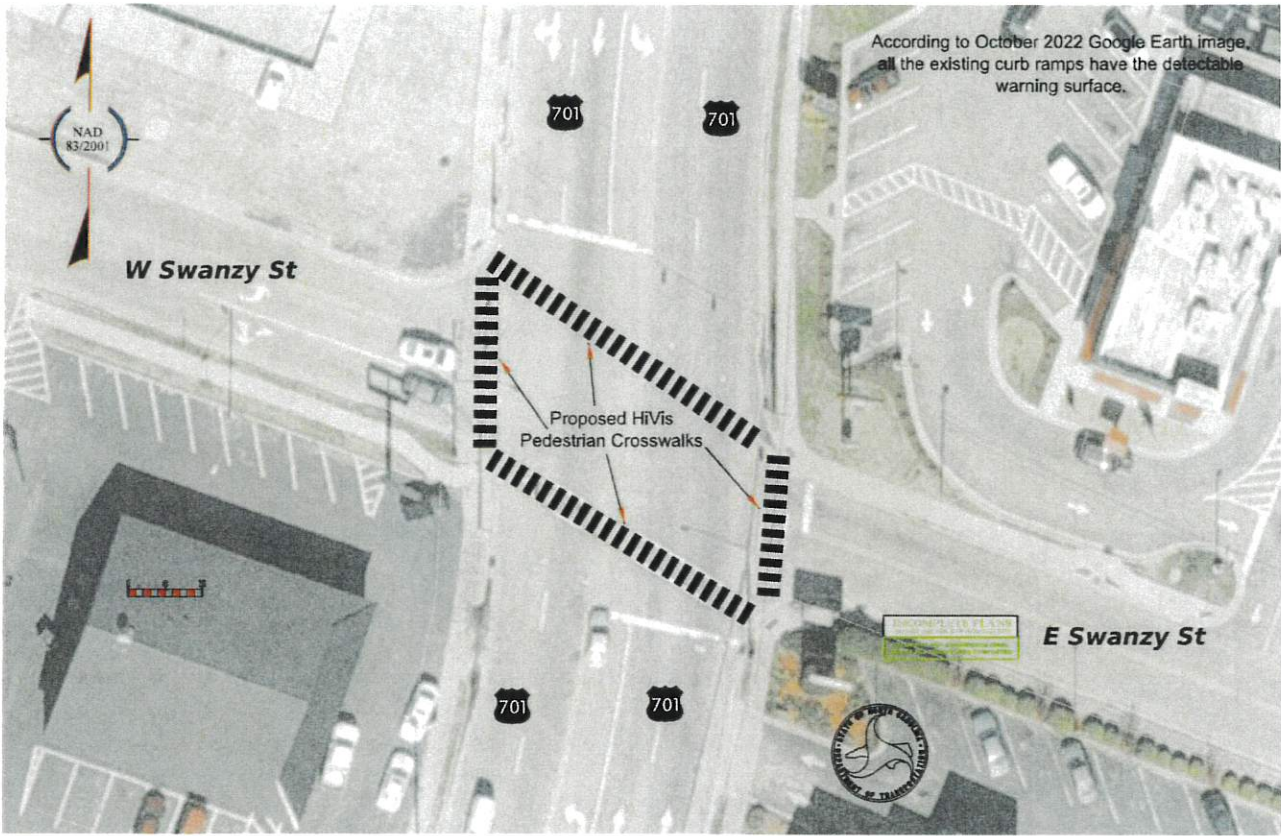
Bladen County: US 701 (MP 11.388) at SR 1806 (Mercer Mill Road)
 US 701 (MP 11.509) at Swanzy Street
 US 701 (MP 11.605) at King Street



8/24/22



5/20/2024



According to October 2022 Google Earth image, all the existing curb ramps have the detectable warning surface.

W Swanzy St

E Swanzy St

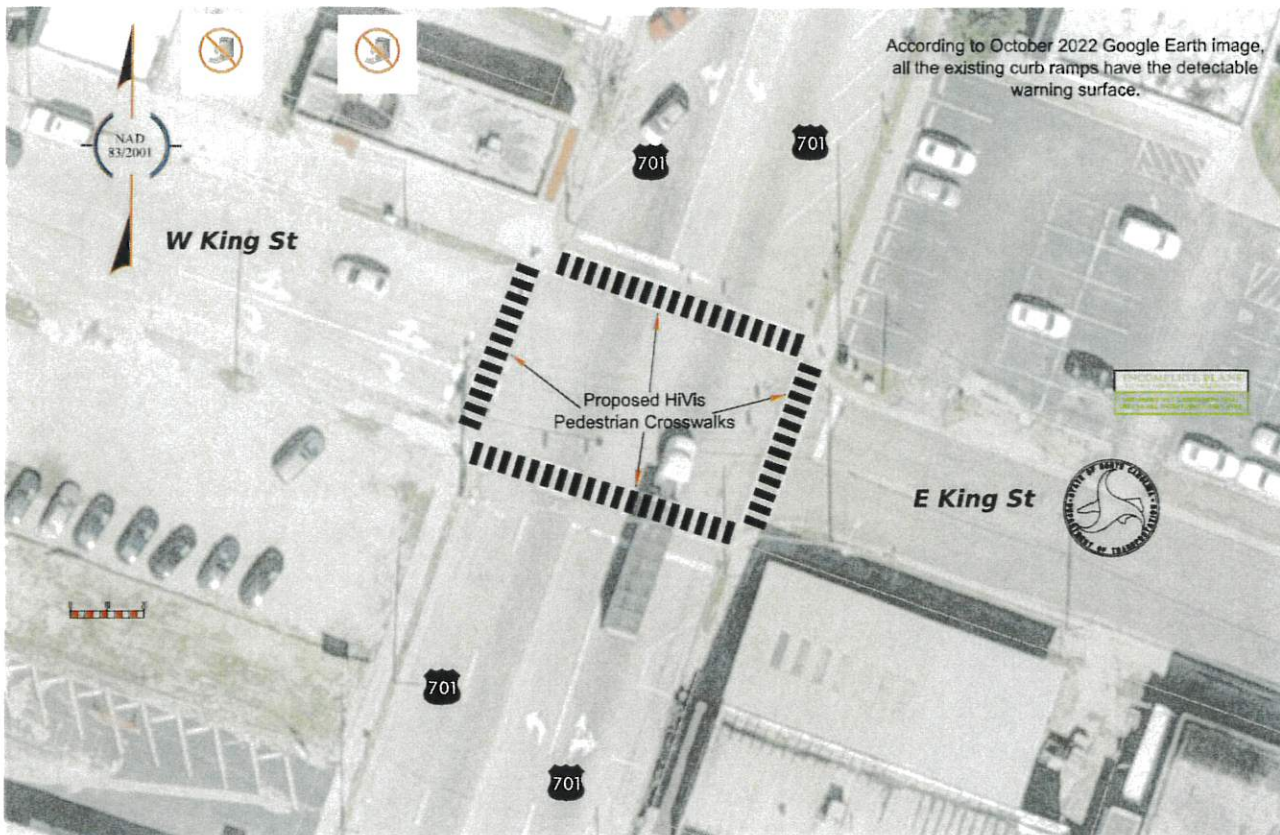
701 701

701 701

Proposed HiVis
Pedestrian Crosswalks



8/1/2024



According to October 2022 Google Earth image, all the existing curb ramps have the detectable warning surface.



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: June 3, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Resolution

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Resolution #2024-09 - Personal Property Disposal by Private Sale

BACKGROUND: Police Chief Tony Parrish may be called upon to present this agenda item. Resolution authorizes the Police Chief to dispose of the described property by Private Sale.

Copy of Resolution and Surplus Property form provided.

SUGGESTED ACTION: Council is requested to declare personal property as surplus for disposal via Private Sale.

ATTACHMENTS:

Peak Agenda Attachment - Resolution and Surplus Form - Surplus Property - Computer in Police Department - Private Sale - 6.3.24.pdf

TOWN OF ELIZABETHTOWN
Resolution Authorizing the Disposition of
Certain Personal Property by Private Sale

#R-2024-09

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

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

(1) The following described property is hereby declared to be surplus to the needs of the Town of Elizabethtown:

One 2018 Dell Inspiron 15, Core i7/8th Generation Computer, Serial BRB6FP2

(2) Police Chief Tony Parrish is authorized to dispose of the described property by private sale at a negotiated price.

(3) The Town Clerk shall publish notice summarizing this Resolution in accordance with NCGS 160A-267.

(4) The sale may be consummated not earlier than 10 days from the date of publication.

Adopted this the 3rd day of June, 2024.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

DISPOSITION OF TOWN OF ELIZABETHTOWN PROPERTY

Requesting Department Police Dept

Vehicle or Equipment: DELL INSPIRON 15

Core i7 | 8TH GENERATION

Year / Model / Make: 2018

Serial Number: BRB6FP2

Present Mileage: _____

Estimated Value: _____

Remarks: (Brief justification of why property needs to be disposed of)

6yr old computer
BEING Retired

Recommended minimum disposition price (optional): \$ 50⁰⁰

By: AT Farnish

Date: 5/20/24



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COUNCIL AGENDA ITEM REPORT

DATE: June 3, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Grant Project Ordinance Amendment - 2020 CDBG-NR Program #62-03

BACKGROUND: Finance Director Sharon Penny brings forth Grant Project Ordinance Amendment for 2020 CDBG-NR Program #62-03. Mrs. Penny may be called upon to present this agenda item.

Copy of Grant Project Ordinance Amendment #62-03 provided.

SUGGESTED ACTION: Council is requested to approve the Grant Project Ordinance Amendment #62-03.

ATTACHMENTS:

Peak Agenda - Grant Project Ordinance Amendment - 2020 CDBG-NR Program #62-03 - 6.3.24.pdf

**GRANT PROJECT ORDINANCE AMENDMENT
2020 CDBG-NR PROGRAM #62-03
TOWN OF ELIZABETHTOWN**

Be it ordained by the Elizabethtown Town Council that, Section 3 and Section 4 of the Grant Project Ordinance for the 2020 Elizabethtown CDBG-NR Program adopted on May 3, 2021, be hereby amended as follows:

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

CDBG	\$950,000		\$950,000
Donations	\$10,000		\$10,000
Local Match	\$0	<u>\$3,328</u>	<u>\$3,328</u>
TOTAL REVENUE	<u>\$960,000</u>	<u>\$3,328</u>	<u>\$960,000</u>

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

C-1 Rehabilitation	\$520,000		\$520,000
C-1 Pedestrian Improvements	\$345,000	\$3,328	\$348,328
C-1 Administration	\$95,000		\$95,000
TOTAL APPROPRIATIONS	<u>\$960,000</u>	<u>\$3,328</u>	<u>\$963,328</u>

All other conditions and terms associated with the original Ordinance shall not be affected or changed.

Adopted this 3rd day of June 2024.

Sylvia B. Campbell, Mayor

Dane D. Rideout, Town Manager

Juanita Hester, Town Clerk



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COUNCIL AGENDA ITEM REPORT

DATE: June 3, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Grant Project Budget Amendment #63-03 - Infrastructure for LWP Commercial Project

BACKGROUND: Finance Director Sharon Penny brings forth Grant Project Budget Amendment #63-03 - Infrastructure for LWP Commercial Project. Mrs. Penny may be called upon to present this agenda item.

Copy of Grant Project Budget Amendment #63-03 provided.

SUGGESTED ACTION: Council is requested to approve the Grant Project Budget Amendment #63-03 for the Infrastructure for LWP Commercial Project.

ATTACHMENTS:

Peak Agenda - Grant Project Budget Amendment #63-03 - Infrastructure for LWP Commercial Project - 6.3.24.pdf

**TOWN OF ELIZABETHTOWN
GRANT PROJECT BUDGET AMENDMENT #63-03
INFRASTRUCTURE FOR LWP COMMERCIAL PROJECT**

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

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

	APPROVED BUDGET	INCREASE/ (DECREASE)	REVISED BUDGET
Golden Leaf Grant	\$364,896		\$364,896
EDA Grant	\$690,604		\$690,604
Town of Elizabethtown	\$20,000		\$20,000
Bladen's Bloomin'	\$0	\$3,837	\$3,837
TOTAL REVENUE	\$1,075,500	\$3,837	\$1,079,337

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

Engineering	\$0	\$3,837	\$3,837
Permits	\$15,000		\$15,000
Construction & Site Development	\$887,000		\$887,000
Contingency	\$173,500		\$173,500
TOTAL APPROPRIATION	\$1,075,500	\$3,837	\$1,079,337

Adopted this 3rd day of June 2024.

Sylvia B. Campbell, Mayor

Dane D. Rideout, Town Manager

Juanita Hester, Town Clerk



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COUNCIL AGENDA ITEM REPORT

DATE: June 3, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Grant Project Ordinance - Live Work Play Housing Project - #64-00

BACKGROUND: Finance Director Sharon Penny brings forth Grant Project Ordinance for the Live Work Play Housing Project - #64-00. Mrs. Penny may be called upon to present this agenda item.

Copy of Grant Project Ordinance for the Live Work Play Housing Project provided.

SUGGESTED ACTION: Council is requested to approve the Grant Project Ordinance for the Live Work Play Housing Project - #64-00.

ATTACHMENTS:

[Peak Agenda - Grant Project Ordinance Live Work Play Housing Project - #64-00 - 6.3.24.pdf](#)

**GRANT PROJECT ORDINANCE
LIVE WORK PLAY HOUSING PROJECT
TOWN OF ELIZABETHTOWN
#64-00**

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

Section 1: The project authorized is for the construction of infrastructure consisting of water, sewer, stormwater and erosion controls, and roads for the Live Work Play Housing project located in the Elizabethtown Industrial Park.

Section 2: The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the NC Department of Environmental Quality, Division of Water Infrastructure and the budget contained herein.

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

NCDEQ Grant (16.1)	\$9,850,000.00
NCDEQ Grant (16.2)	<u>\$4,925,000.00</u>
TOTAL REVENUES	\$14,775,000.00

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

Engineering & Design	\$1,779,750.00
Permits	\$109,125.00
Surveying Fees	\$109,125.00
Planning	\$109,125.00
Professional Services – Legal	\$109,125.00
Roads, Sidewalks, Curb & Gutters	\$715,000.00
Water & Sewer Lines	\$4,839,592.18
Stormwater & Erosion Control	\$5,885,157.82
Contingency	<u>\$1,119,000.00</u>
TOTAL APPROPRIATIONS	\$14,775,000.00

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

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

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

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

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

Adopted this 3rd day of June 2024.

Sylvia B. Campbell, Mayor

Dane D. Rideout, Town Manager

Juanita Hester, Town Clerk



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COUNCIL AGENDA ITEM REPORT

DATE: June 3, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Code of Ordinances Amendment - Chapter 54 - Reimbursement Agreements

BACKGROUND: Town Attorney Goldston Womble may be called upon to present this agenda item. This ordinance amendment adds new Chapter 54 - Reimbursement Agreements in accordance with NCGS 160A-499.

Copy of ordinance provided.

SUGGESTED ACTION: Council is requested to adopt Ordinance No. 2024-02 amending the Code to include Reimbursement Agreements.

ATTACHMENTS:

[Peak Agenda - Code Amendment - Reimbursement Agreements - 6.3.24.pdf](#)

**TOWN OF ELIZABETHTOWN
CODE OF ORDINANCE AMENDMENT**

Ordinance No. 2024-02

**AN ORDINANCE OF THE TOWN OF ELIZABETHTOWN PROVIDING THAT THE
CODE OF ORDINANCES BE AMENDED FOR TITLE V – PUBLIC WORKS BY
ADDING NEW CHAPTER 54 – REIMBURSEMENT AGREEMENTS**

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ELIZABETH-
TOWN, NORTH CAROLINA THAT:**

Section 54.01 Intent and purpose; authority.

(a) The Town of Elizabethtown Board of Commissioners believes infrastructure projects are essential to promote the creation and attraction of new businesses and residents, to promote expansion and retention of existing business to stimulate job opportunities, to promote expansion of affordable homes for residents, and to improve the quality of life in Elizabethtown. Providing resources for economic and workforce development projects can increase local sales and property tax base of the Town of Elizabethtown, Bladen County and possibly surrounding municipalities.

(b) The purpose of this chapter is to give the Elizabethtown Board of Commissioners the authority to enter into Reimbursement Agreements pursuant to G.S. § 160A-499.

Section 54.02 Jurisdiction.

This chapter is and shall be applicable to all areas within the corporate limits of Elizabethtown, North Carolina.

Section 54.03 Full force and effect.

If any portion of this chapter shall be determined to be invalid, unconstitutional or otherwise ineffective, such ruling shall not affect the remainder and other parts and clauses of this chapter, and the same shall remain in full force and effect.

Section 54.04 Interpretation and intent.

(a) Nothing in this chapter shall be construed to conflict with the provisions of the North Carolina General Statutes. In the event of an ambiguity or conflict between this Ordinance and the provisions of the North Carolina General Statutes, the latter shall prevail.

(b) The chapter shall not be construed to hold the Town of Elizabethtown responsible for any defect of the developer's or property owner's technical compliance with G.S. Chapter 143, Article 8.

(c) The Town of Elizabethtown shall have authority to enter into Reimbursement Agreements such that a developer or property owner may contract with the Town of Elizabethtown to construct an improvement which, had the Town constructed, would be subject to competitive bidding regulations under G.S. Chapter 143, Article 8. Such Reimbursement Agreement authorized by G.S. § 160A-499 shall not be subject to G.S. Chapter 143, Article 8 except as provided by G.S. § 160A-499. Developer or property owner who is a party to a Reimbursement

Agreement with the Town of Elizabethtown shall solicit bids in accordance with G.S. Chapter 143, Article 8 when awarding contracts for work that would have required competitive bidding if the contract had been awarded by the Town of Elizabethtown.

(d) The Town of Elizabethtown is also authorized to participate jointly in Reimbursement Agreements with other municipalities or counties and a developer or property owner so long as the project is determined to be in the best interest of the Town of Elizabethtown.

Section 54.05 Funding.

The Town of Elizabethtown may provide for such reimbursements to be paid from any lawful source, including the Town's unrestricted general fund.

Section 54.06 Effective Date.

This ordinance becomes effective upon adoption by the Town of Elizabethtown Board of Commissioners and its subsequent publication.

Adopted this the 3rd day of June, 2024.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk



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COUNCIL AGENDA ITEM REPORT

DATE: June 3, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Bid Award - Quotes Received for Commercial Package and Workers' Compensation

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

SUGGESTED ACTION: Council is requested to award the bid for the Town's commercial insurance coverage to Warren Insurance Group and the workers' comp insurance coverage to the NC League of Municipalities.

ATTACHMENTS:



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COUNCIL AGENDA ITEM REPORT

DATE: June 3, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Bid Award - RFQ for Design/Build Services for the Community Center Project - CDBG Grant 21-C-4026

BACKGROUND: Planning Director Rusty Worley may be called upon to present this agenda item. Mr. Worley provides a Scoring Sheet for the RFQ's received for the Design/Build Services for the Community Center Project. Based on recommendation from Planning Director, award should be made to Devane.

Copy of Scoring Sheet provided.

SUGGESTED ACTION: Council is requested to make the award.

ATTACHMENTS:

Peak Agenda - RFQ Respondent Scoring Sheet - Community Center Project - CDBG Grant 21-C-4026 - 6.3.24.pdf

Martin Luther King Street Community Center
 CBDG grant 2.575 million
 RFQ Respondent Scoring Sheet
 CBDG Grant 21--C-4026

Devane	Metcon	Bobbitt
Elizabethtown	Pembroke	Raleigh

Experience and Competence related construction of a Multi-Purpose Building	20	20	20	15
Capacity and Capability of firm to perform the work proposed in RFQ	20	20	20	20
Minority Business Enterprise Partnership (MBE)	10	5	10	10
The Firm's proximity to and familiarity with the area in which the property is located	10	10	10	5
References from previous clients work within the last five years	20	20	15	20
Firm ability to design and Design Professional associated with the Firm	20	20	15	20
	100	95	90	90



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COUNCIL AGENDA ITEM REPORT

DATE: June 3, 2024

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 will present the "Briefly" items.

Copy of "Briefly" items and Department Head Update Report attached.

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

ATTACHMENTS:
[Peak Agenda - Briefly and Department Head Updates - 6.3.24.pdf](#)

To: Mayor and Town Council
From: Dane Rideout, Town Manager
Subj: "Briefly"
Date: June 3, 2024

The following items are provided as information to Council:

- The Department Head Update Report is provided as a separate attachment.
- The Chamber Member Breakfast meeting is scheduled for June 18, 2024 at 8 a.m. at the Farmer's Market.
- June 18-21, 2024 – Town will be hosting the second Ace Academy Summer Camp to be held at the Airport Terminal building.
- There will need to be a Special Called Town Council Meeting on Monday, June 24, 2024 at Noon for the purposes of conducting a Public Hearing for approval of the LWP Agreements and for a Text Amendment and Conditional Zoning. In addition, the Finance Director may have Fiscal Year-End items.
- In observance of Juneteenth Day, the Town offices will be closed on Wednesday, June 19, 2024.
- In observance of Independence Day, the Town offices will be closed on Thursday, July 4, 2024.



FOR THE MONTH OF JUNE

6/04 – Connie Holland, Utilities Specialist
6/09 – Terri Dennison, Director of Comm. & Marketing
6/19 – Charles Melvin, Part-time Firefighter
6/26 – Cara Woodman Bryant, Police Officer



Department Head Updates

June 2024

COMMUNICATION AND MARKETING

Terri Dennison

MANY HAPPY KIDS AT THE KID’S APPRECIATION DAY SPONSORED BY THE ELIZABETHTOWN POLICE DEPARTMENT AND FIRE DEPARTMENT

Local children and their parents came out to the field behind the Town Hall and the Police Department to enjoy a day of fun on Saturday, May 11. They enjoyed bouncy houses, a toy give-away, music, corn hole and a bike raffle.



DEVELOPING A PODCAST TO SHARE INFORMATION ABOUT ELIZABETHTOWN AND BLADEN COUNTY HAPPENING.

T. Dennison is working with Bladen Community College to develop a podcast focused on programs and happenings in Bladen County. The goal is release an episode every week. (This is the working logo).

COMMUNICATION OUTREACH - May 2024

SUBSCRIBERS TO UPDATES	101	Up 6 from April
TOWN MANAGER UPDATE – May	750 reach	101 click thru to website
FACEBOOK Elizabethtown NC	1685 followers	Up 3% from April
FACEBOOK Town of Elizabethtown	2707 Followers	
INSTAGRAM	43	same



FARMERS MARKET UPGRADE

The Farmers Market hosted the Bladen Growers’ Annual Plant sale in the beginning of the month. Work continues on developing historical information to be displayed on the interior walls. T. Dennison met with the new Extension Agent to discuss an outreach to local farmers. The Town will also host a regional meeting of farmers’ market representatives in June.



PRESS ACTIVITY – MAY 2024

MEDIA CONTACT: Steve Duffy and Terri Dennison met with Ben Rappaport of BorderBelt Independent on the issue of storm water management.

Press releases sent out and results:

5/6/2024 – Grant Program Helps Put Homeowners in Safer Houses ****APRIL FEATURE****

Published by: Bladen Online, WECT, WWAY, Greater Fayetteville Business Journal

Social Media: Facebook: 125 reach, 8 engagements, 7 click thrus.

5/13/24 – McMichael Named as Elizabethtown Police Chief

Bladen Journal interviewed Lt. McMichaels on May 15.

Published by: Bladen Online, WECT, WWAY, Greater Fayetteville Business Journal, WBTV, WFLX, WCTV, KYOU-YV, KWQC, WWNY

Social Media: Facebook: 762 reach, 46 engagements, 8 comments, 2 shares, 78 click thrus. Instagram: 9 .

5/16/24 – Smithfield Cup Announced

Published by: Bladen Online, Bladen Journal, WECT, Greater Fayetteville Business Journal

Social Media: Facebook: 74 reach, 5 engagements, 5 click thrus. Instagram: 6

5/16/24 – Application Period for Ace Aviation Academy

Published by: Bladen Online

Social Media: Facebook: 972 reach, 48 engagements, 9 shares, 31 click thrus. Instagram: 7

5/23/24 – Elizabethtown Announces Rules for Itinerant Merchants **** MAY FEATURE****

Published by: Bladen Online, WECT, WWAY, Greater Fayetteville Business Journal

Social Media: Facebook: 122 reach, 17 engagements, 15 click thrus. Instagram: 0

The Communications and Marketing Director was involved in the following events and meetings:

- Attended the Chamber's Monthly Member meeting at Cape Fear Farmers Market. The Elizabethtown Postmaster explained several programs available to businesses. Approximately 35 local businesses attended.
- Represented Elizabethtown at the Memorial Day Service held at Paul R. Brown Leadership Academy.



As the Chairperson of the Tourism Promotion Committee, T. Dennison worked on the following projects that impact not only Elizabethtown but the whole county:

- Surveyed the Steering Committee for the Creating Outdoor Recreation (CORE) program on priorities. The plan is expected to be presented to the Bladen County Commissioners in June.
- Submitted a county resolution and contacted members for a county committee as required by the America 250th NC program. First meeting is planned for June 4.

FIRE DEPARTMENT

Hollis Freeman



- Fire Calls: 3
- EMS Calls: 42
- Specialized Calls: 1
- Service Calls: 1
- Other Type Incidents: 12

- Total Calls for May: 59 Calls for Service
- Fire Inspections Completed: 20
- Pre-Fire Plans Completed: 9
- Hydrants Tested: 97

Events

- May 11th Kids Day at Town Hall
- May 18th White Lake Water Festival Parade
- May 20th Emereau Field Day
- May 27th Clarkton Memorial Day Parade

POLICE DEPARTMENT

Tony Parrish

Stats for 4/29 – 5/26	
Calls for Service	373
Reports Taken	67
Arrests	15
Traffic Collisions	18
Traffic Citations	16
Warning Tickets	14

Flock Safety – Recovered 1 stolen vehicle valued at \$5,000.00.

PUBLIC WORKS – Stephen Duffy & Delana Faircloth

Water Resources (Water, Wastewater & Stormwater) - Don Edwards, Ricky Smith, Sherry Lanier & Nate Lacewell

All routine daily sampling, testing, monitoring, and documentation requirements were completed for both the drinking water and wastewater conveyance operations. There were 9 service line leak repairs. 14 MTUs were replaced in the month of May. ±108 manual meter reads/re-reads for billing and ±22 Cut-offs/Cut-ons related to the billing operations. A valve was installed on Winding Creek @ Autumn Circle in response to a contractor/resident caused leak. There were 2 meters changed out in the system. Well #3 received maintenance on the transfer pump and reservoir. A yard hydrant and a sewer cleanout were installed at Hanger 370. As part of the Dunham Street Sidewalk Project 2 sewer system cleanouts and 2 water meters were relocated and assistance was provided in relocating the Minuteman/Arby's backflow preventer. A contractor installing fiber for Star Communications left a boring bit and steel under the asphalt on Singletary Avenue. On Tuesday, May 21st the bit penetrated the surface of the roadway, causing some minor damage. The contractor and Star have cooperated to this point and a repair will be completed to reduce potential impacts at their expense.



Wastewater Treatment Plant - Hugh Bledsoe

- Routine sampling and testing to maintain compliance with NPDES requirements. No violations.
 - Made adjustments to the WWTP operations as needed to gain optimum treatment efficiency.
 - Submitted monthly electronic discharge monitoring reports to NCDEQ for April.
 - Average flow through the WWTP was 497,100 gallons per day for May, down 40,500 gallons per day less than April. Flowrate continues to decline.
 - Experienced a major decanter failure on Wednesday May 1st. Made repairs and returned to service. Failure due to issue with standby generator.
 - Technician from KB Power came and made repairs to the standby generator, voltage regulator had failed and was replaced.
 - Received and installed new autosampler that was granted from the Water Environment Federation.
-
- Opportunities
 - Empty ton containers used for Chlorine and Sulphur Dioxide still have not been removed by vendor – Jones Chemicals incorporated.
 - Continue to have communication issues – computer phone doesn't work and no cell phone reception most of the time.

Facilities Management – Greg Taylor & John Duffy & Public Services - Walter Czartoszewski, Thomas Howell, Dillon Hemingway & Dwight Davis (PT)

May has come and gone as well as some employees from Public Works, which includes Pascual Munoz. Pascual will be greatly missed, and we wish him the best. Before he left, Pascual helped with some more cleanup at Greens Lake with the assistance of Tracy Priest and Walter C. We removed several dead trees and picked up many limbs and pinecones and trimmed up several trees throughout the park. We also brush hogged a lot of undergrowth and a big area beside the park which gave a couple of my guys a chance to train on how to run a tractor and they did a great job. The outside edge of the walking track was sprayed to help control the grass. They also mulched the flower beds downtown and did some cleanup around the Townhall in preparation for kids' day. The back porch area of Townhall was cleaned including the windows. The inside of Farmers Market was swept and mopped, and all the tables and chairs removed and cleaned. Greg assisted with Greens Lake as well as the other tasks mentioned and worked on the A/C for Burney's Sweets and more at the Farmers Market. Cat 5 networking cable was pulled across to the Police Department at Town Hall. Repairs to the soccer goals were also completed. He also changed all the air filters at all the town facilities and met with contractors on job bids and projects.



Fleet Maintenance - Tracy Priest

Mr. Priest serviced 5 mowers, 0 small equipment and other items, 4 large pieces of equipment, 5 Police Vehicles, 0 Fire Department Vehicle, 6 Public Works Vehicles, 1 Admin Vehicles, and various other tasks as assigned. Tracy has jumped in to assist with our reduced staffing situation, by assisting with brush hogging at the Greene's Lake Park and along several Town streets. I appreciate his willingness to jump in and do what's needed.

TOWN CLERK

Juanita Hester

- The follow-ups and distribution of executed documents as approved at the 5/6/2024 Town Council meeting were handled by the Clerk.
- Banners and candy were provided for Town Council's participation in the White Lake Water Festival parade.
- Prepared Public Notice and posted for the May 30, 2024 Planning Board meeting.
- For newspaper publication, prepared Public Hearing Notice for the Special Use Permit Request being presented at the 6/3/2024 Town Council meeting, the RFQ notice seeking Professional Engineering firms for the EDA Grant as well as the Public Hearing Notice for the FY 2024-2025 Proposed Budget. The Public Hearing notices were also provided to "BladenOnline" for posting.
- Prepared Weekly Friday Memos and distributed to Council Members and Department Heads.
- Prepared Staff Meeting Outline for the June 3, 2024 Town Council meeting for the Town Manager's review.
- In coordination with the Town Manager, Assistant Town Manager, Finance Director and Planning Director, the Clerk prepared the agenda material for the 6/3/2024 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 the agenda material had been posted to the Town's webpage.
- On 5/22/2024, Clerk made notification to Mrs. Theresa Lloyd at Paul R. Brown Leadership Academy of Town Council's June 3, 2024 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: June 3, 2024

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.

Copy of Open Forum Sign-In Sheet provided.

ATTACHMENTS:

Sign-In Sheet - Open Forum - June 3, 2024 Regular Meeting.docx



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COUNCIL AGENDA ITEM REPORT

DATE: June 3, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: CLOSED SESSION

SUBJECT: Closed Session - **To Be Conducted at the Noon Meeting**

BACKGROUND: Town Attorney Goldston Womble may be called upon to brief Council.

SUGGESTED ACTION: Mayor Sylvia Campbell will entertain a motion and a second to enter into Closed Session in accordance with NCGS 143-318.11(a)(4) and NCGS 143-318.11(a)(5) for the Live Work Play Project.

ATTACHMENTS:



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COUNCIL AGENDA ITEM REPORT

DATE: June 3, 2024

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: