



**ELIZABETHTOWN
COUNCIL
REGULAR MEETING**
7:00 PM, Monday, January 5, 2026

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.

The Invocation will be given by Council Member 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 - 1.5.2026.pdf](#)

4. SPECIAL RECOGNITION

4.1 Special Recognition - Finance Director Sharon Penny

Mayor Sylvia Campbell will make a presentation to Finance Director Sharon Penny.

5. PRESENTATIONS

5.1 Interim Town Manager Update

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

6. ORDINANCES/RESOLUTIONS/PROCLAMATIONS

- 6.1 Resolution #R-2026-01 - To Designate Interim Town Manager Pat DeVane to Sign Checks for the Town and the Airport/Economic Development Commission Until New Finance Director is Hired
Council is requested to consider designating/authorizing Interim Town Manager Pat DeVane to Sign Checks for the Town and Airport/Economic Development Commission Until New Finance Director is Hired by the Town.

[Resolution #R-2026-01 - To Designate Interim Town Manager to Sign Checks - Town and Airport - Until New Finance Director Hired - 1.6.26.docx](#)

- 6.2 Resolution #R-2026-02 - To Designate Interim Town Manager Pat DeVane to Sign CDBG-NR Grant Requisitions and Checks Until New Finance Director is Hired by the Town
Council is requested to consider designating Interim Town Manager Pat DeVane to sign the Community Development Block Grant (CDBG-NR) Requisitions and Checks until new Finance Director is Hired by the Town.

[Resolution #R-2026-02 - To Designate Interim Town Manager to Sign CDBG Requisitions and Checks Until New Fin. Dir. Hired - 1.6.26.docx](#)

7. ADMINISTRATIVE MATTERS

- 7.1 Appointment - Airport/Economic Development Commission
Council is requested to make the appointment for the Airport/Economic Development Commission.

[Airport Commission Members - December 2025.docx](#)

8. OTHER BUSINESS

- 8.1 "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 - 1.5.26.docx](#)

[Department Head Update Report - 1.5.26.pdf](#)

9. OPEN FORUM

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

[Sign-In Sheet - Open Forum - 1.5.26 .docx](#)

10. CLOSED SESSION

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

11. ADJOURNMENT

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



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 5, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OPENING AND CALL TO ORDER

SUBJECT: Opening and Call to Order

BACKGROUND: Mayor Sylvia Campbell will be presiding.

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

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 5, 2026

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.

The Invocation will be given by Council Member Rufus Lloyd.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 5, 2026

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 - 1.5.2026.pdf](#)



**Consent Agenda Items
January 5, 2026
Town Council Meeting**

- A. Proposed Agenda – Agenda considered *proposed* until approved by the Board
ACTION RECOMMENDED: Approval
- B. December 8, 2025 Noon Rescheduled Mtg. Mins.. **ATTACH. #B**
ACTION RECOMMENDED: Approval
- C. December 8, 2025 7 p.m. Rescheduled Mtg. Mins. **ATTACH. #C**
ACTION RECOMMENDED: Approval
- D. December 8, 2025 Closed Session Minutes **ATTACH. #D**
ACTION RECOMMENDED: Approval
(To Be Distributed to Council at 7 p.m. Mtg.)
- E. December 15, 2025 Reconvened Mtg. Mins.- Noon **ATTACH. #E**
ACTION RECOMMENDED: Approval
- F. December 15, 2025 Reconvened Mtg. Mins.- 7 pm **ATTACH. #F**
ACTION RECOMMENDED: Approval
- G. December 15, Reconvened Closed Session Mins. **ATTACH. #G**
ACTION RECOMMENDED: Approval
(To Be Distributed to Council at 7 p.m. Mtg.)
- H. Monthly Financial Report **ATTACH. #H**
ACTION RECOMMENDED: Approval
- I. Grant Project Budget Amendment #13-01 **ATTACH. #I**
NCDQA Rebate Agreement-Level 2 EV
Charging Stations 2023-01
ACTION RECOMMENDED: Approval

- J. Grant Project Ordinance #13-02 – Close Out
NCDAQ Rebate Agreement-Level 2 EV
Charging Stations 2023-01
ACTION RECOMMENDED: Approval **ATTACH. #J**
- K. Firemen’s Relief Fund Trustee Appointment
Wayne Edge has Agreed to Serve Another Term
Of Office – Current Term Expires January 2026
ACTION RECOMMENDED: Approval **ATTACH. #K**
- L. Utility Account Releases - \$9,196.75
Accounts dating from 6/15/06 – 9/14/25. Deceased
Customers and there are no other means available for
the Town to make collection. *The Utility Account Release
List is on file in the Finance Director’s office.*
ACTION RECOMMENDED: Approval **ATTACH. #L**

“UNOFFICIAL”

TOWN OF ELIZABETHTOWN
December 8, 2025 Rescheduled Meeting
Noon Meeting

The Elizabethtown Town Council met on Monday, December 8, 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, Herman Lewis (did not attend) 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, Public Works/Engineering Services Director Steve Duffy and Town Clerk Juanita Hester. There were no representatives from the Press. Mr. Bruce Dickerson, recently elected to Town Council, also attended the Noon meeting.

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 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

Town Council will consider the Consent Agenda items at the 7 p.m. meeting.

Item #4.1 Oaths of Office – Re-elected Officials

At the 7 p.m. meeting, Mayor Sylvia Campbell will have Town Attorney/White Lake Mayor Goldston Womble administer the Oaths of Office to Re-elected Officials Paula Greene, Rufus Lloyd and Bobby Kinlaw.

Item #4.2 Oath of Office – Newly-Elected Official

At the 7 p.m. meeting, Mayor Sylvia Campbell will have Town Attorney/White Lake Mayor Goldston Womble administer the Oath of Office to newly-elected official Bruce Dickerson.

Item #4.3 Appointment of Mayor Pro Tem

Mayor Sylvia Campbell noted this agenda item would be considered at the 7 p.m. meeting.

Item #5.1 Public Hearing – Rezoning Request – Petitioner: Bladen’s Bloomin’ Agri-Industrial – Case Number RZ-11-2025-01 – Rezone Parcel #50336 from Bypass Commercial (B-C) to Light Industrial (L-I)

ATTACH. #B

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

Item #6.1 Consideration for Zoning Ordinance Map Amendment – Petitioner: Bladen’s Bloomin’ Agri-Industrial – Case Number RZ-11-2025-01 – Rezone Parcel #50336 from Bypass Commercial (B-C) to Light Industrial (L-I)

Mayor Sylvia Campbell called upon Town Attorney Goldston Womble to review the approval/disapproval process for action to be taken at the 7 p.m. meeting. The Planning Board’s Letter of Recommendation for this agenda item was distributed to Council at this Noon meeting.

Item #7.1 Interim Town Manager Update

The Interim Manager’s Update noted that the Vulcanair project is 80% complete and that the Community Center project is moving along. With a question having been received about the passing of the WWTP Expansion project Engineer, Director of Public Works/Engineering Services Director Steve Duffy gave an update. He reported that another Engineer has been assigned to the project.

Item #8.1 Competitive Police Salary Discussion

Mayor Sylvia Campbell called upon Police Chief Mark McMichael to brief Council. The Mayor noted that Chief McMichael will make a presentation at the 7 p.m. meeting.

Item #9.1 “Briefly” (*Reminders and announcements are made at this time*)

Interim Town Manager Pat DeVane briefly reviewed the noted items and events. In addition, Mr. DeVane reminded Council of the January 19, 2026 Martin Luther King Parade.

Item #10.1 Open Forum

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

Item #11.1 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, NCGS 143.318.11(a)(5) – Employment and NCGS 143-318.11(a)(6) – Personnel.

Item #12.1 Consideration of the Industrial Development Incentive Grant Program

See attached.

Item #13.1 Consideration of Contract for Interim Town Manager Pat DeVane

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

Item #14.1 Adjournment

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

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

Agenda Item #12.1

Town of Elizabethtown Industrial Development Incentive Grant
Program will be discussed in Closed Session.

TOWN OF ELIZABETHTOWN

Evening Meeting

December 8, 2025

The Elizabethtown Town Council met for its evening meeting on Monday, December 8, 2025, in the Council Chamber at 7:00 pm. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Paula Greene, Bobby Kinlaw, Ricky Leinwand, Rich Glenn, Bruce Dickerson, 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, Town Planner Rusty Worley 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 she is glad to have everyone here.

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

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

Bladen County Commissioner Chairman, Cameron McGill brings greetings from Bladen County Commissioners. Chairman McGill thanked the Town for their partnership with the County. They are looking forward to working with the Town. Chairman McGill spoke on three Latin words Politics, Policies and Politeness. Respect each other and do it with politeness and dignity.

Item #3.1: Approve Consent Agenda Items

Upon a motion by Council Member Bobby Kinlaw, seconded by Council Member Paula Greene, to amend Agenda Item #12 from Bladen's Bloomin' to Vector Tex (Unanimous). The Board unanimously approved the following Consent Items. A. Proposed Agenda, B. November 3, 2025 Noon Meeting Minutes, C. November 3, 2025 7 p.m. Meeting Minutes, D. November 3, 2025 Closed Session Minutes, E. November 18, 2025 Special Called Meeting Minutes, F. November 18, 2025 Closed Session Minutes, G. Monthly Financial Report, H. Audit Contract Amendment, I. Tax Releases.

Item #4.1: Oath of Office – Re-elected Officials

Town Attorney Goldston Womble administered the oaths of office to re-elected Officials Paula Greene, Rufus Lloyd, and Bobby Kinlaw.

Item #4.2: Oath of Office – Newly-Elected Official

Town Attorney Goldston Womble administered the oath of office to Newly- Elected Official Bruce Dickerson.

Mayor Campbell recessed the meeting for 10 minutes for pictures and greetings for the elected officials. After 5 or more minutes the Mayor reconvened the meeting.

Item #4.3: Appointment of Mayor Pro Tem

Mayor Sylvia Campbell opened the floor for nominations for Mayor Pro Tem. Council Member Bobby Kinlaw nominated Council Member Paula Greene. The Mayor asked if there were any other nominations. Since there were no other nominations, Council Member Bobby Kinlaw, seconded by Council Member Rich Glenn made a motion to appoint Council Member Paula Greene for Mayor Pro Tem (Unanimous). Mayor Campbell noted that Mayor Pro Tem Rufus Lloyd has done an amazing job for the Town.

Item #5.1: Public Hearing – Rezoning Request – Petitioner: Bladen’s Bloomin’ Agri-Industrial – Case Number RZ-11-2025-01 – Rezone Parcel #50336 from Bypass Commercial (B-C) to Light Industrial (L-I)

Mayor Sylvia Campbell opened the Public Hearing and called upon Interim Town Manager Pat DeVane to present. Interim Town Manager Pat DeVane noted that there are 89 acres in the Industrial Park. The land is zoned Bypass Commercial and Bladen’s Bloomin’ is requesting it to be rezoned to Light Industrial. The land will be used for recruiting and growing industry. Interim Town Manager noted that the Planning Board made a recommendation to approve.

- Mrs. Emma Jean Swindell noted that she does not want their land rezoned, she opposes since it is family land. Mayor Campbell told Mrs. Swindell that her land would not be rezoned.
- Mr. Chris McKoy noted that he misunderstood what the Town was trying to do and he did not want his land rezoned.
- Mr. Jerry McKoy noted that he does not want his land rezoned and he misunderstood.
- Mr. Darryl Grey & Wife from 1797 Mercer Brown Marsh Road purchased their property 15 years ago.
- Mr. Grey noted that his property backs up to this property and he does not want that at his back door. He is not against the industry.

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

Item #6.1: Consideration for Zoning Ordinance Map Amendment – Petitioner: Bladen’s Bloomin’ Agri-Industrial – Case Number RZ-11-2025-01 – Rezone Parcel #50336 from Bypass Commercial (B-C) to Light Industrial (L-I)

Council Member Paula Greene, seconded by Council Member Bobby Kinlaw, made a motion to approve and stated the following: 4.6.4.5.3.1 *A declaration that the approval is also deemed an amendment to the comprehensive plan/land use plan. The Town Council shall not require any additional request or application for amendment to the comprehensive plan/land use plan.* It is in an industrial area, distance from the bypass, appropriate, inconsistent but reasonable (Unanimous).

Item #7.1: Interim Town Manager Update

- Interim Town Manager noted that Vulcanair is 80% complete, sheet rock is in, electrical, plumbing, should be ready mid-January.

- Public Works/Engineering Services Director Stephen Duffy noted that the Wastewater Treatment Plant is moving forward, some minor issues may finish by the end of the month. They lost their Engineer at the age of 54 but has hired a replacement.
- Town Planner Rusty Worley noted that the Community Center is 90% complete, has temporary power, going well, should be ready by the end of January.
- 60 X 60 hangar for aircraft site work is complete.

Item #8.1: Competitive Police Salary Discussion

Police Chief Mark McMichael noted that his department is short 1 officer, there are 6 new officers, trying to see what we can do to keep them. Mayor Campbell thanked Chief McMichael and noted that it will be discussed at the Budget Retreat in February. Council Member Ricky Leinwand, seconded by Mayor Pro Tem Rufus Lloyd, made a motion to table. There were 5 ayes, 1 nay (Bobby Kinlaw).

Item #9.1: " Briefly"

- Take a look at the Department Head Updates.
- Town offices closed December 23, 24, 25 & 26 in observance of Christmas Day.
- Town offices closed in observance of New Year's Day January 1, 2026.
- Congratulations to Sherry Lanier for being selected as "Employee of the Year."
- Happy Birthday to all celebrating in December.
- Martin Luther King Day Parade January 19, 2026.

Item #10.1: Open Forum

- Mr. Mark Summerlin noted that the Christmas Parade was wonderful, with a big crowd and he hopes it will continue.
- Mr. Bo Barefoot noted that he enjoys working with the Town and Chief McMichael. The officers make their presence downtown and come into the shops.
- Mr. Barefoot noted that Mrs. Amy Hudson is looking to improve the parade.

Item #11.1: Closed Session – To Be Conducted at the 7 p.m. Meeting

Council Member Bobby Kinlaw, seconded by Mayor Pro Tem Rufus Lloyd, moved to enter into Closed Session in accordance with NCGS 143-318.11(a)(4) – Economic Development, NCGS 143-318. 11(a)(5) – Employment and NCGS 143.318.11(a)(6) - Personnel (Unanimous).

Item #11.1: RETURN FROM CLOSED SESSION TO OPEN SESSION

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

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

Item #12.1: Consideration of the Incentive Grant Agreement with Bladen's Bloomin' Agri-Industrial Vector Tex.... (Amended 12/8/25)

Upon motion from Council Member Bobby Kinlaw, seconded by Council Member Rufus Lloyd, this agenda item was tabled (Unanimous).

Item #13.1: Consideration of Contract for Interim Town Manager Pat DeVane

Upon a motion from Council Member Bobby Kinlaw, seconded by Council Member Ricky Leinwand, this agenda item was tabled (Unanimous).

With there being no further business to conduct, Council Member Rick y Leinwand, seconded by Council Member Bobby Kinlaw, made a motion to recess the meeting to be reconvened on December 15, 2025 (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, Deputy Town Clerk/CTC

“UNOFFICIAL”

TOWN OF ELIZABETHTOWN
Reconvened Meeting from Recessed 12/8/2025 Town Council Meeting
December 15, 2025 at Noon

The Elizabethtown Town Council met in a Reconvened Meeting on December 15, 2025 at Noon in the Council Chamber. Those present included Mayor Pro Tem Paula Greene, Council Members Bruce Dickerson, Rich Glenn, Bobby Kinlaw, Ricky Leinwand and Rufus Lloyd. Also in attendance were Interim Town Manager Pat DeVane, Planning Director Rusty Worley, Finance Director Sharon Penny, Fire Chief Hollis Freeman, Police Chief Mark McMichael and Public Works/Engineering Services Director Steve Duffy. Town Clerk Juanita Hester was in attendance to take meeting minutes. Others in attendance included Robin Summerlin and Mr. Henri Amirkhanian. Mayor Sylvia Campbell was absent.

Mayor Pro Tem Paula Greene opened the meeting and called to order. Mayor Pro Tem Greene called upon Council Member Rufus Lloyd to give the Invocation.

Adoption of Agenda

With a motion from Council Member Rich Glenn, seconded by Council Member Bobby Kinlaw, the meeting agenda was adopted (Unanimous).

Agenda Item #1 – Public Hearing: Rezone Request – Parcel #140949 – Rezone of 5 Acres from H-I (Heavy Industrial) to L-I (Light Industrial) for Asphalt Technologies for a Hydroponics Business

Mayor Pro Tem Paula Greene opened the Public Hearing. She called upon Interim Town Manager Pat DeVane to present the information. There are 5 acres that Asphalt Technologies, LLC is interested in purchasing from the Town. The Town is the Petitioner and does request the 5 acres be rezoned from Heavy Industrial (H-I) to Light Industrial (L-I) for a Hydroponics Business. Mr. Henri Amirkhanian, local representative for the proposed Hydroponics Business, spoke to Council. Mr. Amirkhanian outlined the proposed plan for the 5 acres. With there being no others having signed up to speak, Mayor Pro Tem Paula Greene closed the Public Hearing.

Mayor Pro Tem Greene noted that action on this agenda item will be taken at the 7 p.m. meeting.

Council Member Rich Glenn, seconded by Council Member Bobby Kinlaw, moved to adjourn until 7 p.m. (Unanimous).

Paula Greene, Mayor Pro Tem

ATTEST:

Juanita Hester, Town Clerk

ATTACH. #E

TOWN OF ELIZABETHTOWN
Reconvened Meeting from Recessed 12/8/2025 Town Council Meeting
December 15, 2025 – 7 PM

The Elizabethtown Town Council met in a Reconvened Meeting on December 15, 2025 at 7 p.m. in the Council Chamber. Those present included Mayor Sylvia Campbell, Mayor Pro Tem Paula Greene, Council Members Bruce Dickerson, Rich Glenn, Bobby Kinlaw, Ricky Leinwand and Rufus Lloyd. Also in attendance were Interim Town Manager Pat DeVane, Planning Director Rusty Worley, Finance Director Sharon Penny, Fire Chief Hollis Freeman, Police Chief Mark McMichael and Public Works/Engineering Services Director Steve Duffy. Town Clerk Juanita Hester was in attendance to take meeting minutes. Others in attendance included Mr. Henri Amirghanian, Bladen’s Bloomin’ Executive Director Chuck Heustess, Kaycie Skipper, BBAI Finance Director, and Attorney Will Johnson.

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

Agenda Item #2: Zoning Ordinance Map Amendment – Parcel #140949 – Rezone of 5 Acres from H-I to L-I for Asphalt Technologies for a Hydroponics Business

Mayor Pro Tem Sylvia Campbell called upon Interim Town Manager Pat DeVane to present the agenda item. With there being no questions, Mayor Campbell called for a vote. Mayor Pro Tem Paula Greene, seconded by Council Member Bobby Kinlaw, made a motion to approve the Zoning Ordinance Map Amendment (Rezone from H-I to L-I) by making the following statement – **4.6.4.5.1. A statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan/land use plan and explaining why the action taken is reasonable and in the public interest** (Unanimous).

Agenda Item #3: Zoning Ordinance Map Amendment – Rezone of 8 Parcels on West Broad Street from R-12 (Medium-Density Residential) to O-I (Office & Institutional) – Tabled at the October 6, 2025 Council Meeting

Mayor Sylvia Campbell called upon Planning Director Rusty Worley to present this agenda item. With there being no questions, Mayor Campbell called for a vote. Council Member Bobby Kinlaw, seconded by Council Member Rich Glenn, made a motion to approve the Zoning Ordinance Map Amendment (Rezone from R-12 to O-I) (Unanimous) by making the following statement – **4.6.4.5.1. A statement approving the zoning amendment and describing its consistency with an adopted comprehensive plan/land use plan and explaining why the action taken is reasonable and in the public interest** (Unanimous).

Agenda Item #4 – Resolution #R-025-39 – Surplus Property – 42 Each Holiday Snowflakes – Sale via GovDeals.com

Mayor Sylvia Campbell called upon Public Works/Engineering Services Director Steve Duffy to present this agenda item. Mr. Duffy reported there are 42 Holiday Snowflakes no longer of use to the Town because some have bad bulb sockets and others are rusted. Therefore, being requested for declaration as surplus property and sold via GovDeals. Council Member Bobby Kinlaw, seconded by Council Member Rufus Lloyd, moved to adopt the presented Resolution (Unanimous). Copy attached and incorporated herein by reference.

Agenda Item #5: Resolution for Town to Oppose the Fuquay-Varina Interbasin Transfer (IBT)

Mayor Sylvia Campbell called upon Interim Town Manager Pat DeVane to present this agenda item. Mr. DeVane explained that the Town of Fuquay-Varina wants to pull up to 6.17 million gallons per day from the Cape Fear River to keep up with demand for drinking water. Once the water has been used, the Town wants to discharge the treated wastewater from its sewage treatment plants into the nearby Neuse River basin instead of the Cape Fear basin. Therefore, a Resolution opposing the Interbasin Transfer and Request for Additional Comment is being provided for Council consideration. Council Member Rich Glenn, seconded by Council Member Bobby Kinlaw, moved to approve the presented Resolution to Oppose the Fuquay-Varina Interbasin Transfer (IBT) (Unanimous). Copy attached and incorporated herein by reference.

Agenda Item #6: McLean Street Ditch Update

Mayor Sylvia Campbell called upon Town Attorney Goldston Womble for an update on the Utility Easement Agreement that is being prepared for the involved property owners on McLean Street. It was confirmed that all property owners would need to sign the agreement(s) for the project to begin.

Agenda Item #7: Policy for Underground Utility Contractors Working in Town

Mayor Sylvia Campbell called upon Public Works/Engineering Services Steve Duffy to present this agenda item. Mr. Duffy explained this policy is being presented so that contractors working in Town can give the Town early notice of their project work. Council Member Paula Greene, seconded by Council Member Bobby Kinlaw, moved to adopt the Underground Utility Contractor policy (Unanimous). Copy attached and incorporated herein by reference.

Agenda Item #8: Budget Amendment - #2026-03

Mayor Sylvia Campbell called upon Finance Director Sharon Penny to present this agenda item. Mayor Campbell noted that Mrs. Penny would be leaving the Town and thanked her for her service to the Town. Mrs. Penny provided the details of the Budget Amendment items. Council Member Bobby Kinlaw, seconded by Council Member Ricky Leinwand, made a motion to

approve the Budget Amendment (Unanimous). Copy attached and incorporated herein by reference.

Agenda Item #9: Closed Session

Mayor Pro Tem Paula Greene, seconded by Council Member Rich Glenn, moved to go into Closed Session in accordance with NCGS 143-318.11(a)(4) – Economic Development, NCGS 143-318.11(a)(5) – Employment and NCGS 143-318.11(a)(6) – Personnel (Unanimous).

Agenda Item #9 – RETURN FROM CLOSED SESSION TO OPEN SESSION

Council Member Rich Glenn, seconded by Council Member Bobby Kinlaw, made a motion to exit Closed Session with return to Open Session (Unanimous).

Agenda Item #10: Consideration of Incentive Grant Agreement with VectorTex USA

Town Attorney Goldston Womble continues to work on the Incentive Grant Agreement between VectorTex and the Town.

Agenda Item #11: Consideration of Contract for Interim Town Manager

The contract for Interim Town Manager Pat DeVane was presented for consideration. Council Member Rich Glenn, seconded by Council Member Rufus Lloyd, made a motion to approve the contract (Unanimous). Copy attached and incorporated herein by reference.

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

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

ELIZABETHTOWN as of December 30, 2025

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2025-2026 REVENUES

50% of Year Completed

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 12-30-2025	% of Budget	Prior Year Actual-to-Date 12-31-2024
GENERAL FUND				
Ad Valorem & BID Taxes	2,023,300.00	1,563,996	77.3%	1,653,897
Vehicle Taxes	221,000.00	99,643	45.1%	83,086
Local Option Sales Taxes	825,000.00	253,943	30.8%	214,241
Utility Franchise Taxes	313,000.00	89,547	28.6%	97,222
ABC Revenue	105,000.00	126,250	120.2%	26,250
Powell Bill	135,000.00	132,962	98.5%	135,006
Bladen Fire District	306,909.00	88,750	28.9%	67,917
Solid Waste fees	1,376,750.00	681,302	49.5%	670,711
Permits & Fees	55,112.00	19,636	35.6%	26,999
Rental Income	116,634.00	26,057	22.3%	26,574
Interest Income	180,000.00	97,452	54.1%	97,334
Salary & Admin. Reimbursements	0.00	5,433	0.0%	0
Miscellaneous Revenues	224,872.00	226,473	100.7%	179,843
Restricted Grants & Donations	5,000.00	5,000	0.0%	47,000
General Fund Balance Approp.	394,918.20		0.0%	0
TOTAL GENERAL FUND	6,282,495.20	3,416,443	54.4%	3,326,080
WATER FUND				
Water fees	936,400.00	519,508	55.5%	496,597
Sewer fees	1,102,400.00	589,300	53.5%	590,564
Miscellaneous Revenue	288,950.00	95,190	32.9%	78,746
Utility Fund Balance Approp.	151,234.00		0.0%	
TOTAL WATER FUND	2,478,984.00	1,203,998	48.6%	1,165,907

ATTACH. #H

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2025-2026 EXPENDITURES

Department	Fiscal Year Budget	Actual Y-T-D as of 12-30-2025	% of Budget	Prior Year Actual-to-Date 12-31-2024
Governing Body	64,400.00	38,234	59.4%	23,791
Administration	537,744.00	240,602	44.7%	275,018
Finance	292,480.00	151,692	51.9%	113,922
Public Works	811,335.00	338,993	41.8%	385,878
Technology	85,516.00	32,893	38.5%	32,320
Public Facilities	306,676.00	193,158	63.0%	168,035
Police	1,606,682.00	917,541	57.1%	635,367
Fire	988,878.00	557,535	56.4%	510,842
Streets	19,550.00	8,755	44.8%	128,911
Powell	404,149.00	280,019	69.3%	95,980
Solid Waste	602,900.00	249,023	41.3%	259,496
Planning & Economic Develop.	148,865.00	93,131	62.6%	77,331
Recreation	16,750.00	5,999	35.8%	8,033
Farmers' Market	8,468.20	0	0.0%	23,748
Airport	68,700.00	26,506	38.6%	6,621
Special Appropriations	289,402.00	121,402	41.9%	99,402
Restricted Grants & Donations	30,000.00	13,164	0.0%	20,455
GENERAL FUND TOTAL	6,282,495.20	3,268,646	52.0%	2,865,150
WATER FUND				
Water	1,223,211.00	726,131	59.4%	392,375
Sewer	1,155,773.00	503,279	43.5%	479,717
Tank Maintenance & Transfer Out	100,000.00	50,000	50.0%	50,000
WATER FUND TOTAL	2,478,984.00	1,279,410	51.6%	922,092

REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	0.00	147,797	460,930
WATER FUND	0.00	(75,412)	243,815
TOTAL COMBINED FUNDS	0.00	72,385	704,745

Result of recording the loss on disposition of fixed assets.

TOWN OF ELIZABETHTOWN
 GRANT PROJECT BUDGET AMENDMENT #13-01
 NCDAQ REBATE AGREEMENT
 LEVEL 2 EV CHARGING STATIONS
 2023-01

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

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

NCDAQ – VW Settlement Rebate	\$10,000.00		\$10,000.00
Local Match	\$15,306.00	(\$2,968.09)	\$12,337.91
TOTAL APPROPRIATIONS	\$25,306.00	(\$2,968.09)	\$22,337.91

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

Computer Software & Subscriptions	\$2,770.00	(\$2,770.00)	\$0.00
Equipment	\$22,536.00	(\$198.09)	\$22,337.91
Total REVENUE	\$25,306.00	(\$2,968.09)	\$22,337.91

Adopted this 5th day of January 2026.

 Sylvia B. Campbell, Mayor

 Juanita Hester, Town Clerk

 Patrick B. DeVane, Interim Town Manager

**TOWN OF ELIZABETHTOWN
EV Charging Station**

FUND:	#13	Original BUDGET	Amendment	Original BUDGET	ACTUAL TO 6/30/2024	Total	Remaining Balance
NUMBER	REVENUE ACCOUNT #13-3000						
320	NCDAQ - VW Settlement Rebate	10,000.00		10,000.00	10,000.00	10,000.00	0.00
323	Local Match	15,306.00	(2,968.09)	12,337.91	12,337.91	12,337.91	0.00
	Revenue Total	25,306.00	(2,968.09)	22,337.91	22,337.91	22,337.91	0.00
NUMBER	EXPEND. ACCOUNT #13-8140						
218	Computer Software & Subscriptions	2,770.00	(2,770.00)	0.00	0.00	0.00	0.00
550	Other Equipment	22,536.00	(198.09)	22,337.91	22,337.91	22,337.91	0.00
	Expenditure Total	25,306.00	(2,968.09)	22,337.91	22,337.91	22,337.91	0.00
						0.00	0.00

**APPROVED: (1-9-2023)
AMENDED and CLOSED:**

**Town of Elizabethtown
Grant Project Ordinance#13-02
NCDAQ REBATE AGREEMENT
LEVEL 2 EV CHARGING STATIONS**

An Ordinance Closing the Grant Project Budget Ordinance #13-02

WHEREAS, Grant Project Budget Ordinance #2023-01 was adopted by the Town Council of the Town of Elizabethtown, North Carolina on 9th day of January 2023, for the purpose of installing an EV Charging Station with dual ports located at the Cape Fear Farmers' Market.

WHEREAS, \$10,000.00 in funding was appropriated VW Settlement Rebate and \$12,337.91 was appropriated from the Town's General Fund for a total appropriation of \$22,337.91.

WHEREAS, the appropriation was spent in full and a dual port EV charging station was installed at the Cape Fear Farmers' Market.

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 13 are hereby closed.

Adopted this 5th day of January 2026.

Sylvia Campbell, Mayor

Juanita Hester, Town Clerk

Patrick B. DeVane, Interim Town Manager

ATTACH. #J

Relief Fund Board of Trustees

Elizabethtown Fire Department

2024 Certification Date	Certified By
1/8/2025	Hollis W. Freeman

Board Trustees elected by Fire Department

Trustee #1

Powell Cross
203 Woodhouse Drive
Elizabethtown, NC 28337
pjcross2360@gmail.com
(910) 876-2360

Trustee #2

Byron Graham
P. O. Box 1145
Elizabethtown, NC 28337
ebgraham113@gmail.com
(910) 990-6355

Board Trustees appointed by Local Government

Trustee #3

Wayne Edge
2202 First Avenue
Elizabethtown, NC 28337
j.wedge@hotmail.com
(910) 991-2662

Trustee #4

Larry Richards
93 Gibson Dairy Rd.
Elizabethtown, NC 28337
etown232@gmail.com
9106454917

Board Member appointed by State Fire Marshal

Trustee #5

Giles Clark
P. O. Box 997
Elizabethtown, NC 28337
rnwest@elizabethtownnc.org
(910) 876-1945

§ 58-84-30. Trustees appointed; organization.

For each county, town or city complying with and deriving benefits from the provisions of this Article, there shall be appointed a local board of trustees, known as the trustees of the local Firefighters' Relief Fund, to be composed of five members, two of whom shall be elected by the members of the local fire department who are qualified as beneficiaries of such fund, two of whom shall be elected by the mayor and board of aldermen or other local governing body, and one of whom shall be named by the State Fire Marshal. Their selection and term of office shall be as follows:

- (1) The members of the fire department shall hold an election to elect two representatives to the board to serve at the pleasure of the members of the department. The elected representatives may serve until their resignation or until the department holds an election to replace them. Board members elected pursuant to this subdivision shall be either (i) residents of the fire district or (ii) active or retired members of the fire department.
- (2) The mayor and board of aldermen or other local governing body shall appoint two representatives to the board to serve at the pleasure of the governing body. Board members appointed pursuant to this subdivision shall be residents of the fire district.
- (3) The State Fire Marshal shall appoint one representative to serve as trustee who shall serve at the pleasure of the State Fire Marshal. The member appointed pursuant to this subdivision shall be either (i) a resident of the fire district or (ii) an active or retired member of the fire department.

All of the above trustees shall hold office for their elected or appointed time, or until their successors are elected or appointed, and shall serve without pay for their services. They shall immediately after election and appointment organize by electing from their members a chairman and a secretary and treasurer, which two last positions may be held by the same person. The treasurer of said board of trustees shall give a good and sufficient surety bond in a sum equal to the amount of moneys in his hand, to be approved by the State Fire Marshal. The cost of this bond may be deducted by the State Fire Marshal from the receipts collected pursuant to G.S. 58-84-10 before distribution is made to local relief funds. If the chief or chiefs of the local fire departments are not named on the board of trustees as above provided, then they shall serve as ex officio members without privilege of voting on matters before the board. (1907, c. 831, s. 6; C.S., s. 6068; 1925, c. 41; 1945, c. 74, s. 1; 1947, c. 720; 1949, c. 1054; 1973, c. 1365; 1985, c. 666, s. 64; 1987, c. 174, ss. 1, 5; 2007-246, s. 3; 2012-45, s. 2; 2014-64, s. 1(a); 2016-51, s. 3; 2023-151, s. 11.35(a).)



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 5, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: SPECIAL RECOGNITION

SUBJECT: Special Recognition - Finance Director Sharon Penny

BACKGROUND: Mayor Sylvia Campbell will recognize Finance Director Sharon Penny with an engraved Plaque. Effective January 9, 2026, Mrs. Penny will be departing Town employment.

SUGGESTED ACTION: Mayor Sylvia Campbell will make a presentation to Finance Director Sharon Penny.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 5, 2026

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: January 5, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Resolution

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Resolution #R-2026-01 - To Designate Interim Town Manager Pat DeVane to Sign Checks for the Town and the Airport/Economic Development Commission Until New Finance Director is Hired

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

Currently, those authorized to sign Town checks are:
Mayor Sylvia Campbell;
Council Member Rufus Lloyd;
Council Member Ricky Leinwand; and
Finance Director Sharon Penny.

Copy of Resolution provided.

SUGGESTED ACTION: Council is requested to consider designating/authorizing Interim Town Manager Pat DeVane to Sign Checks for the Town and Airport/Economic Development Commission Until New Finance Director is Hired by the Town.

ATTACHMENTS:

Resolution #R-2026-01 - To Designate Interim Town Manager to Sign Checks - Town and Airport - Until New Finance Director Hired - 1.6.26.docx

TOWN OF ELIZABETHTOWN

TO DESIGNATE INTERIM TOWN MANAGER PATRICK B. DEVANE TO SIGN CHECKS AND OTHER FINANCIAL INSTRUMENTS FOR THE TOWN AND THE AIRPORT/ECONOMIC DEVELOPMENT COMMISSION UNTIL NEW FINANCE DIRECTOR IS HIRED

RESOLUTION #R-2026-01

WHEREAS, with the search for a new Finance Director underway, it is necessary in the interim to give banking authority to a Town employee to be able to sign checks and other financial instruments, to initiate transfers between First Bank, North Carolina Capital Management Trust (NCCMT) and United Bank (Airport/Economic Development Commission's bank account) and to interact with the banks on the Town's behalf; and

WHEREAS, the proper and efficient operation of the Town requires authorized individuals to sign checks, drafts, and other financial instruments for the payment of obligations, and it is appropriate to designate/authorize Interim Town Manager Pat DeVane for this responsibility; and

WHEREAS, those Council Members who are currently approved to sign checks in conjunction with the Finance Office include Mayor Sylvia Campbell and Council Members Rufus Lloyd and Ricky Leinwand.

NOW, THEREFORE, BE IT RESOLVED that Mayor and Town Council Members grant to Interim Town Manager Patrick B. DeVane the banking authority for signing checks and other financial instruments, for initiating transfers between the named banking institutions and interacting with the banks on the Town's behalf.

Adopted this 5th day of January, 2026.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 5, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Resolution

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Resolution #R-2026-02 - To Designate Interim Town Manager Pat DeVane to Sign CDBG-NR Grant Requisitions and Checks Until New Finance Director is Hired by the Town

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

Currently, those authorized to sign CDBG-NR grant requisitions and checks are:
Mayor Sylvia Campbell;
Council Member Rufus Lloyd; and
Finance Director Sharon Penny.

Copy of Resolution provided.

SUGGESTED ACTION: Council is requested to consider designating Interim Town Manager Pat DeVane to sign the Community Development Block Grant (CDBG-NR) Requisitions and Checks until new Finance Director is Hired by the Town.

ATTACHMENTS:

Resolution #R-2026-02 - To Designate Interim Town Manager to Sign CDBG Requisitions and Checks Until New Fin. Dir. Hired - 1.6.26.docx

TOWN OF ELIZABETHTOWN

**TO DESIGNATE INTERIM TOWN MANAGER PATRICK B. DEVANE TO SIGN
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG-NR) REQUISITIONS AND
CHECKS UNTIL NEW FINANCE DIRECTOR IS HIRED**

RESOLUTION #R-2026-02

WHEREAS, the Town of Elizabethtown has numerous Community Development Block Grant programs with the NC Department of Commerce, Rural Development Division; and

WHEREAS, the Town previously authorized a representative to sign CDBG-NR requisitions and checks for CDBG-NR grants; and

WHEREAS, a change is needed to replace with a new representative.

NOW, THEREFORE, BE IT RESOLVED by Mayor Sylvia Campbell and Town Council Members as follows:

- 1. Interim Town Manager Patrick B. DeVane is hereby authorized to execute all necessary CDBG requisitions and checks for related grant projects after January 9, 2026;**
- 2. Any conflicting resolutions are repealed; and**
- 3. This resolution is effective upon passage.**

Adopted this 5th day of January, 2026.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 5, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Appointment - Airport/Economic Development Commission

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

Copy of current Airport Board members provided.

SUGGESTED ACTION: Council is requested to make the appointment for the Airport/Economic Development Commission.

ATTACHMENTS:
[Airport Commission Members - December 2025.docx](#)

ELIZABETHTOWN AIRPORT/ECONOMIC DEVELOPMENT COMMISSION

(4-Year Terms of Office)

12/29/2025

Members

Fred Tate

Mac Campbell

David Clark

Dr. Justin DeGarmo

Ryan Godwin

Robin Summerlin

One Vacant Seat *

County Appointments:

Reynold Hester

Reid Taylor



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 5, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OTHER BUSINESS

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

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

Copy of "Briefly" Items and Department Head Update Report provided.

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

ATTACHMENTS:

[Peak Agenda - Briefly - 1.5.26.docx](#)
[Department Head Update Report - 1.5.26.pdf](#)

To: Mayor and Town Council
From: Pat DeVane, Interim Town Manager
Subj: “Briefly”
Date: January 5, 2026 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 MLK Day, the Town offices will be closed on Monday, January 19, 2026.
- The MLK Parade is scheduled for Monday, January 19, 2026 at 11 a.m. Notice has been sent to Mr. Arthur Bullock that Town Officials will be participating in the Parade.
- Chamber of Commerce Member Breakfast meeting, Tuesday, January 20, 2026 at Farmer’s Market.
- The Annual Chamber of Commerce Meeting is scheduled at Lu Mil Vineyard on Saturday, February 7, 2026.
- In observance of Presidents’ Day, the Town offices will be closed on Monday, February 16, 2026.
- Town’s Annual Budget Retreat is scheduled for Tuesday, February 24, 2026 at the Airport Terminal Building.



FOR THE MONTH OF JANUARY

1/05 - Beverly Robinson – Tax Collector/Deputy Town Clerk

1/05 - Cameron Kinlaw – Firefighter



Department Head Updates
January 2026

FIRE DEPARTMENT

Hollis Freeman



Call Report for December

Fire Calls - 6

EMS Calls - 22

Special Responses - 9

Service Calls - 10

Other Type Incidents -4

Total Calls – 51

Fire Inspections Completed – 25

Total Training Hours for Members in the month of December - 100

POLICE DEPARTMENT

Mark McMichael

Total Calls- 12/01/25-12/30/25	281
Reports Taken	61
Arrests	12
Collisions	9
Citations	20
Warnings	9
Truck Route	2

Town Clerk

Juanita Hester

- On 12/3/2025, Clerk administered Oath to new Police Officer Jeromy Lee Martin.
- On 12/15/2025, Clerk administered Oath to new Police Officer Justin Ricardo Morilla.

- The Public Record Requests received for the month of December are being processed.
- The Clerk prepared the programs for the "Town Employee Appreciation" Lunch on 12/5/2025 at Cape Fear Vineyard to include Certificate for the "Employee of Year" presentation as well as the Lapel Pins for New Town Employees and Service Award Presentation.
- The Clerk assisted with arrangements for Town Council's participation in the Christmas parade.
- The follow-ups and distribution of approved and signed documents for 12/8/2025 Rescheduled Town Council meeting as well as the 12/15/2025 Reconvened meetings were handled by the Clerk.
- Prepared agenda material and made distribution for Town Council's Reconvened Meetings on 12/15/2025.
- Clerk prepared the 12/8/2025 Noon Rescheduled meeting minutes, the 12/8/2025 Closed Session minutes, the 12/15/2025 Reconvened Meeting Minutes for the Noon and 7 p.m. meeting in addition to the 12/15/2025 Closed Session minutes.
- Weekly Friday Memos were prepared and distributed to Council Members and Department Heads.
- For the Interim Town Manager's review, Clerk prepared Staff Meeting outline for the January 5, 2026 Council meeting.
- In coordination with the Interim Town Manager, the Clerk prepared the agenda material for the January 5, 2026 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 "Christmas" and "New Year's" holiday closing notices for posting to the Town's webpage.
- On 12/29/2025, notification was made to Mrs. Theresa Lloyd at the Paul R. Brown Leadership Academy of the January 5, 2026 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: January 5, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OPEN FORUM

SUBJECT: Open Forum

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

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

ATTACHMENTS:
[Sign-In Sheet - Open Forum - 1.5.26 .docx](#)



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 5, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: CLOSED SESSION

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

BACKGROUND: Interim Town Manager may be called upon to present updates to Town Council and Town Attorney.

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: January 5, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADJOURNMENT

SUBJECT: Adjournment

BACKGROUND: Mayor Sylvia Campbell will adjourn the meeting.

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

ATTACHMENTS: