



**ELIZABETHTOWN
COUNCIL
REGULAR MEETING**
7:00 PM, Monday, September 8, 2025

1. OPENING AND CALL TO ORDER
 - 1.1 Opening and Call to Order
Mayor Sylvia Campbell will call the meeting to order.

2. PRESENTATION OF COLORS, PLEDGE OF ALLEGIANCE AND INVOCATION
 - 2.1 Presentation of Colors, Pledge of Allegiance and Invocation
Cadets from the Paul R. Brown Leadership Academy will present the Colors and all will join in reciting the Pledge of Allegiance.

Invocation will be given by Mayor Pro Tem Rufus Lloyd.

3. APPROVE CONSENT AGENDA ITEMS
 - 3.1 Approve Consent Agenda Items
Council is requested to approve the Consent Agenda items presented.
[Consent Agenda Documentation - 9.8.2025 Rescheduled Meeting.pdf](#)

4. PRESENTATIONS
 - 4.1 Interim Town Manager Update
Interim Town Manager Pat DeVane will provide updates on current projects and other important business of the Town.

5. ORDINANCES/RESOLUTIONS/PROCLAMATIONS
 - 5.1 Resolution #R-2025-33 - Declaring Surplus Personal Property and Authorizing Electronic Auction - Phillips 66 Sign and Post at the Airport
Council is requested to approve the Resolution.
[Resolution - Declaring Surplus Personal Property and Authorizing Electronic Auction - 9.8.25 - Phillips 66 Sign and Post.docx](#)
[Surplus Property Form - Phillips 66 Sign and Post - 9.8.25.pdf](#)

6. ADMINISTRATIVE MATTERS

- 6.1 Award of Contract - Curtis L. Brown, Jr. Field (EYF) Multi-Unit Hangar Development - Phase 1
Council is requested to make award of the Contract for the Multi-Unit Hangar Project to Kelley Construction Services, LLC in the amount of \$1,299,642.83.
[Advertisement for Bids - RE-BID - Addendum 6 - Multi-Hangar Development, Phase 1 - Curtis L. Brown, Jr. Field EYF - 9.8.25.pdf](#)
[Certified Bid Tabulation and Letter of Recommendation - Multi-Unit Hangar Project - 9.8.25.pdf](#)
[Peak Agenda - Contract - Multi-Purpose Hangar Project - 9.8.25.pdf](#)

7. OTHER BUSINESS

- 7.1 "Briefly" (*Reminders and announcements are made at this time*)
Interim Town Manager Pat DeVane may be called upon to present this agenda item.
[Peak Agenda - Briefly - Revised 3 - 9.8.25.pdf](#)
[Department Head Update Report - 9.8.25.pdf](#)

8. OPEN FORUM

- 8.1 Open Forum
Council is requested to listen to any public concerns or comments received.
[Sign-In Sheet - Open Forum - 9.8.25.docx](#)

9. CLOSED SESSION

- 9.1 Closed Session - ***To Be Conducted at the 7 p.m. Meeting***
Mayor Sylvia Campbell will entertain a motion and a second to enter into Closed Session in accordance with NCGS 143-318.11(a)(3) - Attorney-Client Privilege, NCGS 143-318.11(a)(4) - Economic Development and NCGS 143-318.11(a)(5) - Real Estate.

10. APPROVAL OF PURCHASE CONTRACTS

- 10.1 Approval of Purchase Contracts for Hangars #198 and #220
Council is requested to approve two (2) Purchase Contracts.

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: September 8, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OPENING AND CALL TO ORDER

SUBJECT: Opening and Call to Order

BACKGROUND:

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

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 8, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

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

SUBJECT: Presentation of Colors, Pledge of Allegiance and Invocation

BACKGROUND: The Presentation of Colors will be made by Cadets from the Paul R. Brown Leadership Academy. All will join in to recite the Pledge of Allegiance.

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

Invocation will be given by Mayor Pro Tem Rufus Lloyd.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 8, 2025

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 moved to adopt it.

Consent Agenda Documentation provided.

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

ATTACHMENTS:
[Consent Agenda Documentation - 9.8.2025 Rescheduled Meeting.pdf](#)



**September 8, 2025 Rescheduled
Town Council Meeting
Consent Agenda Items**

- A. Proposed Agenda – Agenda considered *proposed* until approved by the Board
ACTION RECOMMENDED: Approval
- B. June 2, 2025 7 p.m. Minutes – *Amended* **ATTACH. #B**
ACTION RECOMMENDED: Approval
- C. August 4, 2025 Noon Meeting Minutes **ATTACH. #C**
ACTION RECOMMENDED: Approval
- D. August 4, 2025 7 p.m. Meeting Minutes **ATTACH. #D**
ACTION RECOMMENDED: Approval
- E. Monthly Financial Report **ATTACH. #E**
ACTION RECOMMENDED: Approval
- F. Budget Amendment - #2026-01 **ATTACH. #F**
ACTION RECOMMENDED: Approval
- G. Grant Project Ordinance **ATTACH. #G**
Multi-Unit Hangar - #43-00
ACTION RECOMMENDED: Approval
- H. Interim Town Manager Request for One-Time **ATTACH. #H**
Exception to Parade Ordinance as it relates to
Permitted Parade Times
ACTION RECOMMENDED: Approval

Witnesses: Assistant Town Manager Pat DeVane, Jessica Williams - Yes.

Assistant Town Manager Pat DeVane noted that:

- Educare Dreamworks at 909 S Poplar Street Foundation Church submitted a request for a special use in accordance with the Town of Elizabethtown Code of Ordinances, Section 4.9, and Section 6.6. The applicant proposes to operate a private school with an enrollment of up to 50 students.
- In accordance with North Carolina Statute 160D-602 (formerly 160A-385.1(b)(5) and Town ordinances, the following notifications and procedures have been completed.
- The property was posted with the notice of the public hearing not less than 10 days and not more than 25 days prior to the hearing date.
- Notice of the hearing was advertised in the Fayetteville Observer on May 16, 2025 and again on May 23, 2025.
- Adjacent property owners were notified via U.S. Mail.
- Notice was also published on the Town's official website.
- A traffic impact assessment has been completed and reviewed by the North Carolina Department of Transportation as requested.
- A site plan and application for a special use permit are included in the information provided by the applicant.
- The Department of Human Services, Division of Public Health, Environmental Health Section has provided an inspection report for the proposed school covering utilities such as water supply, sanitary sewer disposal, floors walls, ceilings, lighting and ventilation. The report was clean and satisfactory.
- The Elizabethtown Fire Department has provided a plan and review and satisfactory or passing fire inspection for the building. Life Safety Plans are approved.
- The campus will be secured with appropriate surveillance and staffing.
- Technical Review Committee has reviewed the plans and approved the information provided.
- Town staff recommends approval of the Special Use Permit request, subject to the following conditions:
 - Enrollment Cap: A maximum of 50 students shall be permitted under this approval.
 - Future Development: Any future additions, expansions, or new structures on the site may require the submission of a revised, updated, or new Special Use Permit application, subject to Town review and Council approval.
 - NC State Statutes and requirements for this type school must be followed at all times.
 - The following items must be completed prior to the issuance of a final permit:
 - Compliance with any special conditions imposed by Council as part of this review and final SUP approval.

Mrs. Jessica Williams noted that:

- That Educare Dream Works will not be detrimental to or endanger the public health, safety and general welfare.
- That Educare Dream Works will be in harmony with the existing development and uses within the special use at address 909 S Poplar Street, Elizabethtown.
- That Educare Dream Works agrees that the establishment of the special use will not impede the normal and orderly development and improvements of the surrounding property for uses permitted in the district.
- That Educare Dream Works has sought adequate measures to ensure, utilities, access roads, drainage, parking and necessary facilities have been provided, included in such reports as provided by NC Department of Environment and Nature Resources Division of Environmental Health, and the NC DOT.
- That Educare Dream Works has taken adequate measures to provide ingress and egress to minimize traffic congestion in the public street and submitted to the NCDOT which approved traffic pattern.
- That Educare Dream Works will confirm to all the applicable regulations of the district in which it is located.
- That Educare Dream Works will provide public access in accordance with the recommendation 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. Which currently does not pose a change in this area.
- That Educare Dream Works will if any recommendations are found to conflict the system requiring the greatest quantity and quality of public access including parking, shall govern.
- That Educare Dream Works will be in conformity with the comprehensive plan/land use plan, throughfare plan or other plan officially adopted by the Town Council.

Since no one signed up to speak, Mayor Campbell closed the public hearing.

Item #4.2: FY 2025-2026 Proposed General Fund and Utilities Fund Budget

Mayor Sylvia Campbell opened the public hearing and called upon Town Manager Dane Rideout to present. Town Manager noted that the proposed budget for 2025-2026 General Fund and Utility fund is for review. The budget will increase 11.5%, 3% COLA, health insurance increase, law 5.5%, 3% water and sewer, no tax increase, no sanitation increase, and retirement increase. Water and sewer rates based on the School of Government rate study.

Since no one signed up to speak, Mayor Campbell closed the public hearing.

Item #5.1: Approval of Special Use Permit Application – Case Number SUP #202504 – Petitioner Educare Dreamworks, Inc. – To operate a Private Christian School of under 50 students

Council Member Paula Greene, seconded by Council Member Bobby Kinlaw, moved to approve as presented (Unanimous).

Item #5.2: Budget Ordinance – FY 2025-2026 General Fund and Utilities Fund Budget

Council Member Bobby Kinlaw, seconded by Council Member Herman Lewis, moved to table Budget Ordinance – FY 2025-2026 General Fund and Utilities Fund Budget (Unanimous).

Item #5.3: Resolution - #R-2025-04 – To Opt Out of Mail Absentee and One-Stop/Early Voting for 2025 Municipal Election

Council Member Paula Greene, seconded by Mayor Pro Tem Rufus Lloyd, moved to remove Item #5.3 from the agenda and put it on the August agenda (Unanimous).

Item #6.1: Town Manager Update

- Town Manager noted that the bridge lights are on. The cost for the lights is \$200,000.00 and the County contributed \$100,000.00. Assistant Town Manager Pat DeVane worked with Ken Clark with NCDOT on the project.
- Town Manager noted that due to the construction of Vulcanair, they will need to provide road access to the 5 cemeteries on the Bryan and Bordeaux property.
- Police Chief Mark McMichael noted that the Police Department received a Governor Highway Safety Grant. They accumulated points from traffic checks. They will receive \$30,000.00 in free equipment.
- Town Planner Rusty Worley noted that the walls are up in the Community Center, interior walls, will be picking out interior furniture soon and the project is on budget.

Item #7.1: Commercial Lease Agreement – Vulcanair Aircraft North America Manufacturing Company.

Town Manager Dane Rideout noted that the lease is for 10 years. It is the best interest of the Town, 5th largest, only one on a small airport. Town Attorney and Vulcanair have been back and forth 3 times with the contract. Town Attorney Womble noted the renewal clause is for a 10-year lease. Council Member Bobby Kinlaw, seconded by Council Member Herman Lewis, moved to approve Commercial Lease Agreement – Vulcanair Aircraft North America Manufacturing Company (Unanimous). Copy attached and incorporated herein by reference.

Item 7.2: Budget Amendment #2025-04

Finance Director Sharon Penny noted that revenue was received from Kids Appreciation Day donations, Fire Department grants CSX, miscellaneous revenue for Emereau RSO Officer and allocation for insurance. Vehicle tax revenue \$20,000.00 - \$25,000.00, Planning and Zoning revenue. Council Member Herman Lewis, seconded by Mayor Pro Tem Rufus Lloyd, move to approve as presented (Unanimous). Copy attached and incorporated herein by reference.

Item #7.3: Worker's Compensation Policy Change Request

Finance Director Sharon Penny noted that the request is to change the Town's Workers' Comp Policy from NC Interlocal Risk Management Agency through NCLM to Warren Insurance Group to begin July 1, 2025. NC Interlocal Risk Management renewal is \$51,547.98 and Warren Insurance is \$45,164.00, a savings of \$6,383.98. Council Member Herman Lewis, seconded by Council Member Rich Glenn, moved to approve Warren Insurance Group (Unanimous). Copy attached and incorporated herein by reference.

Item: 7.4: Request to ~~Write-Off~~ **Release** Accounts Receivable Account for Water Line Repairs – 107 Autumn Circle

Ms. Brenda Clark at 107 Autumn Circle is requesting that \$2,333.94 for expenses incurred by the contractor be released. Public Services repaired a 2” main water line on April 1, 2024 and April 4, 2024. Council Member Paula Greene, seconded by Council Member Herman Lewis, made a motion to approve the ~~Write-Off~~ **Release** of Accounts Receivable Account for Water Line Repairs (Unanimous). Copy attached and incorporated herein by reference.

8/4/25 Amended: Council Member Paula Greene, seconded by Mayor Pro Tem Rufus Lloyd, made a motion to replace Write Off with Release (Unanimous).

Item: 7.5: Appointments: **ABC Commission** (Wayne Edge and replacement for Charles DeVane); **Airport/Economic Development Commission** (Fred Tate – Has Agreed to Serve as Chairman through 12/31/2025), Dr. Justin DeGarmo (Has Agreed to Serve another Term) and Replacement for Chad DeVane; **Planning Board** (Elizabeth Cole); **Recreation Commission** (one vacancy) and **Bladen Housing Authority** (one vacancy)

Council Member Ricky Leinwand, seconded by Mayor Pro Tem Rufus Lloyd, moved to reappoint Wayne Edge to the ABC Commission, Airport Fred Tate and Dr. Justin DeGarmo and Planning Board Elizabeth Cole (Unanimous).

Item: 7.6: Written Decision/Order – Special Use Permit Approval on April 7, 2025 for Elizabethtown Christian Academy for Private School

Council Member Rich Glenn, seconded by Council Member Bobby Kinlaw, made a motion to approve as presented (Unanimous). Copy attached and incorporated herein by reference.

Item #8 .1: “Briefly”

Town Manager Dane Rideout briefed on the following:

- Take a look at the Department Head Updates – great information.
- Airport meeting June 11, 2025 at 7:30 am at the Airport Terminal Building.
- Town offices closed in observance of Juneteenth, June 19, 2025.
- Employees celebrating birthdays: Patrol Officer Owen Peavy, Charles Melvin, P/T Firefighter, Cara Bryant, Police Sergeant.

Item #10:1: Open Forum

- Mr. Bo Barefoot is concerned with the mobile food trucks at the Farmers Market. He noted that his business is local and he pays rent. Burney’s and his business have a 17% decrease in sales, 6% Barefoot Brew.
- Town Planner Rusty Worley noted that mobile food trucks are allowed at the Farmers Market.
- Mrs. Ophelia Thompson at 505 E. Broad Street noted that she moved there when she was 57 years old and will be 81 next week. Her husband is 86 years old and he cannot keep cleaning up from the house next door. The trees are overgrown and hanging on their side, they killed a snake on their front porch. What can be done? Council Member Ricky Leinwand and Assistant Town Manager Pat DeVane noted that they tried to talk to Mr. Cashwell years ago about the situation. He finally removed the asbestos.

- Ms. Vickie Gillespie noted that she spoke at the last meeting and Mr. Devane did contact her. The information was emailed May, 14, 2025 to the Town Attorney to annex by satellite.
- Ms. Gillespie also noted that she discussed the overhanging of the trees on Martin Luther King and nothing has been done.
- Town Attorney noted that he received the information and contacted the School of Government for advice because the laws have changed with what Towns can and cannot do with annexation. He noted that he will contact her with any information.

With no further business to conduct, Council Member Rich Glenn, seconded by Mayor Pro Tem Rufus Lloyd, moved to enter into Closed Session in accordance with NCGS 143-318.11(a)(3) Attorney-Client Privilege (Unanimous).

Item #11.1: RETURN FROM CLOSED SESSION TO OPEN SESSION

Council Member Herman Lewis, seconded by Council Member Ricky Leinwand, moved to exit Closed Session with return to Open Session (Unanimous).

Mayor Sylvia Campbell noted there was action to be taken.

A motion was made by Council Member Rich Glenn, seconded by Council Member Paula Greene, to revoke the 90-year Lease Agreement between the Town of Elizabethtown and NC Sustainable Futures, Inc. (Unanimous). Town Attorney Goldston Womble will prepare and send the written notice to NC Sustainable Futures, the Lessee, named in August 5, 2024 LWP Ground Lease Agreement with a copy to Developer Robbie Ferris.

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

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, Deputy Town Clerk/CTC

UNOFFICIAL

TOWN OF ELIZABETHTOWN
August 4, 2025 Regular Meeting
Noon Meeting

The Elizabethtown Town Council met on Monday, August 4, 2025 at 12 o'clock Noon in the Council Chambers. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Rich Glenn, Paula Greene, Bobby Kinlaw and Herman Lewis. Also present were Interim Town Manager Pat DeVane and Town Attorney Goldston Womble. Department Heads in attendance included Public Works/Engineering Services Director Steve Duffy, Police Chief Mark McMichael, Fire Chief Hollis Freeman, Finance Director Sharon Penny, Planning Director Rusty Worley and Town Clerk Juanita Hester. Others attending included Brenda Clark and Linda Taylor. There were no representatives from the Press. Absent: Council Member Ricky Leinwand was out of Town.

Item #1.1 Opening and Call to Order

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

Item #2.1 Approve Consent Agenda Items

Action on this agenda item will be taken at the 7 p.m. meeting.

Item #3.1 Oath of Office - Oath to be administered to Greg Martin, Chairman, Elizabethtown ABC Board
At the 7 p.m. meeting, Town Attorney Goldston Womble will administer the Oath of Office to ABC Board Chairman Greg Martin.

Item #4.1 PUBLIC HEARING: Rezoning Request – Petitioner Ronald Roberts – Case Number: RZ 03-2025-01, PIN #s: 131111552741, 131111556643 and 131111557471 – Rezone Parcels from R20 to RA for a Long-Term Rental RV Park, 228 Newkirk Street Extension

Mayor Sylvia Campbell called upon Planning Director Rusty Worley to brief Town Council. The Rezone Request is from Petitioner Ronald Roberts who is requesting that three (3) parcels be rezoned to RA for a Long-Term Rental RV Park at 228 Newkirk Street Extension. Planning Director Rusty Worley noted that if the Rezone Request is approved, then a Special Use Permit Request would follow for Town Council approval. The Public Hearing will be conducted at the 7 p.m. meeting.

Item #4.2 PUBLIC HEARING: Rezoning Request – Petitioner DeVane Builders – Case Number: RZ 05-2025-01 – PIN # 130216748450 – Rezone a Parcel of Land from C1 to R15 – To Construct Single-Family Residence for the purpose of Rental Home on Horne Street.

Mayor Sylvia Campbell called upon Planning Director Rusty Worley to brief Town Council. The Rezone Request is from Petitioner DeVane Builders requesting that a parcel on Horne Street be rezoned to R15 so that a Single-Family Residence can be constructed for the purpose of a Rental Home. The Public Hearing will be conducted at the 7 p.m. meeting.

ATTACH. #C

Item #5.1 Approval for Zoning Ordinance Map Amendment -- Petitioner Ronald Roberts -- Case Number: RZ 03-2025-01, PIN #s: 131111552741, 131111556643 and 131111557471 -- Rezone Parcels from R20 to RA for a Long-Term Rental RV Park, 228 Newkirk Street Extension

Action will be taken at the 7 p.m. meeting.

Item #5.2 Approval for Zoning Ordinance Map Amendment -- Petitioner DeVane Builders -- Case Number: RZ 05-2025-01 -- PIN #130216748450 -- Rezone a Parcel of Land from C1 to R15 -- To Construct Single-Family Residence for the purpose of Rental Home on Horne Street

Action will be taken at the 7 p.m. meeting.

Item #5.3 Resolution - #R-2025-05 -- To Participate in Mail Absentee and One-Stop Early Voting for 2025 Municipal Election OR Resolution #R-2025-04 -- To Opt-out of Mail Absentee and One-Stop Early Voting

Mayor Sylvia Campbell called upon Interim Town Manager Pat DeVane to brief. Much discussion followed on this agenda item. Town Attorney Goldston Womble (also Mayor of Town of White Lake) was asked if the Town of White Lake had made a decision as to participating in Early Voting. Response received was that for the last Municipal Election, there was no Early Voting for Town of White Lake. Action will be taken at the 7 p.m. meeting.

Item #5.4 Resolution #R-2025-30 -- To Authorize Disposition of Certain Personal Property -- Damaged Police Vehicle Declared Total Loss

Mayor Sylvia Campbell called upon Police Chief Mark McMichael to brief Town Council. As reported by Chief McMichael, with this vehicle having been involved in an accident and declared a total loss by the Town's insurance carrier, Town Council is being requested to declare as surplus property. Action will be taken at the 7 p.m. meeting.

Item #5.5 -- Resolution #R-2025-32 -- Declaring Surplus Personal Property and Authorizing Electronic Auction

Mayor Sylvia Campbell called upon Planning Director Rusty Worley to brief Town Council. Two of the three courtesy cars being used at the Airport are unreliable now. The Suburban and GMC Terrain will need to be declared surplus property and sold via GovDeals.com. Action will be taken at the 7 p.m. meeting.

Item #6.1 Interim Town Manager Update

Mayor Campbell called upon Interim Town Manager Pat DeVane to brief on this agenda item. After Mr. DeVane's update, Planning Director Rusty Worley was called upon to give update on the Vulcanair project and progress being made on the Community Center project.

Item #7.1 Bid Award -- RFQ for Professional Airport Engineering and Planning Services for Curtis L. Brown Jr. Field

Mayor Sylvia Campbell called upon Interim Town Manager Pat DeVane to brief Town Council. Only one RFQ was received for Airport Engineering and Planning Services. According to DOA, in NC, there are a limited number of Engineering Firms that are fully qualified to administer professional services for the airport. Action will be taken at the 7 p.m. meeting.

Item #7.2 EYF Master Agreement – Professional Services – Ardurra (formerly W.K. Dickson Company)
Mayor Sylvia Campbell called upon Interim Town Manager Pat DeVane to brief Town Council on the Professional Services Agreement for Ardurra (formerly W.K. Dickson Company). This company will provide professional Engineering, Planning and Related Services for the Airport. Action will be taken at the 7 p.m. meeting.

Item #7.3 Lock and Dam #2 Lease Discussion

Mayor Sylvia Campbell called upon Interim Town Manager Pat DeVane to brief Town Council. Since 2016, Lock and Dam #2 has been expensive for the Town to maintain for Public Use. Staff is seeking a consensus for the Town to get out of the Lease with the Corps of Engineers. Discussion to take place at the 7 p.m. meeting.

Item #7.4 Appointment – Elizabethtown Airport/Economic Development Commission

Action to be taken at the 7 p.m. meeting if there are individuals nominated to serve.

Item #7.5 Airport Courtesy Vehicle Update

Mayor Sylvia Campbell called upon Interim Town Manager Pat DeVane to brief Town Council. A recommendation will be made at the 7 p.m. meeting. Council Members Lloyd and Lewis commented to let Interim Town Manager Pat DeVane work it out.

Item #8.1 “Briefly”

Interim Town Manager Pat DeVane will present the “Briefly” items at the 7 p.m. meeting.

Item #9.1 Open Forum

Any concerns from citizens will be taken at the 7 p.m. meeting.

With there being no further business to be conducted, Council Member Herman Lewis, seconded by Council Member Rich Glenn, moved to adjourn the meeting (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

TOWN OF ELIZABETHTOWN
Evening Meeting
August 4, 2025

The Elizabethtown Town Council met for its evening meeting on Monday, August 4, 2025, in the Council Chamber at 7:00 pm. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Paula Greene, Rich Glenn, Herman Lewis, Bobby Kinlaw, Interim Town Manager Pat DeVane and Town Attorney Goldston Womble. Department Heads in attendance included Police Chief Mark McMichael, Public Works & Engineering Services Director Stephen Duffy, Finance Director Sharon Penny, Town Clerk Juanita Hester and Town Planner Rusty Worley. Absent: Council Member Ricky Leinwand and Fire Chief Hollis Freeman. No members from the Press attended the meeting.

Item #1.1: Opening and Call to Order

Mayor Sylvia Campbell opened the meeting and called to order. The Mayor welcomed Paul R. Brown Leadership Academy Cadets back. The Pledge of Allegiance was given by Paul R. Brown Leadership Academy Cadets. Mayor Sylvia Campbell 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 Paula Greene, to replace **write off with release** for Agenda Item 7.4, June 2, 2025 meeting, seconded by Mayor Pro Tem Rufus Lloyd, the Board unanimously approved the following Consent Items. A. Proposed Agenda, B. July 14, 2025 Noon Rescheduled Meeting Minutes, C. July 14, 2025 7 p.m. Rescheduled Meeting Minutes, D. July 14, 2025 Rescheduled Closed Session Minutes, E. July 21, 2025 Special Called Meeting Minutes - Noon, F. July 21, 2025 Special Called Closed Session Minutes, G. July 22, 2025 Special Called Meeting Minutes, H. July 22, 2025 Special Called Closed Meeting Minutes, I. Monthly Financial Report, J. Unpaid Fiscal Years' Tax Report and Order, K. CDBG Grant #18-D-3095 Policies (Vulcanair Project), L. Amendment to Approved FY 2025-2026 Budget Ordinance Text.

Item #3.1: Oath of Office

Town Attorney Goldston Womble administered the Oath of Office to Mr. Greg Martin, Chairman, Elizabethtown ABC Board. The Mayor welcomed Mr. Martin to the Board.

Item #4.1: Public Hearing: Rezoning Request – Petitioner Ronald Roberts- Case Number: RZ 03-2025-01, PIN #s: 131111552741, 131111556643 and 131111557471 – Rezone Parcels from R20 to RA for a Long-Term Rental RV Park, 228 Newkirk Street Extension

Mayor Campbell opened the Public Hearing and called upon Town Planner Rusty Worley to present. Mr. Worley noted that Mr. Ronald Roberts has requested to rezone from R20 to RA for a RV Park. If the Rezone Request is approved, then a Special Use Permit Request would follow for Town Council approval. The information was published in the newspaper, on the Town's website and letters of

notification of the Public Hearing date were sent to property owners. The Planning Board recommended denying the Rezone Request because the rezone would not conform to the Land Use Plan.

Mr. Wendell Newton, speaking on behalf of the Sheridan Family, noted that they do not want an RV Park in their community.

Since no one else signed up to speak, Mayor Campbell then closed the Public Hearing.

Item #4.2: Public Hearing: Rezoning Request – Petitioner DeVane Builders- Case Number: RZ 05-2025-01 – PIN # 130216748450 – Rezone a Parcel of Land from C1 to R15 – To Construct Single-Family Residence for the purpose of Rental Home on Horne Street

Mayor Sylvia Campbell opened the Public Hearing and called upon Town Planner Rusty Worley to present. Mr. Worley noted that DeVane Builders is requesting to rezone from C1 to R15 to build a Single-Family home. There are homes in the area. Letters of notification of the Public Hearing date were mailed to adjoining property owners.

Since no one signed up to speak, Mayor Campbell closed the Public Hearing.

Item #5.1: Approval for Zoning Ordinance Map Amendment – Petitioner Ronald Roberts – Case Number: RZ 03-2025-01, PIN #s: 131111552741, 131111556643 and 131111557471 – Rezone Parcels from R20 to RA for a Long-Term Rental RV Park, 228 Newkirk Street Extension

Council Member Paula Greene, seconded by Council Member Herman Lewis, moved to reject the zoning amendment and describing its inconsistency with an adopted comprehensive plan/land use plan (Unanimous). Copy attached and incorporated herein by reference.

Item #5.2: Approval for Zoning Ordinance Map Amendment – Petitioner DeVane Builders – Case Number: RZ 05-2025-01 – PIN # 130216748450 – Rezone a Parcel of Land from C1 to R15 – To Construct Single-Family Residence for the purpose of Rental Home on Horne Street

Mayor Pro Tem Rufus Lloyd, seconded by Council Member Herman Lewis, made a motion to approve the zoning amendment and describing its consistency with an adopted comprehensive plan/land use plan (Unanimous). Copy attached and incorporated herein by reference.

Item #5.3: Resolution #R-2025-05 – To Participate in Mail Absentee and One-Stop Early Voting for 2025 Municipal Election OR Resolution #R-2025-04 – To Opt out of Mail Absentee and One-Stop Early Voting

Interim Town Manager Pat DeVane noted that he called the Board of Elections and the cost will be \$4,000.00. Council Member Bobby Kinlaw noted that it will cost an additional \$8,000.00 for early voting. The cost will be \$12,000.00 to do early voting. Mayor Pro Tem Rufus Lloyd, seconded by Council Member Herman Lewis, moved to approve Resolution #R-2025-05 – To Participate in Mail Absentee and One-Stop Early Voting for 2025 Municipal Election. They were 4 ayes and 1 nay (Council Member Bobby Kinlaw). Council Member Ricky Leinwand was absent.

Item #5.4: Resolution #R-2025-30 – To Authorize Disposition of Certain Personal Property – Damaged Police Vehicle Declared Total Loss

Council Member Rich Glenn, seconded by Council Member Bobby Kinlaw, moved to approve Resolution #R-2025-30 – To Authorize Disposition of Certain Personal Property – Damaged Police Vehicle Declared Total Loss (Unanimous). Copy attached and incorporated herein by reference.

Item #5.5: Resolution #R-2025-32 – Declaring Surplus Personal Property and Authorizing Electronic Auction

Council Member Bobby Kinlaw, seconded by Council Member Herman Lewis, moved to approve Resolution #R-2025-32 – Declaring Surplus Personal Property and Authorizing Electronic Auction (Unanimous). Copy attached and incorporated herein by reference.

Item #6.1: Interim Town Manager Update

Interim Town Manager briefed on the following:

- Interim Town Manager Pat DeVane noted that the Community Center's brick work is completed, interior work finished, electric, heating and air will be finished by August 4, 2025.
- Wastewater grating finished, entrance way and wiring.
- Vulcanair: pouring footing, plumbing and electric work finished. The rain has slowed the process down.

Item #7.1: Bid Award – RFQ for Professional Airport Engineering and Planning Services for Curtis L. Brown Jr. Field

Interim Town Manager Pat DeVane noted that only one proposal was received for the airport Engineering Firms that are qualified to administer professional services for the Airport. The RFQ was from Ardurra formerly W.K. Dickson Company. Council Member Paula Greene, seconded by Council Member Herman Lewis, made a motion to approve Bid Award – RFQ for Professional Airport Engineering and Planning Services for Curtis L. Brown Jr. Field (Unanimous). Copy attached and incorporated herein by reference.

Item #7.2: EYF Master Agreement - Professional Services – Audurra (formerly W. K. Dickson Company)

Council Member Herman Lewis, seconded by Mayor Pro Tem Rufus Lloyd, moved to approve EYF Master Agreement – Professional Services – Audurra (formerly W. K. Dickson Company) (Unanimous). Copy attached and incorporated herein by reference.

Item #7.3: Lock and Dam #2 Lease Discussion

Public Works and Engineering Services Director Stephen Duffy noted that the Town has a 25 Year Lease with the U.S. Army Corps of Engineers. The Town must maintain the bathrooms and picnic area. The last hurricane the Town had to pay for all repairs. FEMA noted that the Town is not the responsible party and they would not deal with the Town. A year's notice is required to end the lease.

Item #7.4: Appointment – Elizabethtown Airport/Economic Development Commission

Council will need to make an appointment to the Airport Board.

Item #7.5: Airport Courtesy Vehicle Update

Interim Town Manager noted that the Airport needs a reliable courtesy vehicle. The one that they have is not reliable. The Town is checking into a used vehicle or a lease.

Item #8.1: "Briefly"

Interim Town Manager Pat DeVane noted that Mayor Pro Tem Rufus Lloyd will be celebrating his birthday August 5th.

Police Officer Christopher Butler will celebrate August 5th.

Police Dept. Admin. Assist. Erin Deaver will celebrate August 12th.

Street Dept. Dillion Hemingway will celebrate August 17th.

Item #9.1: Open Forum

- Citizen Andrew Robinson asked if the Town could give courtesy calls at cutoff time for water bills. People are on fixed incomes and the \$130.00 fee plus the 2 bills are too much to pay. Mayor Campbell noted we used to call the customers. Mayor Campbell then called upon Finance Director Sharon Penny to explain. The Finance Director explained the process of paying the bill and noted that she will see if the customers can be notified during cutoff.

With no further business to be conducted, Council Member Rich Glenn, seconded by Council Member Herman Lewis, moved to adjourn the meeting (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, Deputy Town Clerk/CTC

ELIZABETHTOWN as of August 31, 2025
BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2025-2026 REVENUES

16.7% of Year Completed

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 8-31-2025	% of Budget	Prior Year Actual-to-Date 8-31-2024
GENERAL FUND				
Ad Valorem & BID Taxes	2,023,300.00	587,553	29.0%	769,068
Vehicle Taxes	221,000.00		0.0%	
Local Option Sales Taxes	825,000.00		0.0%	
Utility Franchise Taxes	313,000.00		0.0%	
ABC Revenue	105,000.00		0.0%	
Powell Bill	135,000.00		0.0%	
Bladen Fire District	306,909.00	17,750	5.8%	13,583
Solid Waste fees	1,376,750.00	227,660	16.5%	212,345
Permits & Fees	55,112.00	7,618	13.8%	13,524
Rental Income	116,634.00	8,436	7.2%	8,007
Interest Income	180,000.00	34,125	19.0%	36,701
Salary & Admin. Reimbursements	0.00		0.0%	0
Miscellaneous Revenues	112,816.00	74,570	66.1%	58,886
Restricted Grants & Donations	0.00		0.0%	
General Fund Balance Approp.	263,539.00		0.0%	
TOTAL GENERAL FUND	6,034,060.00	957,711	15.9%	1,112,114
WATER FUND				
Water fees	936,400.00	179,598	19.2%	172,991
Sewer fees	1,102,400.00	195,442	17.7%	198,728
Miscellaneous Revenue	156,700.00	34,051	21.7%	34,269
Utility Fund Balance Approp.			0.0%	
TOTAL WATER FUND	2,195,500.00	409,092	18.6%	405,988

ATTACH. #E

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2025-2026 EXPENDITURES

Department	Fiscal Year Budget	Actual Y-T-D as of 8-31-2025	% of Budget	Prior Year Actual-to-Date 8-31-2024
Governing Body	56,500.00	8,434	14.9%	7,841
Administration	447,744.00	58,629	13.1%	84,815
Finance	292,480.00	53,000	18.1%	46,035
Public Works	809,390.00	154,125	19.0%	151,643
Technology	79,516.00	12,199	15.3%	11,984
Public Facilities	306,676.00	111,354	36.3%	86,597
Police	1,539,456.00	430,637	28.0%	219,383
Fire	979,357.00	196,919	20.1%	198,873
Streets	19,550.00	8,755	44.8%	121,388
Powell	404,149.00	30,825	7.6%	47,094
Solid Waste	602,900.00	49,653	8.2%	8,624
Planning & Economic Develop.	148,865.00	36,427	24.5%	19,480
Recreation	16,750.00	3,165	18.9%	2,209
Farmers' Market	0.00	0	0.0%	0
Airport	41,325.00	12,655	30.6%	6,379
Special Appropriations	289,402.00	74,529	0.0%	68,000
Restricted Grants & Donations	0.00		0.0%	0
GENERAL FUND TOTAL	6,034,060.00	1,241,306	20.6%	1,080,345
WATER FUND				
Water	939,727.00	161,770	17.2%	147,383
Sewer	1,155,773.00	181,247	15.7%	180,514
Tank Maintenance & Transfer Out	100,000.00	16,667	16.7%	16,667
WATER FUND TOTAL	2,195,500.00	359,684	16.4%	344,564

REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	0.00	(283,595)	31,769
WATER FUND	0.00	49,407	61,424
TOTAL COMBINED FUNDS	0.00	(234,188)	93,193

Town of Elizabethtown
 Budget Amendment #2026-01
 FY 2025 - 2026

The Town of Elizabethtown Town Council, at a meeting on the 8th day of September, 2025 passed the following ordinance.

BE IT ORDAINED that the following budget amendment be approved for the fiscal year ending June 30, 2026.

ACCOUNT CLASSIFICATION	APPROVED BUDGET FY 2025-2026	Increase/ (Decrease)	APPROVED REVISED BUDGET
Revenues:			
Ad Valorem Taxes	\$ 1,960,050.00		\$ 1,960,050.00
Business District Taxes	\$ 40,500.00		\$ 40,500.00
Motor Vehicle Taxes	\$ 221,000.00		\$ 221,000.00
Interest & Penalties on Taxes	\$ 22,750.00		\$ 22,750.00
Local Option Sales Tax	\$ 825,000.00		\$ 825,000.00
Franchise Taxes	\$ 313,000.00		\$ 313,000.00
Interest on Investments	\$ 180,000.00		\$ 180,000.00
Powell Bill Funds	\$ 135,000.00		\$ 135,000.00
Other Revenue	\$ 2,073,221.00	\$ 43,180.00	\$ 2,116,401.00
Fund Balance Appropriated	\$ 263,539.00	\$ 40,011.00	\$ 303,550.00
TOTAL GENERAL FUND REVENUE	\$ 6,034,060.00	\$ 83,191.00	\$ 6,117,251.00
Water Usage Charges	\$ 936,400.00		\$ 936,400.00
Sewer Usage Charges	\$ 1,102,400.00		\$ 1,102,400.00
Late/Reconnect Fees	\$ 85,000.00		\$ 85,000.00
Other Revenue	\$ 71,700.00		\$ 71,700.00
TOTAL UTILITY FUND REVENUE	\$ 2,195,500.00	\$ -	\$ 2,195,500.00

ATTACH. #F

ACCOUNT CLASSIFICATION	APPROVED BUDGET FY 2025-2026	Increase/ (Decrease)	APPROVED REVISED BUDGET
Expenditures:			
Governing Body (4110)	\$ 56,500.00		\$ 56,500.00
Administration (4120)	\$ 447,744.00		\$ 447,744.00
Finance (4130)	\$ 292,480.00		\$ 292,480.00
Public Works (4145)	\$ 809,390.00		\$ 809,390.00
IT (4150)	\$ 79,516.00	\$ 6,000.00	\$ 85,516.00
Public Facilities (4190)	\$ 306,676.00		\$ 306,676.00
Police (4310)	\$ 1,539,456.00	\$ 43,070.00	\$ 1,582,526.00
Fire (4340)	\$ 979,357.00	\$ 9,121.00	\$ 988,478.00
Streets (4510)	\$ 19,550.00		\$ 19,550.00
Powell Bill (4515)	\$ 404,149.00		\$ 404,149.00
Solid Waste (4710)	\$ 602,900.00		\$ 602,900.00
Planning (4910)	\$ 148,865.00		\$ 148,865.00
Recreation (6120)	\$ 16,750.00		\$ 16,750.00
Farmers' Market (6130)	\$ -		\$ -
Airport (6150)	\$ 41,325.00		\$ 41,325.00
Special Appropriations (6170)	\$ 289,402.00		\$ 289,402.00
Restricted Grants & Donations (6210)	\$ -	\$ 25,000.00	\$ 25,000.00
TOTAL GENERAL FUND APPROP.	\$ 6,034,060.00	\$ 83,191.00	\$ 6,117,251.00
Water Services (7130)	\$ 939,727.00		\$ 939,727.00
Sewer Services (7140)	\$ 1,155,773.00		\$ 1,155,773.00
Utility Appropriations (8168)	\$ 100,000.00		\$ 100,000.00
TOTAL UTILITY FUND APPROP.	\$ 2,195,500.00	\$ -	\$ 2,195,500.00

DULY ADOPTED this 8th day of September 2025 by the Elizabethtown Town Council at Elizabethtown, North Carolina

Sylvia Campbell, Mayor

Attest: _____
Juanita Hester, Town Clerk

Patrick B. DeVane, Interim Town Manager

TOWN OF ELIZABETHTOWN
 BUDGET AMENDMENT #2026-01
 DETAIL

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>	<u>Justification</u>
Revenue			
10-3500-320	Insurance Refunds	\$ 23,180.00	Totalled police car
10-3500-311	Police Miscellaneous Revenue	\$ 15,000.00	Anonymous donation to police department
10-3300-395	Fire Miscellaneous Revenue	\$ 5,000.00	Anonymous donation to police department
10-3900-312	FB Appropriated - Kids' Appreciation Day	\$ 4,890.00	Kids' appreciation day carryover
10-3900-303	FB Appropriated - Fire Dept.	\$ 4,121.00	Balance of CSX \$5,000 grant received in May 2025
10-3900-307	FB Appropriated - Community Center	\$ 5,000.00	Donation received in June from community center
10-3900-301	FB Appropriated - General	\$ 20,000.00	Donation received in FY 24-25 for dilapidated buildings
10-3900-301	FB Appropriated - General	\$ 6,000.00	To budget for IT equipment for community center and fire department
	TOTAL	\$ 83,191.00	
Expenditures			
10-4340-500	Police - Capital Outlay	\$ 23,180.00	
10-4310-125	Police - Bonus Pay	\$ 13,937.00	
10-4310-181	Police - Employer's Social Security	\$ 1,063.00	
10-4340-125	Fire - Bonus Pay	\$ 4,650.00	
10-4340-181	Fire - Employer's Social Security	\$ 350.00	
10-4310201	Police - Kids' Appreciation Day Expense	\$ 4,890.00	
10-4340-461	Fire - Non-Capitalized Equipment	\$ 4,121.00	
10-6210-461.67	Restricted Funds - Community Center Expenses	\$ 5,000.00	
10-6210-699-99	Contracted Services - Dilapidated Buildings	\$ 20,000.00	
10-4150-461	IT - Non-Capitalized Equipment	\$ 6,000.00	
	TOTAL	\$ 83,191.00	

GRANT PROJECT ORDINANCE
TOWN OF ELIZABETHTOWN
MULTI-UNIT HANGAR
#43-00

BE IT ORDAINED by the Council of the Town of Elizabethtown, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1: This ordinance is to establish a budget for the design/build of a multi-unit aircraft hangar at Elizabethtown Airport.

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

Administrative Expenses	\$3,610.00
Engineering Costs	\$284,297.00
Construction Costs	<u>\$1,429,046.00</u>
Total Appropriation	\$1,716,953.00

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

Federal NPE Funds	\$600,000.00
Federal AIG Funds	\$585,000.00
State TRDF Grant	\$443,267.00
Local Match	\$16,667.00
State TRDF Grant – for Local Match	<u>\$72,019.00</u>
Total Revenue	\$1,716,953.00

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

Section 5: The Budget Officer is hereby directed to report the financial status of the project to the governing board on at least a quarterly basis.

Section 6: Copies of this 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 8th day of September 2025.

Sylvia B. Campbell, Mayor

Attest:

Juanita Hester, Town Clerk

ATTACH. #G

Sec. 100.53. - Certain activities prohibited.

(A) It shall be unlawful for any person to conduct or otherwise participate in any parade that convenes before 6:00 a.m. or terminates after 5:00 p.m.

(B) It shall be unlawful for any person to engage in picketing focused on and taking place in front of a particular residence.

(C) It shall be unlawful for any person to unreasonably obstruct, impede or interfere with any parade or demonstration or with any person, vehicle, or animal participating therein being conducted under authority of a permit duly issued by the chief of police.

(Ord. passed --; Am. Ord. 2017-01, passed 5-1-17; Ord. No. 2022-07, 7-11-2022) Penalty, see § 100.99

ATTACH. #H

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 8, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Interim Town Manager Update

BACKGROUND: Updates will be provided for the following projects:

1. Community Center
2. Vulcanair Building and
3. Multi-Purpose Hangar Building

SUGGESTED ACTION: Interim Town Manager Pat DeVane will provide updates on current projects and other important business of the Town.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 8, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Resolution #R-2025-33 - Declaring Surplus Personal Property and Authorizing Electronic Auction - Phillips 66 Sign and Post at the Airport

BACKGROUND: Director of Public Works/Engineering Services Steve Duffy may be called upon to present this agenda item. The Phillips 66 Sign and post at the Airport have been changed out and need to be declared surplus property. These items will be sold through GovDeals.com.

Copy of Resolution and Surplus Property form provided.

SUGGESTED ACTION: Council is requested to approve the Resolution.

ATTACHMENTS:

[Resolution - Declaring Surplus Personal Property and Authorizing Electronic Auction - 9.8.25 - Phillips 66 Sign and Post.docx](#)
[Surplus Property Form - Phillips 66 Sign and Post - 9.8.25.pdf](#)

TOWN OF ELIZABETHTOWN

**Resolution Declaring Surplus Personal Property and
Authorizing Electronic Auction**

#R-2025-33

Whereas, GS 160A-270(c) allows the Town Council to sell personal property at electronic auction upon adoption of a resolution or order authorizing the appropriate official to dispose of the property at electronic auction; and

Whereas, the Interim Town Manager has recommended that the following surplus personal property be sold at electronic auction:

Phillips 66 Sign and Post

Now, therefore, be it resolved, by the Elizabethtown Town Council that the Interim Town Manager or his designee (Greg Taylor, Facilities & Public Works Manager) are authorized to sell at electronic auction @ www.GovDeals.com, the surplus property above-described per the terms and conditions as specified in the GovDeals.com contract approved by this Council and in accordance with G.S. 160A-270(c). The terms of the sale shall be net cash. The Town Clerk is directed to publish at least once and not less than 10 days before the date of the auction, a copy of this resolution or a notice summarizing its content as required by NCGS 160A-270(c).

Adopted this 8th day of September, 2025.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

DISPOSITION OF TOWN OF ELIZABETHTOWN PROPERTY

Requesting Department Airport

Vehicle or Equipment: Phillips 66 sign & post

Year / Model / Make: _____

Serial Number: _____


Present Mileage: _____

Estimated Value: \$ 1500

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

Replaced sign at Airport it has
some damage on top edge.

Recommended minimum disposition price (optional): \$ 1000

By: 

Date: 8-04-25

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 8, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Award of Contract - Curtis L. Brown, Jr. Field (EYF) Multi-Unit Hangar Development - Phase 1

BACKGROUND: Planning Director Rusty Worley may be called upon to present this agenda item. A Certified Bid Tabulation and Recommendation from Ardurra is provided as information for the bid award.

Copy provided of Advertisement of Bids (Re-Bid), Bid Tabulation and Letter of Recommendation and Contract

SUGGESTED ACTION: Council is requested to make award of the Contract for the Multi-Unit Hangar Project to Kelley Construction Services, LLC in the amount of \$1,299,642.83.

ATTACHMENTS:

Advertisement for Bids - RE-BID - Addendum 6 - Multi-Hangar Development, Phase 1 - Curtis L. Brown, Jr. Field EYF - 9.8.25.pdf
Certified Bid Tabulation and Letter of Recommendation - Multi-Unit Hangar Project - 9.8.25.pdf
Peak Agenda - Contract - Multi-Purpose Hangar Project - 9.8.25.pdf

Advertisement for Bids (Re-Bid)
Addendum No. 6

Multi-Unit Hangar Development, Phase 1
Curtis L. Brown, Jr. Field (EYF)
Elizabethtown, Bladen County, North Carolina

Sealed proposals will be received by the Town of Elizabethtown at Curtis L. Brown Jr Field Airport, located at 466 Airport Rd, Elizabethtown, NC 28337, up to **2:00 PM, May 28, 2025**, and immediately thereafter publicly opened and read for the furnishing of labor, material and equipment for the Multi-Unit Hangar Development, Phase 1 project. Project scope is summarized within the project listing in the Plan Room at www.wkdicksonplanroom.com.

A non-mandatory Pre-Bid Conference was held Wednesday, March 19, 2025, at 11:00 AM at the Airport. Minutes of the Pre-Bid Conference were issued to all registered plan holders as Addendum 1. Due to the importance of all bidders having a clear understanding of the scope and requirements for this contract, it is highly recommended that bidders review these minutes.

It is anticipated that the contract award will be made to the lowest responsive and responsible bidder if an award is made.

Proposals must be submitted in sealed envelopes with the Bidder's name, full mailing address, and General Contractor License Number shown as the return address. Proposals in sealed envelopes shall be addressed and delivered to:

Town of Elizabethtown
Rusty Worley, Town Planner
466 Airport Rd.
Elizabethtown, NC 28337

Proposals submitted without the prescribed information may be rejected.

All Bidders should be aware that the date, time, and location for Proposal Submittal and Opening may be modified by Addendum.

Plans, Specifications and Contract Documents may be examined at: Ardurra, 720 Corporate Center Drive, Raleigh, NC 27607. Plans, Specifications, and Contract Documents are available for purchase by going to Plan Room at www.wkdicksonplanroom.com. Please note that only registered plan holders may bid as a General Contractor.

All Contractors are hereby notified that they must have proper licenses under the state law for their trades. General Contractors are notified that applicable statues of North Carolina will be observed in receiving and awarding general contracts.

The North Carolina Department of Transportation **and the United States Government have** agreed to reimburse the Owner for portions of the project costs. The Owner will not accept or consider proposals from any contractor whose name, at the time of opening of bids or award, appears on the current list of

A-1

ADDENDUM NO. 6

Curtis L. Brown, Jr. Field (EYF)
Multi-Unit Hangar Development, Phase 1
NCDOT-DOA Project No. 36237.4.19.1
Ardurra Project No. 20240744.00.WK

ineligible contractors published by the Comptroller General of the United States under Section 5.6 (b) of the Regulations of the Secretary of Labor (29) CFR nor a proposal from any firm, corporation, partnership, or proprietorship in which an ineligible contractor who, at the time of the opening of bids or the award, is removed from the North Carolina Department of Transportation's list of prequalified contractors.

Contractors desiring to perform work on NCDOT projects shall pre-qualify with the Department. Upon pre-qualification, Contractors will be placed on the Department's Prequalified Bidders List and/or the Approved Subcontractors List, depending on the application submitted. The requirements for pre-qualification are listed in section 102-2 of the Standard Specifications for Roads and Structures, latest edition. For more information, please refer to the NCDOT website at <https://connect.ncdot.gov/business/Prequal/Pages/default.aspx>.

All bidders must be prequalified by the NCDOT as a "Bidder" prior to submitting a bid and all Contractors and Subcontractors must be prequalified as a "Bidder" or "Subcontractor" prior to performing any work on this project.

Each proposal shall be accompanied by a cash deposit or a certified check drawn on a bank or trust company insured by the Federal Deposit Insurance Corporation in an amount equal to not less than 5% of the proposal or a bid bond of 5% of the bid executed by a surety company licensed under the laws of North Carolina to execute such bonds. The deposits shall be made payable to the Owner and shall be retained by the Owner as liquidated damages in the event of the successful bidder fails to properly execute the contract within ten (10) days after award and to give satisfactory surety as required by law.

By submitting a bid, the Contractor certifies that he has under his direct control or at his disposal the men, equipment, and materials required to execute this work as specified. Lack of such control or availability of men, equipment or materials shall constitute failure to properly execute the Contract. Performance and Labor and Material Payment Bonds will be required for 100% of the Contract price, with a surety or sureties legally authorized to do business in the State of North Carolina.

A bid may be withdrawn only as provided by the applicable statutes of North Carolina. If a bid is withdrawn within **120 days** of the bid opening, the Bid Guarantee shall be forfeited; provided that, if the request to withdraw is made not later than 72 hours after the opening of bids, and if the withdrawal is allowed, the Owner may return the bid guarantee.

Certain mandatory federal and state requirements apply to this solicitation and will be made part of any contract awarded.

1. Foreign Trade Restriction (49 CFR Part 30);
2. Disadvantaged Minority and Women Owned Business Enterprise (NCDOT SP1 G67);
3. Equal Employment Opportunity (Executive Order 11246 and 41 CFR Part 60);
4. Goals for Minority and Female Participation (41 CFR Part 60-4.2);
5. Certification of Non-Segregated Facilities (41 CFR Part 60-1.8);
6. Debarment, Suspension, Ineligibility and Voluntary Exclusion (49 CFR Part 29).
7. Drug-Free Workplace Act of 1988 (41 USC 702-706).
- 8. Buy American Preference (Title 49 United States Code, Chap 501);**
- 9. Davis-Bacon Act (29 CFR Part 5);**

NON-DISCRIMINATION CLAUSE: The Special Provisions (**SPI G61**) of the North Carolina Department of Transportation apply to this contract. It is the policy of the Town of Elizabethtown to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offerors, including those who qualify as **DBE**. **A DBE contract goal of 4.0% percent has been established for this contract. The bidder/offeror shall make good faith efforts, as defined in SPIG61 to meet the contract goal by utilizing DBE's in the performance of this contract.**

The apparent successful bidder will be required to submit in the "Proposal" section of his bid the information concerning the **DBE** that will participate in this contract. This information will include: (1) the names, addresses and telephone numbers of **DBE** firms that will participate in the contract, and the certifying agency documentation of current status as a bona fide **DBE**; (2) a description of the work that each **DBE** firm will perform; (3) the dollar amount of the participation of each **DBE** firm participating (4) written documentation of the bidder/offeror's commitment to use a **DBE** subcontractor whose participation it submits to meet the contract goal; and (5) written confirmation from the **DBE** that is participating in the contract as provided in the commitment made under (4).

If the bidder fails to achieve the contract goal stated herein, he will be required to provide documentation demonstrating that he made a good faith effort. The bidder's documentation shall be submitted in accordance with the provisions of **SPI G61**.

The Owner reserves the right to reject any or all bids and to waive informalities and minor irregularities.

Town of Elizabethtown
Dane Rideout, Town Manager
805 West Broad Street
Elizabethtown, NC 28337

End of Advertisement for Bids



September 2, 2025

Mr. Pat DeVane, Town Manager
Town of Elizabethtown
805 West Broad Street
Elizabethtown, North Carolina, 28337

**RE: Bid Tabulation and Recommendation
Town of Elizabethtown, North Carolina
Curtis L. Brown Jr. Field Airport (EYF)
Multi-Unit Hangar Development, Ph 1
Ardurra Project #20240744.00.WK
NCDOT-DOA Project No. 36237.4.19.1**

Dear Mr. DeVane,

Enclosed is the Certified Bid Tabulation for the subject project, as well as the bids received. We have reviewed the bids received for the Multi-Unit Hangar Development, Ph 1 project. Below is a summary of our review and recommendation regarding this bid proposal.

On May 6, 2025, a public bid opening was held. At this meeting two bidders presented a bid proposal. Because less than three bids were received, in accordance with applicable bidding laws, the project was re-bid and a second bid opening was held on May 28, 2025 at 2:00 pm local time, at the Curtis L. Brown Jr. Field Airport Terminal Building. At this meeting two bids were received from Kelley Construction Services, LLC and Kevin K. Jacobs General Contracting. The bid proposals were publicly read and later reviewed for completeness.

A summary of the bid review findings is listed below:

Kevin K Jacobs General Contracting, Inc. (Jacobs)

1. Kevin K. Jacobs General Contracting, Inc. is not listed as a pre-qualified bidder on the NCDOT Directory of Firms.
2. Evidence of competency as described in paragraph 20-02 was omitted from the proposal.
3. Form B-14 is incomplete. The appropriate space was not checked indicating commitment to the 4% DBE utilization goal or a different DBE participation for the project.
4. Form B-15 identifies sub-contractors to perform 13.7% of contract and the subs listed are not certified as a DBE on the NCDOT Directory of Firms.
5. Forms B-17 through B-30 were omitted from the proposal.

720 Corporate Center Drive
Raleigh, NC 27607
Tel. 919.782.0495
ardurra.com

Based on this review, the bid submitted by Kevin K. Jacobs General Contracting, Inc. was rejected due to irregularities as defined in the General Provisions Section 20. Per Section 20-09: "The Owner reserves the right to reject any irregular proposal and the right to waive technicalities if such waiver is in the best interest of the Owner and conforms to local laws and ordinances pertaining to the letting of construction contracts."

Kevin Jacobs was notified of this in a letter from previous Town Manager Dane Rideout. The letter was sent certified mail on June 4, 2025.

Kelley Construction Services, LLC (Kelley)

1. The required forms were submitted correctly.
2. The math on the proposal was based on the total price per item, not based on unit price multiplied by quantity. The bid tabulation is based on the unit price multiplied by quantity. This resulted in a difference of \$5.28 for Bid Schedule 1, and \$1.38 for Bid Schedule 2.
3. Numerical figures match written words on bid.
4. As of the date of this letter, Kelley Construction Services, LLC holds NC license as a General Contractor is active (Unlimited – Building Classification).
5. Contract provision certifications have been provided. While Kelley initially submitted that they would not be able to meet Buy American Certification, they resolved the issue and resubmitted a revised certification form in lieu of the Buy American Waiver.
6. As of the date of this letter, Kelley Construction Services, LLC are listed on NCDOT's prequalified contractors list. We were unable to verify all proposed subcontractors are listed, but Kelley has confirmed all will subcontractors used on the project will be required to meet this certification.

Since we are not familiar with Kelley Construction Services, LLC, we requested evidence of competency as described within Section 20-02 Qualifications of Bidders. Kelley provided supplemental information such as individual resumes, relevant project history, and equipment list. This information is enclosed with their bid.

While we completed the Bid Tabulation in June for submittal with the Airport Infrastructure Grant (AIG) funding application, I wanted to confirm availability of funding before making a recommendation to award. The FAA recently announced FY 2025 funding allocations, and the project was listed among those allocations.

The bid proposal included two bid schedules of work. Based on our understanding of the available funding for the project, we anticipate the selection of Bid Schedule 1. This will include AIG, Non-Primary Entitlements (NPE), and Transportation Reserve Direct Funding (TRDF).

Therefore, based on our review of the bid proposal provided, we recommend that the Town of Elizabethtown and Curtis L. Brown Jr. Field Airport award the contract in the amount of \$1,299,642.83 to Kelley Construction Services, LLC for completion of the project.

We appreciate the opportunity to assist the Town of Elizabethtown and Curtis L. Brown Jr. Field Airport with this project. If you have any questions, please contact me at jpeck@ardurra.com or 540-250-6892.

Sincerely,

Ardurra Group North Carolina

Jamie Peck
Digital signed by Jamie Peck
DN: CN=Jamie Peck,
c=US, o=ARDURRA GROUP LLC, ou=ARND
DN: cn=peck@ardurra.com

Jamie E. Peck, PE
Senior Project Manager

Enclosures

CONTRACT

THIS CONTRACT, made and entered into this _____ day of _____, 2025, by and between Town of Elizabethtown, North Carolina hereinafter called the Owner and Kelley Construction Services, LLC hereinafter called the Contractor.

WITNESSETH: That the Contractor, for the consideration hereinafter fully set out, and the Owner, for the construction of work performed, agree that:

1. Scope of Work: The Contractor shall furnish and deliver all the materials and perform all the work in the manner and form as provided in the following enumerated plans, specifications and contract documents which are attached hereto and made a part thereof as if fully contained herein: Multi-Unit Hangar Development, Phase 1.

SPECIFICATIONS AND CONTRACT DOCUMENTS:

- (a) Notice to Bidders
- (b) Instructions to Bidders
- (c) Proposal (as Accepted)
- (d) Performance Bond and Labor and Materials Payment Bond
- (e) General Provisions
- (f) Special Provisions
- (g) Technical Specifications
- (h) Addendum No. 1 dated March 25, 2025
- (i) Addendum No. 2 dated March 28, 2025
- (j) Addendum No. 3 dated April 4, 2025
- (k) Addendum No. 4 dated April 29, 2025
- (l) Addendum No. 5 dated May 7, 2025
- (m) Addendum No. 6 dated May 14, 2025
- (n) Addendum No. 7 dated May 22, 2025
- (o) Drawings prepared by W.K. Dickson & Co., LLC, 720 Corporate Center Drive, Raleigh, NC 27607, dated March 2025.

Contract Amount \$ 1,299,642.83

Contract Time: 180 Calendar Days

Liquidated Damages for Contract Time Overrun: \$1,000.00 Per Calendar Day

2. The Contractor shall commence the work to be performed under this contract not later than the date set by the Engineer in written notice to proceed, said date to be not less than ten (10) days after issuance of notice to proceed.

3. The Owner hereby agrees to pay to the Contractor for the faithful performance of this contract, subject to additions and deductions as provided in the specifications or proposal, in lawful money of the United States, such unit/or lump sum prices as are set forth in the accepted Proposal for quantities of each item actually accomplished. The Contractor shall repair or replace all defective work promptly and at no cost, charge or expense to the Owner. The warranty and guaranty, as provided for in this paragraph, are in addition to and not in limitation of any other bond, warranty or guaranty provided to the Owner by the Contractor or by a manufacturer, supplier or otherwise, or any other cause of action, right or remedy.

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Curtis L. Brown, Jr. Field (EYF)
Multi-Unit Hangar Development, Ph. 1
NCDOT-DOA Project No. 36237.4.19.1
WK Dickson Project No. 20240744.00.WK

4. The Owner shall make partial payments to the Contractor on the basis of a duly certified and approved estimate of work performed during the preceding calendar month by the Contractor, less the specified retainage. All work must be performed strictly in accordance with this Contract and all work is subject to acceptance by the Owner.

5. Upon submission by the Contractor of evidence satisfactory to the Owner that all payrolls, materials, bills and other cost incurred by the Contractor in connection with the construction of the work have been paid in full, final payment on account of this Contract shall be made within thirty (30) days after the completion by the Contractor of all work covered by this Contract and the acceptance of such work by the Owner.

6. If at any time after the execution of this Contract and the bonds hereto attached; the Owner shall deem the surety or sureties upon such bond or bonds to be unsatisfactory, or if for any reason any such bond ceases to be adequate to cover the performance of the work or the payment for labor or materials, the Contractor shall, at his expense and within five (5) days after the receipt of notice from the Owner to do so, furnish an additional bond or bonds in such form and amount and with such surety or sureties as shall be satisfactory to the Owner. In such event, no further payment to the Contractor shall be deemed to be due under this Contract until such new or additional bonds shall have been furnished in a manner and form satisfactory to the Owner.

7. In respect to each phase of the work and for one (1) year from and after the date on which such phase is accepted for use by the Owner, or for such longer period as may be provided for in any written warranty or guaranty, the Contractor warrants and guarantees the work (including but not limited to all labor and materials in respect thereto); and the Contractor shall repair or replace all defective work promptly and at no cost, charge or expense to the Owner. The warranty and guaranty, as provided for in this paragraph, are in addition to and not in limitation of any other bond, warranty or guaranty provided to the Owner by the Contractor or by a manufacturer, supplier or otherwise, or any other cause of action, right or remedy.

8. The Owner may in its sole discretion suspend this Contract for ninety (90) days or terminate this Contract at any time, whereupon the Contractor shall be paid only for the work actually performed, the materials actually delivered to the job site, and the materials specifically ordered by the Contractor for this project if such specifically ordered materials cannot be returned to the manufacturer or supplier by the Contractor at no cost or expense to the Contractor. (It is understood, however, that the Contractor shall return all specifically ordered materials if the Owner agrees in writing to reimburse the Contractor for all of the latter's costs and expenses incurred in so returning the materials.) The Contractor shall not be entitled to recover any anticipated profits. This paragraph applies only to those situations where the Owner suspends or terminates this Contract for reasons other than the Contractor's performance or breach of or default under this Contract.

9. This Contract is made and entered into in, Elizabethtown, North Carolina, and North Carolina law shall govern and apply to this Contract. In the event of a dispute or disputes between the parties hereto, and in the event litigation is instituted, such litigation shall be commenced only in a state superior or district court in Elizabethtown, North Carolina, and each party hereby waives any right or claim for a change of venue from Elizabethtown, North Carolina.

10. Regardless of which party hereto is responsible for the preparation and drafting of this Contract, it shall not be construed more strictly against either party.

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Curtis L. Brown, Jr. Field (EYF)
Multi-Unit Hangar Development, Ph. 1
NCDOT-DOA Project No. 36237.4.19.1
WK Dickson Project No. 20240744.00.WK

11. Whenever the context permits, words herein in any gender shall include the masculine, feminine and neuter.

12. This Contract may not be assigned by the Contractor unless the Owner has consented in writing to the assignment.

13. The parties hereto acknowledge, represent, state and warrant that they have signed and executed this Contract under seal, that they have adopted their respective seals as affixed to this Contract, and that they are executing this Contract with the intent that it shall be a sealed instrument.

IN WITNESS WHEREOF, the Owner and Contractor hereto have executed this contract on the date first above written in six counterparts, each of which shall be deemed an original contract.

WITNESS:

(As to Contractor)

(Contractor) (Seal)

WITNESS:

By _____

(Secretary – Treasurer)

Town of Elizabethtown, North Carolina
(Owner) (Seal)

By _____

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

Finance Officer

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Curtis L. Brown, Jr. Field (EYF)
Multi-Unit Hangar Development, Ph. 1
NCDOT-DOA Project No. 36237.4.19.1
WK Dickson Project No. 20240744.00.WK

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: That Kelley Construction Services, LLC as Principal, hereinafter called Contractor, and _____ as Surety, hereinafter called Surety, are held and firmly bound unto Town of Elizabethtown, as Obligee, hereinafter called Owner, in the amount of One Million Two Hundred Ninety-Nine Thousand Six Hundred Forty Two Dollars and Eighty-Three Cents (\$1,299,642.83), for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Contractor has by written agreement dated _____, 2025, entered into a contract with the Owner for the Multi-Unit Hangar, Phase 1 in accordance with Drawings and Specifications prepared by W.K. Dickson & Co., LLC which contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if Contractor shall promptly and faithfully perform said Contract, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The Surety hereby waives notice of any alteration or extension of time made by the Owner.

Whenever Contractor shall be, and declared by Owner to be in default under the Contract, the Owner having performed Owner's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

(1) Complete the Contract in accordance with its terms and conditions, or

(2) Obtain a bid or bids for completing the Contract in accordance with its terms and conditions, upon determination by Surety of the lowest responsible bidder, or, if the Owner elects, upon determination by the Owner and the Surety jointly of the lowest responsible bidder, arrange for a contract between such bidder and Owner, and make available as Work progresses (even though there should be a default or a succession of defaults under the contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the contract price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "balance of the contract price," as used in this paragraph, shall mean the total amount payable by Owner to Contractor under the Contract and any amendments thereto, less the amount properly paid by Owner to Contractor.

Any suit under this bond must be instituted before the expiration of (2) two years from the date on which final payment under the Contract falls due.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the Owner named herein or the heirs, executors, administrators or successors of the Owner.

Signed and sealed this _____ day of _____, 202__.

(Witness)

(Principal) (Seal)

(Title)

(Witness)

(Surety) (Seal)

(Title)

LABOR AND MATERIAL PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: That Kelley Construction Services, LLC as Principal, hereinafter called Principal, and _____ as Surety, hereinafter called Surety, are held and firmly bound unto Town of Elizabethtown, as Obligee, hereinafter called Owner, for the use and benefit of claimants as herein below defined, in the amount of One Million Two Hundred Ninety-Nine Thousand Six Hundred Forty Two Dollars and Eighty-Three Cents (\$1,299,642.83), for the payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has by written agreement dated _____, 2025, entered into a contract with the Owner for the Multi-Unit Hangar, Phase 1 in accordance with Drawings and Specifications prepared by W.K. Dickson & Co., LLC which contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if Principal shall promptly make payment to all claimants as hereinafter defined, for all labor and material used or reasonably required for use in the performance of the Contract, then this obligation shall be void; otherwise it shall remain in full force and effect, subject, however, to the following conditions:

1. A claimant is defined as one having a direct contract with the Principal or with a Subcontractor of the Principal for labor, material, or both, used or reasonably required for use in the performance of the Contract, labor and material being construed to include that part of water, gas, power, light, heat, oil, gasoline, telephone service or rental or equipment directly applicable to the Contract.

2. The above-named Principal and Surety hereby jointly and severally agree with the Owner that every Claimant as herein defined, who has not been paid in full before the expiration of a period of ninety (90) days after the date on which the last of such claimant's work or labor was done or performed, or materials were furnished by such claimant, may sue on this bond for the use of such claimant, prosecute the suit to final judgment for such sum or sums as may be justly due claimant, and have execution thereon. The Owner shall not be liable for the payment of any costs or expenses of any such suit.

3. No suit or action shall be commenced hereunder by any claimant.

a. Unless claimant, other than one having a direct contract with the Principal, shall have given written notice to any two of the following: the Principal, the Owner, or the Surety above-named, within ninety (90) days after such claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be served by mailing the same by registered mail or certified mail, postage prepaid, in an envelope addressed to the Principal, Owner, or Surety, at any place where an office is regularly maintained for the transaction of business, or served in any manner in which legal process may be served in the state in which the aforesaid project is located, save that such service need not be made by a public officer.

b. After the expiration of two (2) years following the date on which Principal ceased work on said Contract, it being understood, however, that if any limitation embodied in this bond is prohibited by any law controlling the construction hereof, such limitation shall be deemed to be amended so as to be

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Curtis L. Brown, Jr. Field (EYF)
Multi-Unit Hangar Development, Ph. 1
NCDOT-DOA Project No. 36237.4.19.1
WK Dickson Project No. 20240744.00.WK

equal to the minimum period of limitation permitted by such law.

c. Other than in a state court of competent jurisdiction in and for the county or other political subdivision of the state in which the Project, or any part thereof, is situated, or in the United States District Court for the district in which the Project, or any part thereof, is situated, and not elsewhere.

4. The amount of this bond shall be reduced by and to the extent of any payment or payments made in good faith hereunder, inclusive of the payment by Surety of mechanics' liens which may be filed of record against said improvement, whether or not claim for the amount of such lien be presented under and against this bond.

Signed and sealed this _____ day of _____, 202__.

(Witness)

(Principal) (Seal)

(Title)

(Witness)

(Surety) (Seal)

(Title)

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 8, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OTHER BUSINESS

SUBJECT: "Briefly" (*Reminders and announcements are made at this time*)

BACKGROUND: The Interim Town Manager will present the "Briefly" items.

Copy provided for "Briefly" items and Department Head Update Report.

SUGGESTED ACTION: Interim Town Manager Pat DeVane may be called upon to present this agenda item.

ATTACHMENTS:

[Peak Agenda - Briefly - Revised 3 - 9.8.25.pdf](#)
[Department Head Update Report - 9.8.25.pdf](#)

To: Mayor and Town Council
From: Pat DeVane, Interim Town Manager
Subj: “Briefly”
Date: September 8, 2025 Rescheduled Meeting

The following items are provided as information to Council:

- The Department Head Update Report is provided as a separate attachment.
- There will be no Leaf & Limb service for the week of 9/8/25. Services will restart the following week – 9/15/25.
- The September Chamber Member Breakfast is scheduled for September 16, 2025 at 8 a.m. at Farmer’s Market.
- The East Bladen Homecoming Parade is scheduled for Friday, September 26, 2025.
- The “Smithfield Cup” Barbeque Cookoff event at Cape Fear Vineyard & Winery will take place on October 5, 2025.
- Town offices closed on October 13, 2025 in observance of Columbus Day.
- Lumber River Council of Governments’ Annual Meeting is scheduled for October 16, 2025 at the Southeastern NC Agricultural Center, Lumberton.
- Annual Christmas Parade on November 30, 2025 starting at 6 p.m. followed by Christmas Tree Lighting on Courthouse lawn (**Attachment**).
- The annual Employee Appreciation Lunch is scheduled for Friday, December 5, 2025 at Cape Fear Vineyard & Winery.



FOR THE MONTH OF SEPTEMBER

9/08 – Joshua Jorgensen – Police Officer

9/11 – Samuel Hodge - Firefighter

9/19 – Rich Glenn – Council Member

9/20 – Sharon Penny – Finance Director

Elizabethtown Christmas Parade presented by The Elizabethtown-White Lake Area Chamber of Commerce

Elizabethtown Christmas Parade Set for November 30, 2025

Elizabethtown, NC – September 2, 2025 – The holiday season will shine bright in downtown Elizabethtown as the **Elizabethtown Christmas Parade** lights up Broad Street on **Sunday, November 30, 2025, at 6:00 p.m.**

This year's event will be extra magical, as the community gathers for a **lighted evening parade**, bringing sparkling floats, festive music, and holiday cheer to families and visitors of all ages. Parade-goers can look forward to dazzling lights, creative displays from local businesses and organizations, marching bands, and of course, a visit from Santa Claus himself.

"The Christmas Parade is one of our town's most cherished traditions," says Amy Hudson, Manager of the Elizabethtown-White Lake Chamber of Commerce. "It's a time for neighbors, families, and friends to come together and celebrate the spirit of the season in the heart of Elizabethtown."

In addition to the festivities, this year's parade will feature a **Christmas Float Contest**. Participating groups are encouraged to decorate their floats to match the parade's lighted theme. Judges will select an overall winner recognizing creativity, holiday spirit, and community pride.

The parade will begin on Broad Street and wind through downtown, offering plenty of viewing spots for spectators to enjoy the show. Visitors are encouraged to arrive early to secure their favorite spot along the route.

The Elizabethtown Christmas Parade is organized by The Elizabethtown-White Lake Area Chamber of Commerce, with support from local businesses and community volunteers.

Event Details:

- **What:** Elizabethtown Christmas Parade
- **When:** Sunday, November 30, 2025 – 6:00 p.m.
- **Where:** Broad Street to Poplar St, Downtown Elizabethtown
- **Theme:** Light up Elizabethtown

For more information on participation, parade entry applications, or sponsorship opportunities, please contact Amy Hudson 910-322-0870 or admin@elizabethtownwhitelake.com

Come celebrate the magic of the season with us as we light up Elizabethtown this Christmas!



Department Head Updates

September 2025

FIRE DEPARTMENT

Hollis Freeman



Call Report for August

Fire Calls - 4

EMS Calls - 36

Special Responses - 1

Service Calls - 7

Other Type Incidents - 2

Total Calls – 50

Fire Inspections Completed – 20

Hydrants Serviced – 40

POLICE DEPARTMENT

Mark McMichael

Total Calls- 8-01-8-31-25	310
Reports Taken	49
Arrests	11
Collisions	13
Citations	14
Warnings	7
Truck Route	1

PUBLIC WORKS – *Stephen Duffy & Delana Faircloth*

Water Resources (Water, Wastewater & Stormwater) –Sherry Lanier, Ricky Smith, Nick Huffman & Dillon Hemingway

Water Resources had ±350 reads and re-reads for the month. There were 4 sewer backups, 4 new water service taps, 2 of the water taps required road cuts. A main line leak on East Broad required another road cut into 12-inch-thick asphalt. There was a service lateral repair in the River Hill parking lot that went under the retaining wall to the line feeding a section of the Downtown business structures. Additionally, we installed 154 MTUs throughout the water system and our successful read rate has climbed back to just above 90%. A new 4-inch meter was installed at the County corrections facility, and an incorrectly configured bypass was corrected in the process. Several hours were also put into addressing several master meter installations. We were able to remove several of these scenarios by simplifying the overall system and cleaning up some billing issues in the process. The Locks Road pump that had been pulled for repairs has been returned to service. Pete Duty and Associates (PDA) did a fantastic job expediting the repairs. Dillon Hemingway has completed his OSHA-based Heavy Equipment Operators training, which will prove valuable for operations. He will still need a lot of time behind the sticks, but he is more than capable of becoming a fantastic and safe operator.

For your awareness, August was a very busy month in general, but to make things more difficult the Team was required to respond to ±90 utility locate tickets from various contractors working within the town. Sherry Lanier tracked the time used to address these tasks to 114 hours for the month. These are calculated to 1 hour and 15 minutes per locate request. When possible, a single technician will respond to these requests, but most locate requests will require two technicians when assets are in the roadway or other unsafe areas. These are assignments that go under the radar and often are overlooked when considering the workload of the staff. Staff should be recognized for their level of commitment and work ethic. This month was an exceptionally hectic month, and staff deserve an Atta Boy and Girl for their efforts.



Wastewater Treatment Plant - Hugh Bledsoe

- Routine sampling and testing to maintain compliance with NPDES requirements.
- Adjusted the WWTP equipment as needed to gain optimum treatment efficiency due to seasonal changes.
- Submitted monthly electronic discharge monitoring reports to NCDEQ for June and July, no violations.
- Average flow through WWTP was 501,000 gallons per day for July, 50,000 gallons per day less than June. Recorded 7.1 inches of rain for the month. Average flow through WWTP was 580,000 gallons per day for August, 79,000 gallons per day more than July.
- Contractors on site making preparations for WWTP headworks upgrade. Attended monthly construction meetings.
- Decanted approximately 85,000 gallons of water from the SBR Digester and 50,000 gallons from the sludge basin to thicken sludge and gain capacity.
- Performed preventative maintenance on equipment and rotated to increase longevity.
- Performed annual proficiency testing on lab equipment to maintain field lab certification.
- Sent spectrophotometer in to Waypoint to get annual chlorine curve as required.
- Experienced water leak going into the lab building, Water Dept. made repairs. Repaired faucets and flush valves after leak were repaired.

Headworks Upgrade Project

While the weather has yet to impact scheduling expectations it has prevented some anticipated progress. The primary excavation for the headworks basin construction has finally dried out enough for concrete phase to initiate. Doggett Concrete Contractor for the project arrives on-site the first week of September. Forms and rebar work will most likely take a week and a half to complete, so concrete placement is intended to start by mid-September and may be completed by the end of the month. Nearly all the equipment components are in manufacturing or well into the preparation phase. The SCADA implementation is still being worked out but is moving forward. As a reminder the completion date is still on schedule for September 2026.

Winding Creek & Lesane Street Creek Crossing Repairs

Several months ago during heavy rain events two creek crossings (Winding Creek & Lesane Streets) in our water and wastewater Right-of-Ways and covering water, wastewater and stormwater assets were washed out. With the continuing wet weather conditions hindering the ability to make necessary repairs Mark Prince's crew only completed the repair this month. It was worth waiting for as they did a great job.



Facilities Management – *Greg Taylor & Public Services - Walter Czartoszewski, Steven Batton, Will Lee & Jacob Long*

August came with more rain and more flooding at Lock and Dam and Tory Hole Park. We had to clean the pier and walkways again I think this is the third time since May of this year. This has been a wet summer, and it brought flooding, weeds and weeds and my favorite Bahia grass. Our crew has worked hard on trying to keep flower beds weeded, mud cleaned off paths, bridges and piers while trying to keep our other parks, and parking lots sprayed for weeds and keeping undergrowth from taking over. We are working now on cutting and spraying our outfall lines and cut some more low hanging limbs along roadways. Please let us know if you see any, we do not always see all of them. Greg worked on a cooler and replaced a condenser fan at the farmer's market. Repaired a toilet in the Police Department. He replaced some lights; one was at the town sign on 87 and one was on the Sheriffs hanger at the airport. Greg and Will installed and wired the dehumidifiers at the Fire Department which seems to have solved the high humidity issue. He had a contractor come in and replace the flashing around the A/C units on top of Farmer's Market. The hand dryers at Leinwand Park had to be replaced due to vandalism and the logic board on an overhead door was replaced at Public Works because the old one failed and caused the door to open one night. Greg has also been busy selling items on GovDeals and sold \$30,525 this month. TEAM = Together Everyone Achieves More.



Fleet Maintenance - Tracy Priest

Mr. Priest serviced 4 mowers, 0 small equipment and other items, 4 large pieces of equipment, 6 Police Vehicles, 0 Fire Department Vehicles, 3 Public Works Vehicles, 1 Admin Vehicles, and various other tasks as assigned. Tracy is always willing to jump in and assist with issues outside his normal responsibilities. He is a great employee and a highly valuable asset to the Public Works Department.

Town Clerk

Juanita Hester

- On 8/28/2025, Clerk administered Oath to Police Sergeant Blake Willoughby and Oath to new Police Officer Jeremiah Lee Lowery.
- Two Public Records Requests were processed during September: Waste Pro and Global Zoning LLC.
- Clerk prepared and submitted the Advisory Committee Appointment Reporting for FY 2024-2025 to the N.C. Secretary of State's office on 8/29/2025.
- Prepared Notice of Labor Day Holiday Closing for September 1, 2025 as well as the Reschedule Meeting Date for the September Town Council meeting. Notice was published and posted.
- Clerk prepared the Noon Meeting Minutes for the 8/4/2025 Town Council meeting.
- The follow-ups and distribution of approved and signed documents for the August 4, 2025 Town Council meeting were handled by the Clerk.
- Weekly Friday Memos were prepared and distributed to Council Members and Department Heads.
- Prepared Staff Meeting Outline for September 8, 2025 Rescheduled Town Council meeting for the Interim Town Manager's review.
- In coordination with the Interim Town Manager, Finance Director Sharon Penny, Planning Director Rusty Worley and Town Attorney Goldston Womble, the Clerk prepared the agenda material for the September 8, 2025 Rescheduled Town Council meeting, posted the information to the Town's webpage and made distribution to Town Council and Department Heads. In addition, the Clerk made notification to the Press that the agenda material had been posted to the Town's webpage.
- Distributed Notice of the 8/26/2025 Planning Board meeting and the Zoning Board of Adjustment Meeting in addition to publication of the ZBA Public Hearing Notice and mailing Public Hearing notice to adjacent property owners.
- On 8/21/2025, Clerk made notification to Mrs. Theresa Lloyd at Paul R. Brown Leadership Academy of the September 8, 2025 Rescheduled Town Council Meeting so that advance preparation could be made for the Cadets to attend the meeting for presentation of the Colors.

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 8, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OPEN FORUM

SUBJECT: Open Forum

BACKGROUND: Three (3) Minutes Per Citizen.....Should State Name/Address.

Copy of Open Forum Sign-In Sheet provided.

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

ATTACHMENTS:
[Sign-In Sheet - Open Forum - 9.8.25.docx](#)

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 8, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: CLOSED SESSION

SUBJECT: Closed Session - *To Be Conducted at the 7 p.m. Meeting*

BACKGROUND: Closed Session will be needed for the purposes of Attorney-Client Privilege, Economic Development and Real Estate.

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)(3) - Attorney-Client Privilege, NCGS 143-318.11(a)(4) - Economic Development and NCGS 143-318.11(a)(5) - Real Estate.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 8, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: APPROVAL OF PURCHASE CONTRACTS

SUBJECT: Approval of Purchase Contracts for Hangars #198 and #220

BACKGROUND: Upon return from Closed Session to Open Session, two (2) Purchase Contracts will be presented by Planning Director Rusty Worley.

A motion and a second will be needed to recuse Mayor Sylvia Campbell from this agenda item.

SUGGESTED ACTION: Council is requested to approve two (2) Purchase Contracts.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: September 8, 2025

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: