



**ELIZABETHTOWN
COUNCIL
REGULAR MEETING**

7:00 PM, Monday, November 3, 2025

1. **OPENING AND CALL TO ORDER**
Mayor Sylvia Campbell
 - 1.1 Opening and Call to Order
Mayor Sylvia Campbell will call the meeting to order.
2. **PRESENTATION OF COLORS, PLEDGE OF ALLEGIANCE AND INVOCATION**
 - 2.1 Presentation of Colors, Pledge of Allegiance and Invocation
Cadets from the Paul R. Brown Leadership Academy will present the Colors and all will join in reciting the Pledge of Allegiance.
3. **APPROVE CONSENT AGENDA ITEMS**
 - 3.1 Approve Consent Agenda Items
Council is requested to approve the Consent Agenda items presented.
[Consent Agenda Documentation - 11.3.25.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. **ADMINISTRATIVE MATTERS**
 - 5.1 Funding Approval for Additional Funding Received for the Vulcanair Project - CDBG-NRCT #19-D-3095 (Companion Grant to 18-D-3095)
Council is requested to accept the additional funding in the amount of \$1,200,000.00.
[CDBG-NR Additional Funding - \\$1,200,000 - C1 Vulcan Air Manufacturing Facility Project - 11.3.25.pdf](#)
 - 5.2 Suggested 2026 Budget Retreat Dates
Council is requested to select from the suggested 2026 Budget Retreat Dates provided.
6. **OTHER BUSINESS**

- 6.1 "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 - 11.3.25.docx](#)
[Department Head Update Report - 11.3.25.pdf](#)

7. OPEN FORUM

- 7.1 Open Forum
Council is requested to listen to any public concern or comments received.
[Sign-In Sheet - Open Forum - 11.3.25.docx](#)

8. CLOSED SESSION

- 8.1 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)(4) - Economic Development and NCGS 143-318.11(a)(6) - Personnel.

9. ADJOURNMENT

- 9.1 Adjournment
Mayor Sylvia Campbell will entertain a motion and a second to adjourn the meeting.

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 3, 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: November 3, 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: Presentation of Colors, Pledge of Allegiance and Invocation will take place.

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: November 3, 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 moves to adopt it.

Copy of Consent Agenda Documentation provided.

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

ATTACHMENTS:
[Consent Agenda Documentation - 11.3.25.pdf](#)



**November 3, 2025
Town Council Meeting
Consent Agenda Items**

- A. Proposed Agenda – Agenda considered *proposed* until approved by the Board
ACTION RECOMMENDED: Approval
- B. October 6, 2025 Noon Meeting Minutes **ATTACH. #B**
ACTION RECOMMENDED: Approval
- C. October 6, 2025 7 p.m. Meeting Minutes **ATTACH. #C**
ACTION RECOMMENDED: Approval
- D. October 6, 2025 Closed Session Meeting Minutes **ATTACH. #D**
ACTION RECOMMENDED: Approval
(To be provided to Town Council at the 7 p.m. meeting)
- E. October 28, 2025 Special Called Mtg. Mins. – Noon **ATTACH. #E**
ACTION RECOMMENDED: Approval
- F. October 28, 2025 Special Called Mtg. Mins.-12:30 PM **ATTACH. #F**
ACTION RECOMMENDED: Approval
- G. Monthly Financial Report **ATTACH. #G**
ACTION RECOMMENDED: Approval
- H. Tax Releases **ATTACH. #H**
ACTION RECOMMENDED: Approval
- I. Grant Project Ordinance #40-00 HUD Hangar **ATTACH. #I**
ACTION RECOMMENDED: Approval

- J. Grant Project Budget Amendment #50-01
Airport Master Plan Update
ACTION RECOMMENDED: Approval ATTACH. #J
- K. Grant Project Ordinance #50-02
Elizabethtown Airport Master Plan Update
ACTION RECOMMENDED: Approval ATTACH. #K
- L. Grant Project Budget Amendment #65-01
Safe Streets and Roads for All
ACTION RECOMMENDED: Approval ATTACH. #L
- M. Grant Project Ordinance #65-02
Safe Streets and Roads for All
ACTION RECOMMENDED: Approval ATTACH. #M
- N. Grant Project Budget Amendment #41-01
FY 24 Transportation Reserve Program
ACTION RECOMMENDED: Approval ATTACH. #N
- O. Resolution – “Employ A Veteran Week”
ACTION RECOMMENDED: Approval ATTACH. #O
- P. Proclamation – “Veterans Day”
ACTION RECOMMENDED: Approval ATTACH. #P
- Q. Proclamation – “Youth Appreciation Week”
ACTION RECOMMENDED: Approval ATTACH. #Q

TOWN OF ELIZABETHTOWN

October 6, 2025

Noon Meeting

The Elizabethtown Town Council met on Monday, October 6, 2025 at 12 o'clock Noon in the Council Chambers. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Paula Greene, Bobby Kinlaw and Ricky Leinwand. Also present were Interim Town Manager Pat DeVane and Town Attorney Goldston Womble. Department Heads in attendance included Police Chief Mark McMichael, Fire Chief Hollis Freeman, Finance Director Sharon Penny, Planning Director Rusty Worley, Public Works/Engineering Services Director Steve Duffy and Town Clerk Juanita Hester. There were no representatives from the Press. A representative from Withers Ravenel was in attendance as well as Ms. Brenda Clark. Absent: Council Members Rich Glenn and Herman Lewis.

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.

Mayor Campbell passed along her thanks to the Town employees for the success of the October 5, 2025 "Smithfield Cup" BBQ Cook-off event held at Cape Fear Vineyard & Winery.

Item #2.1 Presentation of Colors, Pledge of Allegiance and Invocation

The presentation of Colors will be made by the Paul R. Brown Leadership Academy Cadets at the evening meeting.

Item #3.1 Approve Consent Agenda Items

This agenda item will be considered at the 7 p.m. meeting.

Item #4.1 PUBLIC HEARING: Rezoning Request – Petitioner Agent Katie Jernigan – Case Number RZ 07-2025-01, PIN #131218313281 – Rezone 1501 West Broad Street from R-20 to C-1

Mayor Sylvia Campbell noted the Public Hearing will be conducted at the 7 p.m. meeting.

Item #4.2 PUBLIC HEARING: Rezoning Request – Petitioner Town of Elizabethtown – Case Number RZ 08-2025-01, PIN #s: 130216748628, 130216746788, 130216745978, 130215744877, 130216745944, 130211754091, 130211754034 and 130211753047 – Rezone 8 parcels on West Broad Street from R-12 to O-I

Mayor Sylvia Campbell noted the Public Hearing will be conducted at the 7 p.m. meeting. She called upon Planning Director Rusty Worley to brief. Mr. Worley noted the request is to rezone 8 parcels on West Broad Street from R-12 to O-I to allow consistency with the current Land Use Plan and current use.

Item #5.1 Consideration for Zoning Ordinance Map Amendment – Petitioner Agent Katie Jernigan – Case Number RZ 07-2025-01, PIN #: 131218313281, Rezone 1501 West Broad Street from R-20 to C-1

Town Attorney Goldston Womble was called upon by Mayor Campbell to brief on the consideration to be taken by Town Council at the 7 p.m. meeting. Town Attorney Womble gave a general review of the statements provided in the agenda material for the voting process.

For the Rezone Request from Petitioner: Agent Katie Jernigan, the Planning Board denied the Rezone Request for 1501 West Broad Street from R-20 to C-1 as so noted in the Unfavorable Planning Board Recommendation included in the agenda material.

Consideration will be taken by Town Council at the 7 p.m. meeting.

Item #5.2 Consideration for Zoning Ordinance Map Amendment – Petitioner Town of Elizabethtown – Case RZ 08-2025-01, PIN #s: 130216748628, 130216746788, 130216745978, 130215744877, 130216745944, 130211754091, 130211754034 and 130211753047 – Rezone 8 Parcels on West Broad Street from R-12 to O-I

Mayor Sylvia Campbell called upon Planning Director Rusty Worley to brief. Mr. Worley noted that 8 parcels on West Broad Street are being requested for Rezone from R-12 to O-I.

The Planning Board provided a Favorable recommendation for the Rezone Request from Petitioner: Town of Elizabethtown as so noted in the agenda material.

Consideration will be taken by Town Council at the 7 p.m. meeting.

Item #5.3 Resolution #R-2025-34 – To Authorize Disposition of Certain Personal Property – Damaged Police Vehicle Declared Total Loss

Mayor Sylvia Campbell called upon Police Chief Mark McMichael to brief. Police vehicle was involved in a stop sign incident, and Town's insurance company has declared the wrecked vehicle as a total loss. Action will be taken at the 7 p.m. meeting.

Item #6.1 Interim Town Manager Update

Interim Town Manager asked Planning Director Rusty Worley to brief. Mr. Worley provided updates on the Community Center project as well as the Vulcanair project.

Item #7.1 Professional Services Contract – Administrative Services for HUD Grant for Hangar Projects

Mayor Sylvia Campbell called upon Planning Director Rusty Worley to brief. This professional services contract work will be for the HUD CPF Grant – Aerospace Workforce Incubator Project. Action will be taken at the 7 p.m. meeting.

Item #7.2 Budget Amendment - #2026-02

Mayor Sylvia Campbell called upon Finance Director Sharon Penny to brief. Action will be taken at the 7 p.m. meeting.

Item #7.3 Appointments: Airport/Economic Development Commission

Mayor Campbell noted that the Airport Commission appointment will be considered after the Vulcanair project is completed.

Item #7.4 Special Called Town Council Meeting – Scheduled for Potential Grant Funding – No Action Required

Mayor Sylvia Campbell called upon Planning Director Rusty Worley to brief. Mr. Worley noted that the Special Called Meeting is being scheduled for October 28, 2025 for the purpose of conducting two Public Hearings for potential CDBG grant funding. The first Public Hearing will be conducted at Noon, and the second Public Hearing will be conducted at 12:30 p.m.

Item #7.5 Resolution #R-2025-37 – To Authorize Interim Town Manager Pat DeVane for HUD Grant Documents

Mayor Sylvia Campbell noted the Resolution included in the agenda material will authorize Interim Town Manager Pat DeVane as the Town’s Authorized Representative and Certifying Officer for HUD Grant Number B-24-CP-NC-1351. There were no questions received about this agenda item. Action to be taken at the 7 p.m. meeting.

Item #8.1 “Briefly” (*Reminders and announcements are made at this time*)

Interim Town Manager Pat DeVane provided additional upcoming event information that had not been included in the “Briefly” agenda material. At the 7 p.m. meeting, Mr. DeVane will review the “Briefly” items.

Item #9.1 Open Forum

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

Item #10.1 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 and NCGS 143-318.11(a)(4) – Economic Development. [*Note: At the 7 p.m. meeting, there was a motion from*

Council Member Bobby Kinlaw and a second from Council Member Ricky Leinwand to add the purpose of Personnel in accordance with NCGS 143-318.11(a)(6)(Unanimous)].

At this time, Finance Director Sharon Penny advised Town Council of an increase of \$15,000 in the Employee Retirement line item for FY 2025-2026 retroactive to July 1, 2025. Ms. Penny noted that she learned of this increase on October 2, 2025. In addition, Ms. Penny pointed out that the State is \$5 million in the hole for the State Health Plan which employees are part of. Mrs. Penny will be receiving more details in the coming week.

Item #11.1 Adjournment

With there being no further business to be conducted, Council Member Ricky Leinwand, seconded by Council Member Paula Greene, moved to adjourn the meeting (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

TOWN OF ELIZABETHTOWN

Evening Meeting

October 6, 2025

The Elizabethtown Town Council met for its evening meeting on Monday, October 6, 2025, in the Council Chamber at 7:00 pm. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Paula Greene, Herman Lewis, Bobby Kinlaw, Ricky Leinwand, Interim Town Manager Pat DeVane and Town Attorney Goldston Womble. Department Heads in attendance included Police Chief Mark McMichael, Finance Director Sharon Penny, Town Clerk Juanita Hester, Fire Chief Hollis Freeman and Town Planner Rusty Worley. Absent: Council Member Rich Glenn and Public Works & Engineering Services Director Stephen Duffy. 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. Mayor Campbell noted that the Town was glad to have everyone here tonight.

Item #2.1: Presentation of Colors, Pledge of Allegiance and Invocation

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 #3.1: Approve Consent Agenda Items

Upon a motion by Council Member Paula Greene, seconded by Council Member Ricky Leinwand, the Board unanimously approved the following Consent Items. A. Proposed Agenda, B. September 8, 2025 Rescheduled Noon Minutes, C. September 8, 2025 Rescheduled 7 p.m. Minutes, D. September 8, 2025 Rescheduled Closed Session, E. Monthly Financial Report, F. Tax Releases, G. Resolution #R-2025-35 To Request State Loan and/or Grant Assistance for WWTP Project, H. Resolution #R-2025-36 Concerning Halloween, I. Closed Session Meeting Minutes During COVID Virtual Meetings from June 1, 2020 to November 8, 2021.

Item #4.1: PUBLIC HEARING: Rezoning Request – Petitioner Agent Katie Jernigan – Case Number RZ 07-2025-01 PIN #131218313281 – Rezone 1501 West Broad Street from R-20 to C-1

Mayor Sylvia Campbell opened the public hearing and called upon Town Planner Rusty Worley to present. Mr. Worley noted that Mr. James Peterson has filled out an application for a rezone request from R-20 Low Density Residential to C-1 General Commercial for 1501 W. Broad Street. There is no specific use yet proposed for the subject property. Signs have been posted, advertised and property owners were notified by U. S. mail. The Planning Board has recommended to deny the request on August 26, 2025 because the rezone request is inconsistent with the adopted comprehensive plan/Land Use Plan. Since no one signed up to speak, the Mayor closed the public hearing.

Item #4.2: PUBLIC HEARING: Rezoning Request – Petitioner Town of Elizabethtown – Case Number RZ 08-2025-01, PIN #s: 130216748628, 130216746788, 130216745978, 130215744877, 130216745944, 130211754091, 130211754034 and 130211753047 – Rezone 8 parcels on West Broad Street from R-12 to O-I

Mayor Campbell opened the public hearing and called upon Town Planner Rusty Worley to present. Town Planner noted that the request is to rezone from R-12 Medium Density Residential to O-I Office & Institutional to allow consistency with the current Land Use Plan and current use. It has been advertised, signs posted and adjacent property owners notified by U.S. Mail.

Mrs. Shana Scarborough signed up to speak. Mrs. Scarborough noted that she did not receive the notice but spoke with Mr. Worley. She noted that her grandfather worked as a slave to pay for the land to have something to pass down to his family. The land was purchased as residential. Family members plan to move back and put something there. Mrs. Scarborough noted that the land means a lot to her family. Since no one else signed up to speak, Mayor Campbell closed the public hearing.

Item #5.1: Consideration for Zoning Ordinance Map Amendment – Petitioner Agent Katie Jernigan – Case Number RZ 07-2025-01, PIN #: 131218313281, Rezone 1501 West Broad Street from R-20 to C-1
Council Member Paula Greene noted that she needs to be recused due to owing property on Greene Street. Council Member Bobby Kinlaw, seconded by Mayor Pro Tem Rufus Lloyd, made a motion to recuse Council Member Paula Greene from the vote (Unanimous). Council Member Bobby Kinlaw, seconded by Mayor Pro Tem Rufus Lloyd, made a motion to reject due to inconsistency with the adopted comprehensive plan/land use plan (Unanimous).

Item #5.2: Consideration for Zoning Ordinance Map Amendment- Petitioner Town of Elizabethtown – Case RZ 08-2025-01, PIN #s: 130216748628, 130216746788, 130216745978, 130215744877, 130216745944, 130211754091, 130211754034 and 130211753047 – Rezone 8 Parcels on West Broad Street from R-12 to O-I

Council Member Ricky Leinwand, seconded by Council Member Herman Lewis, made a motion to table Item #5.2 (Unanimous).

Item #5.3: Resolution #R -2025-34 – To Authorize Disposition of Certain Personal Property – Damaged Police Vehicle Declared Total Loss

Council Member Paula Greene, seconded by Council Member Bobby Kinlaw, moved to approve Resolution #R – 2025-34 – To Authorize Disposition of Certain Personal Property – Damaged Police Vehicle Declared Total Loss (Unanimous). Copy attached and incorporated herein by reference.

Item # 6.1: Interim Town Manager Update

- Town Planner Rusty Worley noted that Vulcanair is moving along nicely, metal panel will be installed next week, on budget, and should be turned over to the Town in December.
- For the Community Center, the sheet rock is up, painting next week, on budget.

Item #7.1: Professional Services Contract – Administrative Services for HUD Grant for Hangar Projects
Planner Rusty Worley noted that in March 2024, the Town applied for a HUD CPF Grant. The grant has been awarded to the Town for an Aerospace Workforce Development Incubator Project. The contract will be paid for by our Division of Aviation TRDF grant funds. Council Member Bobby Kinlaw, seconded by Mayor Pro Tem Rufus Lloyd made a motion to approve Professional Services Contract – Administrative Services for HUD Grant for Hangar Projects (Unanimous). Copy attached and incorporated herein by reference.

Item #7.2: Budget Amendment - 2026-02

Finance Director Sharon Penny noted that additional revenue was received from Govdeals \$40,650.00, \$10,453.00 Dodge Charger, \$15,000.00 insurance settlement agreement, amended to appropriate fund balance for T-Mobile Grant \$8,468.00 and \$75,000.00 settlement legal fees. Mayor Pro Tem Rufus Lloyd, seconded by Council Member Herman Lewis, moved to approve Budget Amendment – 2026-02 (Unanimous). Copy attached and incorporated herein by reference.

Item #7.3 Appointments: Airport/Economic Development Commission

Mayor Campbell noted that the vacancy needs to be filled on the Airport Board.

Item #7.4: Special Called Town Council Meeting – Scheduled for Potential Grant Funding – No Action Required

Just a reminder the meeting is scheduled for October 28, 2025 at 12:00 p.m.

Item #7.5 Resolution #R-2025-37 – To Authorize Interim Town Manager Pat DeVane for HUD Grant Documents

Mayor Pro Tem Rufus Lloyd, seconded by Council Member Bobby Kinlaw, moved to approve Resolution #R-2025-37 – To Authorize Interim Town Manager Pat DeVane for HUD Grant Documents (Unanimous). Copy attached and incorporated herein by reference.

Item 8. 1:” Briefly”

- Interim Town Manager Pat DeVane noted to take a look at the Department Updates.
- The Smithfield Cup Barbeque Cookoff was a nice event on October 5, 2025.
- Town offices will be closed October 13, 2025 in observance of Columbus Day.
- Christmas Parade is November 30, 2025 at 6 p.m.
- Employee Appreciation Lunch is December 5, 2025 at Cape Fear Vineyard & Winery.
- Lumber River Council of Governments’ Annual Meeting is October 16, 2025.

Item #9.1: Open Forum

There were no public comments or concerns.

Item #10.1: Closed Session – To Be Conducted at the 7 p.m. Meeting

Council Member Bobby Kinlaw, seconded by Council Member Ricky Leinwand, moved 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)(6) – Personnel (Unanimous).

Item #10.1: RETURN FROM CLOSED SESSION TO OPEN SESSION

Council Member Herman Lewis, seconded by Council Member Bobby Kinlaw, moved to exit Closed Session for return to Open Session (Unanimous).

Mayor Sylvia Campbell noted there was no action to be taken.

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

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, Deputy Town Clerk/CTC

“UNOFFICIAL”

**Town of Elizabethtown
Special Called Meeting
October 28, 2025
12 o'clock Noon**

The Elizabethtown Town Council met in a Special Called meeting on October 28, 2025 at 12 o'clock Noon in the Council Chambers. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd and Council Members Rich Glenn, Paula Greene, Ricky Leinwand, Bobby Kinlaw and Herman Lewis. Also present were Interim Town Manager Pat DeVane, Town Attorney Goldston Womble, Planning Director Rusty Worley, Finance Director Sharon Penny and Town Clerk Juanita Hester. Also, Mrs. Emily Miller, President of McAdams and Associates, LLC, Clayton, N.C., joined the meeting via Zoom. No members from the Press attended. Others in attendance included Gene Anderson, Connie Melvin, Yvonne Dunham, Brenda Clark, Joe Thomas and L Huntley.

Item #1.1 Opening and Call to Order

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

Item #2.1 Invocation

Mayor Pro Tem Rufus Lloyd was called upon to give the Invocation.

Item #3.1 Agenda Adoption

With a motion from Council Member Paula Greene and a second from Council Member Ricky Leinwand, the Special Called meeting agenda was adopted (Unanimous).

Item #4.1 Public Hearing – Notice of Intent to Apply for Grant Funds – CDBG-NR

Mayor Sylvia Campbell opened the Public Hearing for presentation and solicited for comments from the public. She called upon Planning Director Rusty Worley to present the information. Mr. Worley noted the Town is seeking CDBG-NR grant funding from the N.C. Department of Commerce for the purpose of water and sewer extension to workforce housing. An application process has to take place.

At this time, Mayor Sylvia Campbell called upon Mr. L Huntley to speak. Mr. L Huntley introduced himself to Council and reminded them that several years ago, he purchased property off of Highway 87 for a project that didn't work out. Mr. Huntley is the Developer for the potential workforce housing project. Mr. Huntley made general comments about the proposed workforce housing project, and noted at this time, there is only a conceptual plan being prepared.

ATTACH. #E

Questions and comments were received from Town Council related to the proposed workforce housing units - size of housing units being proposed as well as the type of housing units and value.

Council Member Paula Greene stated the Town first needed to get the application for the potential CDBG-NR funding filed to see if grant funding is available. With statement from Council Member Greene directed to Mrs. Emily Miller with McAdams and Associates, general information was shared about the \$950,000 maximum CDBG funding process the Town plans to apply for. Mrs. Miller noted the development of the project needs to be in a timely fashion. Mrs. Miller stated that she can't predict for next year what may be available for CDBG-NR funding for N.C. Tier I counties, but there are other funds available that can be looked into.

With no further comments received, Mayor Sylvia Campbell closed the Public Hearing.

No further action was required at this Noon meeting.

Copy of the Public Hearing Notice is attached and incorporated herein by reference.

Item #5.1 Adjournment

A motion from Council Member Herman Lewis, seconded by Council Member Bobby Kinlaw, moved to adjourn the meeting (Unanimous).

With there being a 12:30 p.m. Special Called Meeting scheduled for Town Council on this date, Mayor Sylvia Campbell called for a 5-minute Recess.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

**Town of Elizabethtown
Special Called Meeting
October 28, 2025
12:30 P.M.**

The Elizabethtown Town Council met in a Special Called meeting on October 28, 2025 at 12:30 p.m. in the Council Chambers. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd and Council Members Rich Glenn, Paula Greene, Ricky Leinwand, Bobby Kinlaw and Herman Lewis. Also present were Interim Town Manager Pat DeVane, Town Attorney Goldston Womble, Planning Director Rusty Worley, Finance Director Sharon Penny and Town Clerk Juanita Hester. Mrs. Emily Miller, President, McAdams and Associates, Clayton, N.C., joined the meeting via Zoom. No members from the Press attended. Others in attendance included Gene Anderson, Connie Melvin, Yvonne Dunham, Brenda Clark, Joe Thomas and L Huntley.

Item #1.1 Opening and Call to Order

Mayor Sylvia Campbell opened the meeting and called to order.

Item #2.1 Invocation

Invocation was given at the Noon Special Called Meeting.

Item #3.1 Agenda Adoption

With a motion from Council Member Bobby Kinlaw and a second from Council Member Herman Lewis, the Special Called meeting agenda was adopted (Unanimous).

Item #4.1 Public Hearing – Notice of Intent to Apply for Grant Funds – CDBG-NR Funding in the amount of \$950,000 for Extension of Water and Sewer for Workforce Housing

Mayor Sylvia Campbell opened the Public Hearing for presentation and comments. She called upon Planning Director Rusty Worley to present. Mr. Worley stated there is a housing project proposed and the CDBG-NR grant funding would allow for water and sewer extension to the workforce housing project. The infrastructure will include 3,000 linear feet of waterline, a lift station and 500 linear feet of sewer force main.

Developer L Huntley briefly outlined the proposed workforce housing project.

With Mr. Joe Thomas, 1618 Summerhouse Street, Elizabethtown, NC, having signed up to speak in the public comment section of the meeting, he came forward to address Council. His general comments noted the average income for the local workforce may not allow the affordability of workforce housing, what is the timeframe of grant funding to be utilized for the project

construction, how many houses – there is a lot that has to go on. Mr. Thomas told Council it appeared they were getting the “cart before the horse”.

Emily Miller explained at this point in the meeting that NR grant funding is specialized. From the time that the grant funding approval is signed, the timeframe for expending the funds is 24 to 36 months. The infrastructure contract is 9 months.

With there being no other comments, Mayor Sylvia Campbell closed the Public Hearing.

Copy of Public Hearing Notice attached and incorporated herein by reference.

Item #5.1 Resolution #R-2025-38 – To Pursue Formal Application for CDBG-NR Funding in the Amount of \$950,000 to Extend Water and Sewer for Workforce Housing Project

Mayor Sylvia Campbell noted the provided resolution authorizes filing a grant application for CDBG-NR funding in the amount of \$950,000 to extend water and sewer for proposed workforce housing project.

Mayor Sylvia Campbell called for a show of hands for those Council Members in favor of the proposed project. All Council members were in favor.

With a motion from Council Member Rich Glenn and a second from Ricky Leinwand, there was approval to move forward with making application for the CDBG-NR grant funding in the amount of \$950,000 for water and sewer extension to workforce housing project (Unanimous).

In response to Council member question, Mrs. Miller commented that grant award should be announced in 2 months; however, there is a lady retiring at the CDBG office so the timing of the grant and the newly-assigned person to handle the grants is unknown at this time.

Copy of Resolution Authorizing Formal Application attached and incorporated herein by reference.

Item #6.1 Adjournment

A motion was received from Council Member Bobby Kinlaw and seconded by Mayor Pro Tem Rufus Lloyd to adjourn the meeting (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

ELIZABETHTOWN as of October 28, 2025
BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2025-2026 REVENUES

33% of Year Completed

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 10-28-2025	% of Budget	Prior Year Actual-to-Date 10-29-2024
GENERAL FUND				
Ad Valorem & BID Taxes	2,023,300.00	1,246,832	61.6%	1,327,784
Vehicle Taxes	221,000.00	23,641	10.7%	21,772
Local Option Sales Taxes	825,000.00	89,258	10.8%	75,878
Utility Franchise Taxes	313,000.00	0	0.0%	0
ABC Revenue	105,000.00	26,250	25.0%	26,250
Powell Bill	135,000.00	66,481	49.2%	67,503
Bladen Fire District	306,909.00	53,250	17.4%	40,750
Solid Waste fees	1,376,750.00	455,262	33.1%	447,020
Permits & Fees	55,112.00	12,020	21.8%	20,354
Rental Income	116,634.00	17,172	14.7%	16,813
Interest Income	180,000.00	53,840	29.9%	59,069
Salary & Admin. Reimbursements	0.00	0	0.0%	0
Miscellaneous Revenues	224,444.00	177,497	79.1%	86,415
Restricted Grants & Donations	5,000.00	5,000	0.0%	0
General Fund Balance Approp.	387,018.20		0.0%	
TOTAL GENERAL FUND	6,274,167.20	2,226,502	35.5%	2,189,608
WATER FUND				
Water fees	936,400.00	366,610	39.2%	336,470
Sewer fees	1,102,400.00	395,964	35.9%	393,614
Miscellaneous Revenue	156,700.00	62,911	40.1%	58,233
Utility Fund Balance Approp.			0.0%	
TOTAL WATER FUND	2,195,500.00	825,485	37.6%	788,317

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2025-2026 EXPENDITURES

Department	Fiscal Year Budget	Actual Y-T-D as of 10-28-2025	% of Budget	Prior Year Actual-to-Date 10-29-2024
Governing Body	56,500.00	13,339	23.6%	12,552
Administration	537,744.00	157,658	29.3%	156,538
Finance	292,480.00	96,689	33.1%	74,660
Public Works	811,335.00	237,031	29.2%	250,831
Technology	85,516.00	13,419	15.7%	12,516
Public Facilities	306,676.00	162,264	52.9%	122,604
Police	1,606,254.00	637,323	39.7%	381,517
Fire	988,878.00	346,575	35.0%	318,186
Streets	19,550.00	8,755	44.8%	121,388
Powell	404,149.00	61,562	15.2%	63,598
Solid Waste	602,900.00	149,527	24.8%	161,283
Planning & Economic Develop.	148,865.00	59,188	39.8%	46,984
Recreation	16,750.00	4,989	29.8%	3,245
Farmers' Market	8,468.20	0	0.0%	3,158
Airport	68,700.00	27,331	39.8%	6,621
Special Appropriations	289,402.00	121,402	41.9%	99,402
Restricted Grants & Donations	30,000.00	0	0.0%	0
GENERAL FUND TOTAL	6,274,167.20	2,097,053	33.4%	1,835,083
WATER FUND				
Water	939,727.00	310,209	33.0%	240,712
Sewer	1,155,773.00	319,594	27.7%	327,834
Tank Maintenance & Transfer Out	100,000.00	33,333	33.3%	33,333
WATER FUND TOTAL	2,195,500.00	663,136	30.2%	601,879

REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	0.00	129,450	354,525
WATER FUND	0.00	162,349	186,438
TOTAL COMBINED FUNDS	0.00	291,799	540,963

MEMORANDUM

Mayor and Town Council
 Beverly Robinson, Certified Tax Collector /Deputy Town Clerk
 Tax Releases
 October 7, 2025

	<u>Account No.</u>
2021 Robin Pope	549065
Reason From #5004492	
Value \$ 16,240.00	
Real Property	
Tax	\$ 99.88
2019 Claudia Gill	5010350
Reason To #550849	
Release Value \$ 129,530.00	
Real Property	
Tax Released	\$ 796.61
2019 James Gill	550849
Reason From #5010350	
Value \$ 129,530.00	
Real Property	
Tax	<u>\$ 796.61</u>
Council is requested to grant the above tax releases	<u><u>\$1,693.10</u></u>

Discoveries

2024 At Home Companies	557336
Reason Discovery	
Value \$ 8,145.00	
Personal Property	
Tax	\$ 52.54
2024 At Home Companies	557336
Reason Discovery	
Value \$ 7,737.00	
Personal Property	
Tax	\$ 49.90
2024 At Home Companies	557336
Reason Discovery	
Value \$ 7,737.00	
Personal Property	
Tax	\$ 49.90
2023 At Home Companies	557336
Reason Discovery	

ATTACH. #H

Value	\$	8,574.00		
Personal Property				
Tax			\$	52.73
2023 At Home Companies			557336	
Reason Discovery				
Value	\$	8,145.00		
Personal Property				
Tax			\$	50.09
2023 At Home Companies			557336	
Reason Discovery				
Value	\$	8,145.00		
Personal Property				
Tax			\$	50.09
2024 At Home Companies			557336	
Reason Discovery				
Value	\$	10,000.00		
Personal Property				
Tax			\$	64.50
2024 Anthems Displays LLC			5012358	
Reason Discovery				
Value	\$	9,025.00		
Personal Property				
Tax			\$	58.21
2024 Anthem Display LLC			5012358	
Reason Discovery				
Value	\$	9,025.00		
Tax			\$	58.21
2025 DeVane Brothers LLC			512852	
Reason Late List				
Value	\$	42.89		
Tax			\$	4.29
2025 Severn Peanut Company			550671	
Reason Late List				
Value	\$	21.30		
Tax			\$	3.31
2025 DeVane INC			2000054	
Reason Late List				
Value	\$	24.72		
Tax			\$	3.84
2025 DeVane LLC			2000054	
Reason Late List				
Value	\$	22.37		
Tax			\$	3.47
2025 DeVane LLC			2000054	
Reason Late List				

Value	\$	12.45		
Tax			\$	1.94
2025 DeVane Inc				
Reason	Late List		2000054	
Value	\$	6.45		
Tax			\$	0.65
2025 Severn Peanut Company				
Reason	Late List		550671	
Value	\$	21.30		
Tax			\$	3.31

TOWN OF ELIZABETHTOWN
GRANT PROJECT ORDINANCE #40-00
HUD HANGAR

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

Section 1: The purpose of this ordinance is to establish a budget for the purpose of building a hangar at the Curtis L. Brown, Jr. Airfield located at Elizabethtown airport.

Section 2: The officers of this unit are hereby directed to proceed with the grant project within the terms of the HUD grant documents, the rules and regulations of the Department of Transportation, and the budget contained herein.

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

Federal HUD Grant	\$1,000,000.00
State TRDF Funds	<u>\$250,000.00</u>
TOTAL REVENUES	\$1,250,000.00

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

Administration Fees	\$50,000.00
Engineering Fees	\$248,000.00
Constructions Costs	<u>\$952,000.00</u>
TOTAL APPROPRIATIONS	\$1,250,000.00

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

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

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

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

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

Adopted this 3rd day of November 2025

Sylvia B. Campbell, Mayor

Juanita Hester, Town Clerk

Patrick B. DeVane, Interim Town Manager

ATTACH. #1

TOWN OF ELIZABETHTOWN
GRANT PROJECT BUDGET AMENDMENT #50-01
AIRPORT MASTER PLAN UPDATE

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 grant project ordinance is hereby amended:

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

Preliminary Engineering & Planning	\$311,064	\$5,712	\$316,776
Engineering Services – Basic Fees	\$19,755	(\$5,712)	\$14,043
TOTAL APPROPRIATIONS	\$330,819	\$0	\$330,819

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

General Fund Appropriation	\$33,082	\$90	\$33,172
Federal NPE Grant (36237.4.16.1)	\$297,737	(\$90)	297,647
Total REVENUE	\$330,819	\$0	\$330,819

Adopted this 3rd day of November 2025.

Sylvia B. Campbell, Mayor

Juanita Hester, Town Clerk

Patrick B. DeVane, Interim Town Manager

ATTACH. #J

**Town of Elizabethtown
Grant Project Ordinance#50-02
Elizabethtown Airport Master Plan Update**

An Ordinance Closing the Grant Project Budget Ordinance #65-00

WHEREAS, Grant Project Budget Ordinance #2022-04 was adopted by the Town Council of the Town of Elizabethtown, North Carolina on 2nd day of May 2022, for the purpose of updating the existing Airport Master Plan at the Elizabethtown Airport.

WHEREAS, \$297,647 in funding was appropriated in federal NPE funds from the NC Department of Transportation, Division of Aviation and \$33,172 was appropriated from the Town's General Fund for a total appropriation of \$330,819.

WHEREAS, the appropriation was spent in full and an airport master plan document was provided to the Town of Elizabethtown.

WHEREAS, the finance director is hereby directed to complete any further actions, to include reporting requirements, for accounting purposes.

BE IT NOW ORDAINED by the Town Council of the Town of Elizabethtown that the capital project and Fund #50 is hereby closed.

Adopted this 3rd day of November 2025.

Sylvia Campbell, Mayor

Juanita Hester, Town Clerk

Patrick B. DeVane, Interim Town Manager

ATTACH. #K

TOWN OF ELIZABETHTOWN
 GRANT PROJECT BUDGET AMENDMENT #65-01
 SAFE STREETS AND ROADS FOR ALL

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 grant project ordinance is hereby amended:

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

USDOT Grant	\$275,272.00	(\$1.00)	\$275,271.00
Local Match	\$68,818.00		\$68,818.00
TOTAL APPROPRIATIONS	\$344,090.00	(1.00)	\$344,089.00

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

Contracted Services	\$344,090.00	(\$1.00)	\$344,089.00
Total REVENUE	\$344,090.00	(\$1.00)	\$344,089.00

Adopted this 3rd day of November 2025.

 Sylvia B. Campbell, Mayor

 Juanita Hester, Town Clerk

 Patrick B. DeVane, Interim Town Manager

ATTACH. #L

**Town of Elizabethtown
Grant Project Ordinance#65-02
Safe Streets and Roads for All**

An Ordinance Closing the Grant Project Budget Ordinance #65-00

WHEREAS, Grant Project Budget Ordinance #65-00 was adopted by the Town Council of the Town of Elizabethtown, North Carolina on 3rd day of June 2024, for the purpose of developing a comprehensive safety action plan for the New Town area of Elizabethtown.

WHEREAS, \$275,271 in funding was appropriated in federal Safe Streets and Roads for All funding from the US Department of Transportation and \$68,818 was appropriated from the Town's General Fund for a total appropriation of \$344,089.

WHEREAS, the appropriation was spent in full and a comprehensive safety action plan document was provided to the Town of Elizabethtown.

WHEREAS, the finance director is hereby directed to complete any further actions, to include reporting requirements, for accounting purposes.

BE IT NOW ORDAINED by the Town Council of the Town of Elizabethtown that the capital project and fund 65 are hereby closed.

Adopted this 3rd day of November 2025.

Sylvia Campbell, Mayor

Juanita Hester, Town Clerk

Patrick B. DeVane, Interim Town Manager

ATTACH. #M

TOWN OF ELIZABETHTOWN
GRANT PROJECT BUDGET AMENDMENT #41-01
FY24 TRANSPORTATION RESERVE PROGRAM

BE IT ORDAINED by the Town 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 grant project ordinance is hereby amended:

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

<u>Description</u>	<u>Approved Budget</u>	<u>Increase/ Decrease</u>	<u>Revised Budget</u>
NC DOA – Transportation Reserve Program	\$2,500,000.00		\$2,500,000.00
Interest Earnings	\$109,000.00	\$26,416.00	\$135,416.00
	<u>\$2,609,000.00</u>	<u>\$26,416.00</u>	<u>\$2,635,416.00</u>

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

<u>Description</u>	<u>Approved Budget</u>	<u>Increase/ Decrease</u>	<u>Revised Budget</u>
Purchase Existing Hangars	\$663,413.00	\$487,991.00	\$1,151,404.00
Construct Apron for Fuel Tanks	\$73,762.00	\$62,700.00	\$136,462.00
Build Hangar at Corporate Airpark	\$1,871,825.00	(\$1,871,825.00)	\$0.00
Paint Shop	\$0.00	\$584,740.00	\$584,740.00
Admin & Site Design for HUD Hangar	\$0.00	\$250,000.00	\$250,000.00
Gate Access Control	\$0.00	\$12,810.00	\$12,810.00
Construct Multi-Unit Hangar	\$0.00	\$500,000.00	\$500,000.00
	<u>\$2,609,000.00</u>	<u>\$26,416.00</u>	<u>\$2,635,416.00</u>

Adopted this 3rd day of November 2025

Sylvia B. Campbell, Mayor

Juanita Hester, Town Clerk

Patrick B. DeVane, Interim Town Manager

ATTACH. #N

TOWN OF ELIZABETH TOWN											
TRANSPORTATION RESERVE FUND											
FUND: 41 - TRDF Projects											
NUMBER	REVENUE ACCT. #41-3000	Original Budget	Revised Total Budget	Actual as of 6/30/2024	Actual as of 6/30/2025	Actual as of 9/30/2025	Actual as of 6/30/2026	TOTAL	BALANCE REMAINING		
320	NC DOT	\$2,500,000.00	\$2,500,000.00	2,500,000.00				2,500,000.00	0.00		
301	Interest Earnings	\$109,000.00	\$135,415.99	29,070.98	86,542.74	19,802.27		135,415.99	0.00		
	Revenue Total	\$2,609,000.00	\$2,635,415.99	2,529,070.98	86,542.74	19,802.27	0.00	2,635,415.99	0.00		
NUMBER	EXPEND. ACCT. #41-8140	Original Budget	Revised Total Budget	Actual as of 6/30/2024	Actual as of 6/30/2025	Actual as of 9/30/2025	Actual as of 6/30/2026	TOTAL	BALANCE REMAINING		
580.01	Purchase Hangar #370	\$427,618.00	\$427,618.29	428,096.53	(478.24)			427,618.29	0.00		
580.02	Purchase Hangar #242	\$235,795.00	\$235,794.53	235,434.53	360.00			235,794.53	0.00		
580.03	Paint Shop	\$1,871,825.00	\$584,740.67	0.00	16,434.58	62,700.00		16,434.58	568,306.09		
580.04	Fuel Tank Apron	\$73,762.00	\$136,461.40		73,761.40			136,461.40	0.00		
580.05	Purchase Hangar #198 & 220		\$487,991.10			8,316.88		8,316.88	479,674.22		
581.06	Admin & Site Design (80x144 HUD Hangar Building K or L)		\$250,000.00					0.00	250,000.00		
580.07	Gate Access Control	\$0.00	\$12,810.00					0.00	12,810.00		
580.08	160x60 Multi-Unit Hangar (Building E)		\$500,000.00					0.00	500,000.00		
	Expenditure Total	\$2,609,000.00	\$2,635,415.99	663,531.06	90,077.74	71,016.88	0.00	824,625.68	1,810,790.31		
				✓	✓			1,810,790.31	1,810,790.31		
APPROVED: (6/23/2025)											

**TOWN OF ELIZABETHTOWN
RESOLUTION**

“Employ A Veteran Week”

WHEREAS, for more than 200 years, our country has been built with the help of veterans who served during peace and war to keep our democracy safe; and

WHEREAS, these courageous men and women served with honor to give all Americans a sense of pride and security; and

WHEREAS, veterans, having served with dignity and honor, deserve the opportunity to pursue quality employment with competitive wages; and

WHEREAS, as employers and co-workers, it is not only proper, but in our public and economic interest to take advantage of this wealth of knowledge and experience by providing employment opportunities to our veterans already in the work force and to those who are leaving the military; and

WHEREAS, veterans have gained experience and valuable skills and have earned the right to be able to utilize their expertise to work in the Town of Elizabethtown; and

NOW, THEREFORE, BE IT RESOLVED THAT I, Sylvia Campbell, Mayor of the Town of Elizabethtown, and Town Council Members recognize November 10th through November 14th as “Employ A Veteran Week” and urge the employment of veterans by all businesses during the month of November.

Adopted this 3rd day of November, 2025.

Sylvia Campbell, Mayor

ATTACH. #0

**TOWN OF ELIZABETHTOWN
PROCLAMATION
“VETERANS DAY”**

WHEREAS, Veterans Day, observed annually on November 11th, is a tribute to military Veterans who have served in the U.S. Armed Forces; and

WHEREAS, the greatest acknowledgement of our freedom is to honor our Armed Forces Veterans who have sacrificed and, in many instances, paid the ultimate price for our freedom; and

WHEREAS, we, along with millions of Americans, can attest to the importance of their sacrifices and contributions for our freedom and security; and

WHEREAS, the Town of Elizabethtown realizes that many veterans who gave so much of themselves came home without any recognition, denied educational and occupational opportunities; and

WHEREAS, both men and women of our armed forces continue to be an inspiration to all of us through their demonstration of courage, leadership and commitment in service to our community and country; and

WHEREAS, we, in the Town of Elizabethtown will always remember and pay homage to those veterans, both active and inactive, for their contribution, dedication and commitment to the cause of our freedom.

NOW, THEREFORE, LET IT BE PROCLAIMED that in observance of Veterans Day, November 11, 2025, the Town of Elizabethtown proudly joins the rest of our nation to salute and give special honor and recognition to the men and women who are serving or those who have served to preserve the principles of Justice, Freedom and Democracy.

Proclaimed this 3rd day of November, 2025.

Sylvia Campbell, Mayor



ATTACH. #P

PROCLAMATION

“Youth Appreciation Week” 2025

WHEREAS, the vast majority of youth are concerned, knowledgeable and responsible citizens; and

WHEREAS, the accomplishments and achievements of these young citizens deserve the recognition and praise of their elders; and

WHEREAS, Optimist International has, since 1954, developed and promoted a program entitled, “Youth Appreciation Week”; and

WHEREAS, the citizens of the Town of Elizabethtown have indicated a desire to join the Optimists in expressing appreciation and approval of the contributions of youth; and

WHEREAS, I, Sylvia Campbell, Mayor, therefore, proclaim the second week of November as “Youth Appreciation Week” in the Town of Elizabethtown.

By this action, let it be known that we have faith in the ability of today’s youth as they assume responsible roles in the future of mankind.

This 3rd day of November, 2025.

Sylvia Campbell, Mayor

ATTACH. #Q

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 3, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Interim Town Manager Update

BACKGROUND:

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: November 3, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Funding Approval for Additional Funding Received for the Vulcanair Project - CDBG-NRCT #19-D-3095 (Companion Grant to 18-D-3095)

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

The Town has been awarded an additional \$1,200,000 in 2019 Community Development Block Grant (CDBG) funds to continue the Vulcanair project to erect a 40,736 square-foot publicly-owned facility for aerospace manufacturing within the corporate air park which will create approximately 82 jobs.

Copy of CDBG-NR Funding Approval provided.

SUGGESTED ACTION: Council is requested to accept the additional funding in the amount of \$1,200,000.00.

ATTACHMENTS:
[CDBG-NR Additional Funding - \\$1,200,000 - C1 Vulcan Air Manufacturing Facility Project - 11.3.25.pdf](#)



Community Development Block Grant Neighborhood Revitalization Program Funding Approval

1. Name and Address of Recipient

Town of Elizabethtown
Post Office Box 700
Elizabethtown, North Carolina 28337

2. Grant Number and Funding Approval Date

Grant Number: 19-D-3095
Date of Original Funding Approval: 10/2/2025
Date of Amended Funding Approval:

3. Approved Projects

Approved Amount

C1 Vulcan Air Manufacturing Facility Additional Funds

\$1,200,000.00

Total Grant Award

\$1,200,000.00

4. Funding Approval Conditions

The following conditions must be removed in writing by the Rural Economic Development Division in order for all funds to be released for the approved project(s) listed in item (3) above:

A. Companion Grant Condition:

No funds may be obligated or expended in any project activity until the recipient acknowledges by signing that this grant is a companion to complete the project assigned as 18-D-3095. The town is also acknowledging by signing below that all funds must be expended and requisitioned by December 18, 2025, and closeout documents must be submitted by March 1, 2026.

5. Signature of Authorized Official

Valerie D. Moore Fegans

10/2/2025

Name

Valerie D. Moore Fegans

Date

CDBG Director

Title

6. Signature of Authorized Local Official

Name

Date

Title



**NC DEPARTMENT
of COMMERCE**
RURAL ECONOMIC
DEVELOPMENT

Roy Cooper
GOVERNOR

Machelle Sanders
SECRETARY

Kenny Flowers
ASSISTANT SECRETARY

October 3, 2025

The Honorable Sylvia Campbell, Mayor
Town of Elizabethtown
805 W. Broad Street
Elizabethtown, North Carolina 28337

Subject: Funding Approval for Additional Funds
Vulcan Air Manufacturing and Aerospace Industries Facility
CDBG-NRCT Number: 19-D-3095 (companion grant to 18-D-3095)

Dear Mayor Campbell:

It is my pleasure to officially notify you that the Town of Elizabethtown has been awarded an additional \$1,200,000 in 2019 Community Development Block Grant (CDBG) funds to continue the contingency project under the Neighborhood Revitalization Program. The funds will be used to erect a 40,736 square-foot publicly owned facility for aerospace manufacturing within the corporate airpark and will create approximately 82 jobs.

Enclosed are two originals of the Funding Approval. These should be signed by the Chief Elected Official. When you have executed both documents, please mail one copy to our office and retain one for your files. Please do not use electronic signatures.

We look forward to working with you and the town staff. Should you have any questions regarding this grant, please contact Vivian Schweizer, Grants Management Representative, at Vivian.Schweizer@commerce.nc.gov.

Sincerely,

Valerie D. Moore Fegans
CDBG Director

Enclosures

cc: Pat Devane, Interim Town Manager
Toni Moore, NC Commerce
Vivian Schweizer, NC Commerce

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 3, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Suggested 2026 Budget Retreat Dates

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

SUGGESTED 2026 RETREAT DATES:
February 16 (Monday) or 17 (Tuesday) or
March 16 (Monday) or 17 (Tuesday).

SUGGESTED ACTION: Council is requested to select from the suggested 2026 Budget Retreat Dates provided.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 3, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OTHER BUSINESS

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

BACKGROUND: The "Briefly" items will be presented by Interim Town Manager Pat DeVane.

Copy of the "Briefly " items and Department Head Update Reports are provided.

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

ATTACHMENTS:

Peak Agenda - Briefly - 11.3.25.docx
Department Head Update Report - 11.3.25.pdf

To: Mayor and Town Council
From: Pat DeVane, Interim Town Manager
Subj: “Briefly”
Date: November 3, 2025 Regular Meeting

The following items are provided as information to Council:

- The Department Head Update Report is provided as a separate attachment.
- In observance of Veterans Day, Town offices will be closed on Tuesday, November 11, 2025.
- In observance of Thanksgiving, Town offices will be closed on Wednesday, November 26th, Thursday, November 27th and Friday, November 28th.
- The annual Christmas Parade is scheduled for November 30, 2025 starting at 6 p.m. followed by Christmas Tree Lighting on Courthouse lawn.
- The Town Employee Appreciation Lunch is scheduled for Friday, December 5, 2025 at Cape Fear Vineyard & Winery.



FOR THE MONTH OF NOVEMBER

- 11/01 – Mayor Sylvia Campbell**
- 11/07 – Police Officer Chelsea Ramsey**
- 11/11 – Council Member Ricky Leinwand**
- 11/22 – Police Chief Mark McMichael**
- 11/29 – Jacob Long, Public Works Dept.**



**Department Head Updates
November 2025**

FIRE DEPARTMENT

Hollis Freeman



Call Report for October

Fire Calls - 5

EMS Calls - 35

Special Responses - 1

Service Calls - 3

Other Type Incidents - 10

Total Calls – 54

Fire Inspections Completed – 20

Fire Pre-Plans – 40

POLICE DEPARTMENT

Mark McMichael

Total Calls- 10-01-2025 -10-30-2025	292
Reports Taken	67
Arrests	17
Collisions	26
Citations	19
Warnings	1
Truck Route	3

PUBLIC WORKS – Stephen Duffy & Delana Faircloth

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

The Water Dept. had 156 reads for the month and 25 service cutoffs.

We had 134 NC811 locate ticket requests adding up to 23.55 hours of location work effort. We are working through development of a detailed permitting process for all underground contractors to complete prior to performing work in the town limits. As illustrated above, this effort places a considerable load on staff and there is no financial recovery for the Town to fulfill these obligations.

We repaired a leak on Harwood and replaced 2 complete service lines one of those being 501 Cromartie Rd. There was a leak at 909 James St. that we worked after hours on and had to do a new tap.

Veeder Root L/S had issues with both pumps, Nic was called out Oct 9 @ 9:50 p.m. for high level and again @ 3:08 a.m. Oct 10. Hickman Utilities came out and started putting a bypass in as an emergency backup because of the nor-easter and the forecasted potential for 5” to 8” inches of rain. In the end the backup pump was called to service throughout the weekend, but rainfall never really achieved the forecasted totals.

Employees are still taking different classes and training to keep up with all of the daily tasks! Sherry Lanier tested for her Backflow and Cross Connection certification, while Dillon Hemingway took the certification test for C-Well in the Public Water System track. Nic Kauffman recently completed and passed his Grade II Collections certification, which makes him eligible to assume the ORC or BORC responsibilities in the Water Resources department. While we wish Sherry and Dillon luck with their test results Nic should be congratulated on his achievement. For clarity Hugh Bledsoe currently serves as our ORC and Ricky Smith is assigned the BORC for our Wastewater Collections operations.



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 September, no violations.
- Average flow through the WWTP was 467,000 gallons per day for October, 5,000 gallons per day more than September. Recorded 1.7 inches of rain for the month to date.
- Participated in the annual BBQ event at Cape Fear Winery on 10/5.
- Contractors on site actively working on the WWTP headworks upgrade. Attended monthly construction meeting.
- Decanted approximately 40,000 gallons of water from the Sludge basin to thicken sludge and gain capacity.
- Performed preventative maintenance on equipment and rotated to increase longevity.
- Performed quarterly hardness testing.
- Completed sludge removal event with McGill Environmental, 12 loads removed.
- KB Power made needed repairs to the WWTP backup generator, replacing the block heater and radiator cap.
- Trained Nic Kaufman to run WWTP during my vacation absence.
- Made repairs to #1 Clarifier beach and ordered new pH probe upon my return.
- Scheduled to attend WWTP/Water CEU training in St. Paul's on 10/29.
- Opportunities
- Found several pole lights out around site on 10/27, need to be repaired or replaced.

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.



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

October is gone and Thanksgiving is coming. Public Services are still performing their weekly chores of trash pickup and cleaning the bathrooms at all parks and the farmers' market and downtown and Walter and Jacob are picking up leaf and limb and white goods. Walter tries to get in some street sweeping when time allows. The guys are still pressure washing our park buildings as well as the sidewalks they also pressure washed the disc course pads and benches at tory hole. They completed pressure washing the tables and cement pad under the picnic area at lock and dam. They cleaned all the windows and windowsills as well as cleaning the floor in the common area of the farmers' market. They were also able to trim some bushes around the farmers' market. They also along with help from Tracy Priest assisted the fire department in cutting down a tree that had been on fire and was still smoldering at Tory hole park. Greg repaired and replaced more lights at town hall and worked on replacing batteries in exit lights and replacing an exit light at the farmer's market. He also did some brush hogging along 701 which included an outfall line and cut along Swanzy St. which included an outfall line as well. Greg also replaced the fuses in a streetlight in front of Dominoes and removed water from two streetlights along Broad Street. He repaired a light and replaced the GFCI under the Gazebo at Tory Hole Park.



Fleet Maintenance - Tracy Priest

Mr. Priest serviced 0 mowers, 0 small equipment and other items, 3 large pieces of equipment, 4 Police Vehicles, 0 Fire Department Vehicles, 4 Public Works Vehicles, 0 Admin Vehicles, and various other tasks as assigned. Tracy is always willing to jump in and assist with issues outside his normal responsibilities. This month he mowed a few stormwater ditches, assisted with some tree removal issues and helped Greg Taylor with a few other projects.

Town Clerk

Juanita Hester

- Public Record Requests received during the month of October were processed.
- Clerk prepared the 10/6/2025 Noon meeting minutes along with the 10/6/2025 Closed Session meeting minutes.
- Handled the Public Hearing Notices for publication in the newspaper for the two Special Called Town Council meetings for 10/28/25, prepared agenda material for both meetings, distributed and posted the information.
- The follow-ups and distribution of approved and signed documents for the October 6, 2025 Town Council meeting were handled by the Clerk, as well as for the Special Called Meetings held on 10/28/2025.
- Weekly Friday Memos were prepared and distributed to Council Members and Department Heads.
- For the Interim Town Manager's review, prepared Staff Meeting Outline for the November 3, 2025 Town Council meeting.
- 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 November 3, 2025 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.
- Prepared the "Veterans Day" holiday closing for posting to the Town's webpage.
- On 10/20/2025, Clerk made notification to Mrs. Theresa Lloyd at Paul R. Brown Leadership Academy of the November 3, 2025 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: November 3, 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 concern or comments received.

ATTACHMENTS:
[Sign-In Sheet - Open Forum - 11.3.25.docx](#)

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 3, 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 conducted for the purposes of Economic Development and Personnel.

SUGGESTED ACTION: Mayor Sylvia Campbell will entertain a motion and a second to enter into Closed Session in accordance with NCGS 143-318.11(a)(4) - Economic Development and NCGS 143-318.11(a)(6) - Personnel.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 3, 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 the meeting.

ATTACHMENTS: