



**ELIZABETHTOWN  
COUNCIL  
REGULAR MEETING**  
7:00 PM, Monday, March 2, 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 - 3.2.26.pdf](#)

4. PUBLIC HEARING

4.1 Public Hearing - Amendment to Code of Ordinances - Underground Utility Contractors' Permitting Procedures

Council is requested to follow the Public Hearing procedure outlined below:

**HEARING PROCEDURE:**

**a) Open the hearing and call upon Public Works/Engineering Services Director Steve Duffy to present the information; and**

**b) Solicit relevant public comments and information; and**

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

*(To be considered in Agenda Item #5.1)*

[Public Hearing Notice - Code of Ordinances Amendment - Underground Utility Contractors' Permitting Procedures - 3.2.26.pdf](#)

[Ordinance - Amendment to Code of Ordinances - Add New Chapter - Underground Utility Contractors' Permitting Procedures - 3.2.2026.docx](#)

5. ORDINANCES/RESOLUTIONS/PROCLAMATIONS

5.1 Ordinance Consideration for Code of Ordinances Amendment for Underground Utility Contractors' Permitting Procedures

Council is requested to consider adopting the Ordinance.

5.2 Resolution #R-2026-08 - To Declare Broken Water Meters as Surplus Property for Private Sale

Council is requested to consider declaring the broken water meters as surplus property for Private Sale.

[Resolution - Surplus Property - Broken Water Meters - 3.2.26.docx](#)

6. PRESENTATIONS

6.1 Audit Presentation for FY Ending 6/30/2025 - **Noon Meeting**

Council is requested to hear the Audit Report presentation from Thompson, Price, Scott, Adams & Co. at the Noon meeting.

6.2 Interim Town Manager Update

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

7. ADMINISTRATIVE MATTERS

7.1 Consideration of Audit Report for FY Ending 6/30/2025

Council is requested to accept/approve the Audit Report at the 7 p.m. meeting.

7.2 Economic Development Incentive Grant Agreement

Council is requested to hear from Town Attorney Goldston Womble about the progress on an Incentive Grant Agreement for VectorTex.

7.3 FY 2026-2027 Budget Activity Calendar and Appointment of Three (3) Council Members to serve as the FY 2026-2027 Budget Committee

Council is requested to: (1) approve the 2026-2027 Budget Activity Calendar and (2) make the appointment for Three (3) Council Members to serve as the Budget Committee.

[FY 2026-2027 Budget Activity Calendar - 3.2.26.docx](#)

7.4 Request for Qualifications (RFQ) for 8,000 Sq. Ft. Hangar for Design-Build

Council is requested to consider approving staff to move forward with an RFQ.

7.5 Agreement for Planning Services - Municipal Services, Inc.

Council is requested to consider approving the agreement with Municipal Services, Inc. for assistance with the Town's Planning needs.

[Planning Services Agreement - Revised 2 - 3.2.26.pdf](#)

8. OTHER BUSINESS

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

Interim Town Manager Pat DeVane will present the "Briefly" items.

Peak Agenda - Briefly - 3.2.26.docx

Department Head Update Report - Revised - 3.2.26.pdf

9. OPEN FORUM

9.1 Open Forum

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

[Sign-In Sheet - Open Forum - 3.2.26 Regular Meeting.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)(3) - Attorney-Client Privilege, 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 **RECESS** the meeting to Thursday, March 5, 2026 at 7:00 p.m.

**Item Cover Page**

**COUNCIL AGENDA ITEM REPORT**

**DATE:** March 2, 2026  
**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.

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**ATTACHMENTS:**



# Item Cover Page

**COUNCIL AGENDA ITEM REPORT**

**DATE:** March 2, 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:** The Cadets will present the Colors and all will join in reciting the Pledge of Allegiance.

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

The Invocation will be given by Council Member Rufus Lloyd.

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**ATTACHMENTS:**

# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** March 2, 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 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.

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**ATTACHMENTS:**  
[Consent Agenda Documentation - 3.2.26.pdf](#)



**Consent Agenda Items  
March 2, 2026  
Town Council Meeting**

- A. Proposed Agenda – Agenda considered *proposed* until approved by the Board  
**ACTION RECOMMENDED: Approval**
- B. February 2, 2026 7 p.m. Meeting Minutes ATTACH. #B  
**ACTION RECOMMENDED: Approval**
- C. February 2, 2026 Closed Session Minutes ATTACH. #C  
**ACTION RECOMMENDED: Approval**  
*(To Be Distributed to Council at 7 p.m. Mtg.)*
- D. January 5, 2026 Closed Session Minutes ATTACH. #D  
**ACTION RECOMMENDED: Approval**  
*(To Be Distributed to Council at 7 p.m. Mtg.)*
- E. Monthly Financial Report ATTACH. #E  
**ACTION RECOMMENDED: Approval**
- F. Tax Releases ATTACH. #F  
**ACTION RECOMMENDED: Approval**
- G. Request for Proposals (RFP): Sewer Line ATTACH. #G  
For Airport Road to serve Brian Campbell  
Hangar & Town-owned Hangar – TRDF Funds –  
Informal Bid Process  
**ACTION RECOMMENDED: Approval**

“UNOFFICIAL”

TOWN OF ELIZABETHTOWN  
February 2, 2026 Regular Meeting  
7:00 p.m.

The Elizabethtown Town Council met on Monday, February 2, 2026 at 7 p.m. in the Council Chambers. For the record, because of Winter Storm Gianna weather conditions of snow, the February 2, 2026 Noon meeting was cancelled; however, the evening meeting was conducted. Those present for the 7 p.m. meeting were Mayor Sylvia Campbell, Mayor Pro Tem Paula Greene, Council Members Bruce Dickerson, Rich Glenn, Bobby Kinlaw, Ricky Leinwand and Rufus Lloyd. 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 Ken Hadaway, Planning Director Rusty Worley and Town Clerk Juanita Hester. There were no representatives from the Press nor citizens that attended this meeting. Absent: Public Works/Engineering Services Director Steve Duffy. There was no requirement from Interim Town Manager Pat DeVane for Mr. Duffy to be present for this meeting.

Item #1.1 Opening and Call to Order

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

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

There was no presentation of Colors by the Paul R. Brown Leadership Academy Cadets.

Item #3.1 Approve Consent Agenda Items

Mayor Pro Tem Paula Greene, seconded by Council Member Bobby Kinlaw, moved to approve unanimously, the following Consent Agenda Items to exclude the January 5, 2026 Closed Session Meeting Minutes:

**A.** Proposed Agenda; **B.** January 5, 2026 Noon Meeting Minutes; **C.** January 5, 2026 7 p.m. Meeting Minutes; **D.** ~~January 5, 2026 Closed Session Minutes~~; **E.** Monthly Financial Report; **F.** Unpaid Tax Report for Years 2015-2024 – Liens on Real Property; **G.** Tax Releases; **H.** Resolution #R-2026-07 – To Adopt the Bladen Columbus Robeson Regional Hazard Mitigation Plan.

Item #4.1 Audit Presentation for FY Ending 6/30/2025 - Noon Meeting

Due to Winter Storm Gianna weather conditions, the Thompson, Price, Scott & Adams Auditor did not travel from Wilmington to present this agenda item at the February 2, 2026 Council

ATTACH. #B

meeting. The Audit presentation is being re-scheduled for Town Council's March 2, 2026 meeting.

Item #4.2 Interim Town Manager Update

Mayor Sylvia Campbell called upon Interim Town Manager Pat DeVane to update Council. Mr. DeVane gave update on Vulcanair. Planning Director Rusty Worley gave update on the Community Center project.

Item #5.1 Resolution #R-2026-05 – To Reduce the Membership of the Elizabethtown Airport/Economic Development Commission

Mayor Sylvia Campbell called upon Interim Town Manager Pat DeVane to present this agenda item. Mr. DeVane explained the current membership of the Airport Commission and noted that with the quarterly meeting schedule for Airport Commission meetings, the fewer number of members on the board would make it easier to have a quorum present for the meetings thus referencing the provided Resolution #R-2026-05. Motion was received from Council Member Bobby Kinlaw and seconded by Council Member Rich Glenn to approve Resolution #R-2026-05 (Unanimous). Copy attached and incorporated herein by reference.

Item #5.2 Resolution #R-2026-06 – To Declare 2021 Dell Laptop Computer and GE Evidence Refrigerator as Surplus and Authorize Sale via GovDeals.com – Police Department Items

Mayor Sylvia Campbell called upon Police Chief Mark McMichael to present this agenda item. Chief McMichael reported the computer is not operable and the Evidence Refrigerator is no longer cooling. Motion from Council Member Rich Glenn, seconded by Council Member Bobby Kinlaw, moved to approve Resolution #R-2026-06 (Unanimous). Copy attached and incorporated herein by reference.

Item #6.1 Consideration of Audit Report for FY Ending 6/30/2025

This agenda item is being re-scheduled for Town Council's March 2, 2026 evening meeting.

Item #6.2 Roster of Certified Firefighters and Relief Fund Board of Trustees

Mayor Sylvia Campbell called upon Fire Chief Hollis Freeman to present this agenda item. Fire Chief Freeman reported on the membership of the Fire Department as well as the Relief Fund Board of Trustees. Motion was received from Council Member Rich Glenn and seconded by Council Member Ricky Leinwand to approve the Roster of Certified Firefighters and Relief Fund Board of Trustees (Unanimous). Copy attached and incorporated herein by reference.

Item #6.3 Request from Fire Chief Hollis Freeman for Shift Schedule Change for Firefighters

Mayor Sylvia Campbell called upon Fire Chief Hollis Freeman to present this agenda item. Chief Freeman noted that mid-March for a trial period of three (3) months, the Elizabethtown Fire Department firefighters will be doing a shift schedule change from the current Modified Kelly

Schedule to a 48/96 schedule. The primary purpose is to reduce firefighter fatigue and improve safety and effectiveness. As explained by Chief Freeman, the 48/96 schedule will allow for longer, more consistent rest periods for the firefighters. The Fire Department believes the 48/96 schedule can be implemented with no negative impact on service delivery or the Town's budget. At the end of the trial period, the Fire Department will determine whether to adopt the schedule change permanently. After some questions from Council, there was a motion from Council Member Ricky Leinwand, seconded by Council Member Rich Glenn, to approve the request from Fire Chief Hollis Freeman (Unanimous). Copy of Letter Request attached and incorporated herein by reference.

Item #6.4 Appointment: Elizabethtown Airport/Economic Development Commission (One Vacancy)

Mayor Sylvia Campbell presented. With a motion received from Council Member Rich Glenn and seconded by Mayor Pro Tem Paula Greene, Mrs. Tori Martin was appointed to fill the existing vacancy on the Elizabethtown Airport/Economic Development Commission (Unanimous). The term of office expires on 6/30/2026.

Item #6.5 Appointments: Elizabethtown Recreation Commission

Mayor Sylvia Campbell presented this agenda item. Motion by Council Member Rich Glenn, seconded by Council Member Ricky Leinwand, moved to reappoint Elizabethtown Recreation Commission members Mark Gillespie, Clint Hester and Clarence Butler to each serve another 4-year term (Unanimous).

Item #6.6 Discussion – Town's Junked Vehicle Ordinance

Mayor Sylvia Campbell called upon Planning Director Rusty Worley and Police Chief Mark McMichael to present this agenda item. After some questions from Council members, there was consensus for staff to move forward with the process in an effort to start the clean-up of numerous properties in the Town in accordance with the Town's Code of Ordinances, *Chapter 90.02 (B). Abandoned, Nuisance or Junked Vehicles Unlawful; Removal Authorized.*

Item #7.1 "Briefly" (Reminders and announcements are made at this time)

Mayor Sylvia Campbell called upon Interim Town Manager Pat DeVane to brief on this agenda item. Mr. DeVane noted the following:

- The Department Head Update Report;
- The 2026 Annual Chamber of Commerce Awards Gala scheduled at Cape Fear Vineyard & Winery on February 7, 2026;
- Town offices will be closed on February 16, 2026 in observance of Presidents' Day;
- Chamber Member Breakfast Meeting, February 17, 2026 at 8 a.m. at the Farmer's Market;
- The MCAB Meeting is scheduled for February 23, 2026 at 6 p.m. at the Farmer's Market;

- Town's Annual Budget Retreat is scheduled for March 24, 2026 at the Airport Terminal Building; and
- Noted the February Employee Birthdays.

Item #8.1 Open Forum

There were no citizens present to sign up to speak during Open Forum.

Item #9.1 Closed Session – *To Be Conducted at the 7 p.m. Meeting*

Mayor Sylvia Campbell entertained a motion and a second to enter into Closed Session in accordance with NCGS 143-318.11(a)(3) – Attorney-Client Privilege, NCGS 143-318.11(a)(4) – Economic Development and NCGS 143-318.11(a)(6) – Personnel. Motion was received from Mayor Pro Tem Paula Greene and seconded by Council Member Bobby Kinlaw, to enter Closed Session for the purposes of Attorney-Client Privilege, Economic Development and Personnel (Unanimous).

Item #9.1 RETURN FROM CLOSED SESSION TO OPEN SESSION:

Council Member Bobby Kinlaw, seconded by Council Member Bruce Dickerson, moved to exit Closed Session with return to Open Session (Unanimous).

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

Item #10.1 Adjournment

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

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Sylvia Campbell, Mayor

ATTEST:

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Juanita Hester, Town Clerk

**ELIZABETHTOWN as of February 24, 2026 Period #8  
BUDGET & FINANCE SNAPSHOT**

**FISCAL YEAR 2025-2026 REVENUES**

66% of Year Completed

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 02-24-2026	% of Budget	Prior Year Actual-to-Date 02-26-2025
<b>GENERAL FUND</b>				
Ad Valorem & BID Taxes	2,023,300.00	1,994,176	98.6%	1,757,403
Vehicle Taxes	221,000.00	122,674	55.5%	107,500
Local Option Sales Taxes	825,000.00	425,624	51.6%	357,940
Utility Franchise Taxes	313,000.00	89,547	28.6%	86,039
ABC Revenue	105,000.00	152,500	145.2%	52,500
Powell Bill	135,000.00	132,962	98.5%	123,086
Bladen Fire District	306,909.00	217,459	70.9%	104,632
Solid Waste fees	1,376,750.00	904,826	65.7%	777,454
Permits & Fees	55,112.00	22,982	41.7%	36,976
Rental Income	116,634.00	36,163	31.0%	35,529
Interest Income	180,000.00	139,247	77.4%	178,602
Salary & Admin. Reimbursements	0.00	0	0.0%	5,718
Miscellaneous Revenues	224,872.00	195,220	86.8%	42,898
Restricted Grants & Donations	5,000.00	4,000	0.0%	0
General Fund Balance Approp.	394,918.20		0.0%	
<b>TOTAL GENERAL FUND</b>	<b>6,282,495.20</b>	<b>4,437,379</b>	<b>70.6%</b>	<b>3,666,277</b>
<b>WATER FUND</b>				
Water fees	936,400.00	684,835	73.1%	496,597
Sewer fees	1,102,400.00	793,059	71.9%	590,564
Miscellaneous Revenue	288,950.00	128,560	44.5%	78,746
Utility Fund Balance Approp.	151,234.00		0.0%	
<b>TOTAL WATER FUND</b>	<b>2,478,984.00</b>	<b>1,606,455</b>	<b>64.8%</b>	<b>1,165,907</b>

# BUDGET & FINANCE SNAPSHOT

## FISCAL YEAR 2025-2026 EXPENDITURES

Department	Fiscal Year Budget	Actual Y-T-D as of 02-24-2026	% of Budget	Prior Year Actual-to-Date 02-26-2025
Governing Body	64,400.00	43,917	68.2%	23,791
Administration	537,744.00	318,704	59.3%	275,018
Finance	292,480.00	228,453	78.1%	113,922
Public Works	811,335.00	435,282	53.7%	385,878
Technology	85,516.00	57,695	67.5%	32,320
Public Facilities	306,676.00	239,764	78.2%	168,035
Police	1,583,502.00	1,139,240	71.9%	635,367
Fire	1,012,058.00	682,974	67.5%	510,842
Streets	19,550.00	8,755	44.8%	128,911
Powell	404,149.00	310,675	76.9%	95,980
Solid Waste	602,900.00	346,357	57.4%	259,496
Planning & Economic Develop.	148,865.00	112,643	75.7%	77,331
Recreation	16,750.00	5,999	35.8%	8,033
Farmers' Market	8,468.00	(240)	0.0%	23,748
Airport	68,700.00	27,116	39.5%	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
<b>GENERAL FUND TOTAL</b>	<b>6,282,495.00</b>	<b>4,091,901</b>	<b>65.1%</b>	<b>2,865,150</b>
<b>WATER FUND</b>				
Water	1,223,211.00	841,177	68.8%	392,375
Sewer	1,155,773.00	638,514	55.2%	479,717
Tank Maintenance & Transfer Out	100,000.00	66,667	66.7%	50,000
<b>WATER FUND TOTAL</b>	<b>2,478,984.00</b>	<b>1,546,358</b>	<b>62.4%</b>	<b>922,092</b>

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### REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	0.20	345,478	801,127
WATER FUND	0.00	60,097	243,815
<b>TOTAL COMBINED FUNDS</b>	<b>0.00</b>	<b>405,575</b>	<b>1,044,942</b>

\* INCREASED PRICE IN AUDIT\*\*

result of recording the loss on disposition of fixed assets.

# MEMORANDUM

Mayor and Town Council  
Beverly Robinson, Certified Tax Collector /Deputy Town Clerk *BR*  
Tax Releases  
February 4, 2026

	Account No.
<b>2025 Hubert Hester</b>	19980700327
Reason	Incorrect Value
Release Value	\$ 3,517.00
Personal Property	
Tax Released	\$ 22.68
<b>2025 Hammond Hurley</b>	5001052
Reason	Incorrect Value
Release Value	\$ 4,212.00
Personal Property	
Tax Released	\$ 27.16
<b>2025 David Deandrade</b>	4013504
Reason	Listed In Wrong District
Value	\$ 3,673.00
Personal Property	
Tax Released	\$ 23.69
<b>2025 Marilyn Jordan</b>	0560260
Reason	Sold In 2020
Value	\$ 3,673.00
Personal Property	
Tax Released	\$ 23.69
<b>2022 Annie Conyers</b>	5007706
Reason	Repoed 2022
Value	\$ 6,630.00
Personal Property	
Tax Released	\$ 40.77
Late List	\$ 4.08
<b>2023 Annie Conyers</b>	5007706
Reason	Repoed 2022
Value	\$ 6,400.00
Personal Property	
Tax Released	\$ 39.36
Late List	\$ 3.94
<b>2024 Annie Conyers</b>	5007706
Reason	Repoed 2022
Value	\$ 6,190.00
Personal Property	
Tax Released	\$ 39.93
Late List	\$ 3.99

ATTACH. #F

<b>2025 Annie Conyers</b>		5007706
Reason	Repoed 2022	
Value	\$ 5,980.00	
Personal Property		
Tax Released		\$ 38.57

**Council is requested to grant the above tax releases**

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\$ 267.86

**Discoveries**

<b>2025 Bladen's Bloomin'</b>		540981
Reason	Discovery	
Value	\$ 682,920.00	
Real Property		
Taxes		\$4,404.83

<b>2024 East Carolina Trucking</b>		560735
Reason	Discovery	
Value	\$ 10,000.00	
Personal Property		
Tax		\$ 64.50

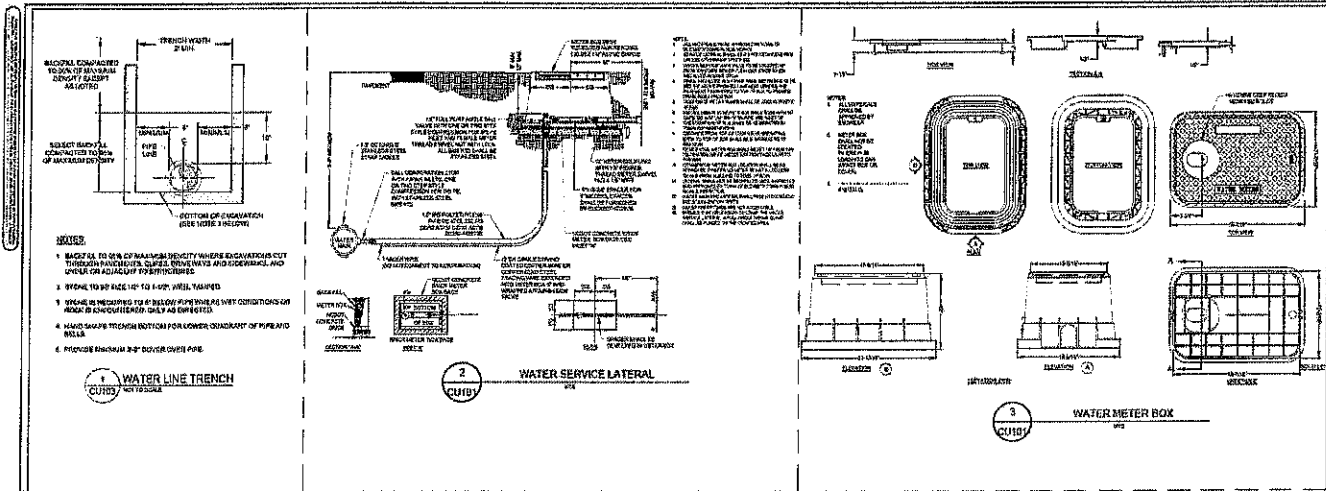
<b>2024 James Ezzell</b>		552003
Reason	Discovery	
Value	\$ 3,867.00	
Personal Property		
Tax		\$ 24.94

<b>2023 James Ezzell</b>		552003
Reason	Discovery	
Value	\$ 4,071.00	
Personal Property		
Tax		\$ 25.04

**Discoveries Totals**

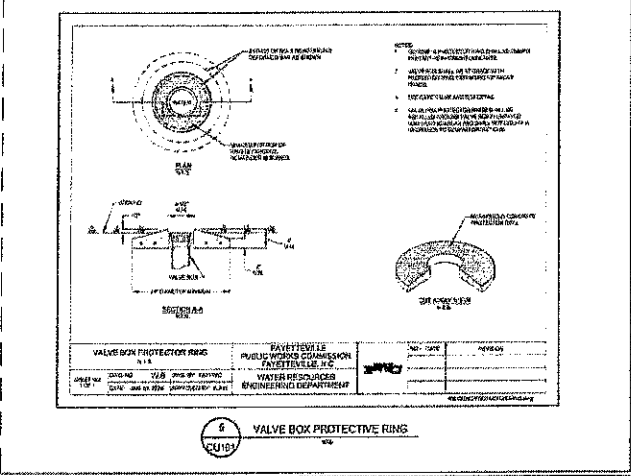
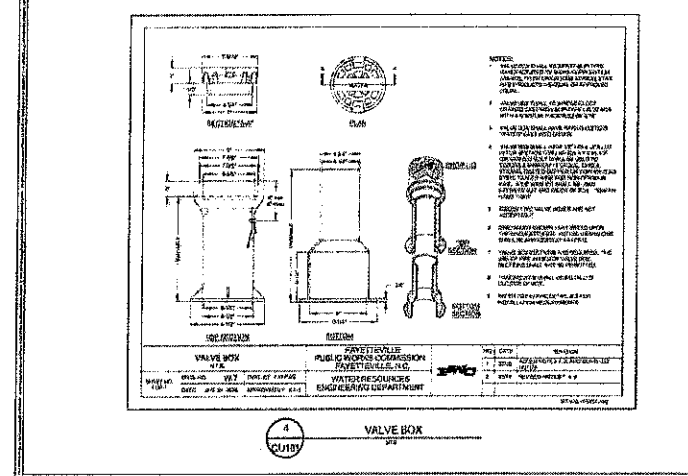
<b>2023</b>	\$	25.04
<b>2024</b>	\$	89.44
<b>2025</b>	\$	4,404.83





**ARDURRA**  
 ARDURRA ENGINEERING & CONSTRUCTION, INC.  
 10000 W. 10TH AVENUE, SUITE 100  
 DENVER, CO 80231  
 PHONE: 303.755.1234  
 FAX: 303.755.1235  
 WWW.ARDURRA.COM

**SEALING**  
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**ISSUED FOR PERMITTING**

PROJECT NAME: TOWN OF GLOBE IMPROVEMENT PROJECT PHASE 1  
 SHEET NO.: CU101  
 DATE: 10/20/2024

DESIGNED BY: [Name]  
 CHECKED BY: [Name]  
 DRAWN BY: [Name]

APPROVED BY: [Signature]  
 TITLE: [Title]

DATE: 10/20/2024



**TECHNICAL SPECIFICATIONS SECTION  
RELEASED FOR BIDDING AND CONSTRUCTION**

**for**

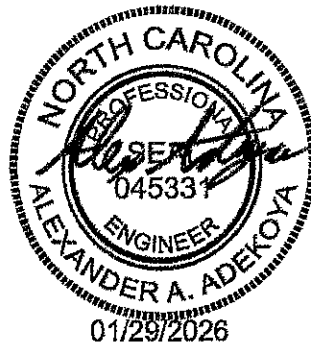
**Airport Hangar Development - Phase I  
WK Dickson Project No. 20240744.00.WK**

Prepared for

Town of Elizabethtown  
805 West Broad Street  
Elizabethtown, NC 28337

Technical Specifications Prepared by

W.K. Dickson & Co., LLC  
720 Corporate Center Drive  
Raleigh, NC 27607  
(919) 782-0495  
NC License No. F-0374



## TECHNICAL SPECIFICATIONS

### DIVISION 31 - EARTHWORK

31 23 16	Excavating and Fill	7
31 23 16.13	Trenching	8
31 25 13	Erosion Controls	7

### DIVISION 33 – UTILITIES

33 01 10.58	Disinfection of water Utility Piping Systems	4
33 05 05.35	Sewer and Manhole Testing	6
33 05 14	Public Manholes and Structures	10
33 14 17	Site Water Service Utility Laterals	9
33 31 00	Sanitary Sewerage Piping	8

END OF SECTION



# Item Cover Page

**COUNCIL AGENDA ITEM REPORT**

**DATE:** March 2, 2026

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Public Hearing

**AGENDA SECTION:** PUBLIC HEARING

**SUBJECT:** Public Hearing - Amendment to Code of Ordinances - Underground Utility Contractors' Permitting Procedures

**BACKGROUND:** Director of Public Works/Engineering Services Steve Duffy may be called upon to present this agenda item.

**Copy of Public Hearing Notice and Ordinance provided.**

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

- HEARING PROCEDURE:**
- a) **Open the hearing and call upon Public Works/Engineering Services Director Steve Duffy to present the information; and**
  - b) **Solicit relevant public comments and information;and**
  - c) **Close the hearing after receiving or not any public comments.**
- (To be considered in Agenda Item #5.1)*

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**ATTACHMENTS:**  
 Public Hearing Notice - Code of Ordinances Amendment - Underground Utility Contractors' Permitting Procedures - 3.2.26.pdf  
 Ordinance - Amendment to Code of Ordinances - Add New Chapter - Underground Utility Contractors' Permitting Procedures - 3.2.2026.docx

**TOWN OF ELIZABETHTOWN  
NOTICE OF PUBLIC HEARING**

The public will take notice that the Elizabethtown Town Council will be conducting a Public Hearing at 7:00 p.m. on Monday, March 2, 2026 for an amendment to the Code of Ordinances. The ordinance amendment will be to add a new chapter for Underground Utility Contractors' Permitting Procedures.

Sylvia Campbell, Mayor

Publication Dates

LWLM0460162

**TOWN OF ELIZABETHTOWN  
CODE OF ORDINANCES AMENDMENT**

**Ordinance No. 2026-01**

**AN ORDINANCE OF THE TOWN OF ELIZABETHTOWN PROVIDING THAT THE  
CODE OF ORDINANCES BE AMENDED FOR:**

**Title XI. Business Regulations**

**By Adding New**

**Chapter 115. Underground Utility Contractors Permitting Procedures**

***BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ELIZABETHTOWN,  
NORTH CAROLINA THAT ALL UNDERGROUND UTILITY CONTRACTORS' DOING  
WORK IN THE TOWN SHALL:***

**Section 115.01. – Permitting Procedures.**

- (A) Notify the Town of intentions and submit a Land Use Application (rev.11/20/2025). The intentions portion of the submission should show both the immediate (2-4 week) expectations and the long range (1-3 month) construction build out.
- (B) Provide a reasonable schedule for the locations and timeframes of the work.
- (C) If traffic may be affected, provide a traffic signage plan and if necessary, flagger locations. If work is performed in the state Right-of-Way, the traffic plan should meet NCDOT Work Zone Traffic Standards.
- (D) NC811 Locate ticket must be completed for each project area.
- (E) Copies of the following:
  - 1. Contractor's License
  - 2. Town Business License and
  - 3. Contractor's Liability Insurance
- (F) An English-speaking site supervisor must be **present** on the work sites during all active work periods to ensure communication with workforce.
- (G) Copies of the approved Land Use Application must be maintained onsite during active work periods.
- (H) Contractors are notified of the following permitted work periods:

<b>Days of the Week</b>	<b>April through October</b>	<b>November through March</b>
Mon. through Thurs.	7am to 6pm	7am to 5pm
Friday	7am to 3:30pm	7am to 3:30pm
Weekends	No Work	No Work
Holidays	No Work	No Work

(I) Contractor personnel should be departing the worksites by the end of the authorized work period. Any special exception requests for temporary alteration of the authorized work periods must be submitted 48 hours in advance of the requested modification. Emergency circumstances will be evaluated on a case-by-case basis.

**Section 115.02. – Effective Date.**

This ordinance becomes effective upon approval by Town Council and its subsequent publication.

Adopted this 2<sup>nd</sup> day of March, 2026.

TOWN OF ELIZABETHTOWN

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Sylvia Campbell, Mayor

ATTEST:

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Juanita Hester, Town Clerk

**Item Cover Page**

**COUNCIL AGENDA ITEM REPORT**

**DATE:** March 2, 2026

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Request

**AGENDA SECTION:** ORDINANCES/RESOLUTIONS/PROCLAMATIONS

**SUBJECT:** Ordinance Consideration for Code of Ordinances Amendment for Underground Utility Contractors' Permitting Procedures

**BACKGROUND:** Questions may be directed to Director of Public Works/Engineering Services Steve Duffy.

**SUGGESTED ACTION:** Council is requested to consider adopting the Ordinance.

---

**ATTACHMENTS:**

# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** March 2, 2026

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Resolution

**AGENDA SECTION:** ORDINANCES/RESOLUTIONS/PROCLAMATIONS

**SUBJECT:** Resolution #R-2026-08 - To Declare Broken Water Meters as Surplus Property for Private Sale

**BACKGROUND:** Public Works/Engineering Services Director Steve Duffy may be called upon to present this agenda item. The plan is to sell the broken water meters via Private Sale.

**SUGGESTED ACTION:** Council is requested to consider declaring the broken water meters as surplus property for Private Sale.

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**ATTACHMENTS:**

[Resolution - Surplus Property - Broken Water Meters - 3.2.26.docx](#)

**TOWN OF ELIZABETHTOWN  
RESOLUTION AUTHORIZING THE DISPOSITION OF  
CERTAIN PERSONAL PROPERTY BY PRIVATE SALE**

**#R-2026-08**

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

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

1. The following described property is hereby declared to be surplus to the needs of the Town of Elizabethtown Water Department:

*100-150 each Broken Water Meters – Offer of \$3.00 per meter has been received*

2. Public Works Director/Engineering Services Director Steve Duffy is authorized to dispose of the described property by private sale.
3. The Town Clerk shall publish notice summarizing this Resolution in accordance with NCGS 160A-267.
4. The sale may be consummated not earlier than 10 days from the date of publication.

Adopted the 2nd day of March, 2026.

\_\_\_\_\_  
Sylvia Campbell, Mayor

ATTEST:

\_\_\_\_\_  
Juanita Hester, Town Clerk

**Item Cover Page**

**COUNCIL AGENDA ITEM REPORT**

**DATE:** March 2, 2026

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Request

**AGENDA SECTION:** PRESENTATIONS

**SUBJECT:** Audit Presentation for FY Ending 6/30/2025 - **Noon Meeting**

**BACKGROUND:** Austin Eubanks, CPA, CFE - Audit Manager, with Thompson, Price, Scott & Adams from the Wilmington office will be making the Noon presentation.

**Printed documentation will be distributed at the Noon meeting.**

**SUGGESTED ACTION:** Council is requested to hear the Audit Report presentation from Thompson, Price, Scott, Adams & Co. at the Noon meeting.

---

**ATTACHMENTS:**

**Item Cover Page**

**COUNCIL AGENDA ITEM REPORT**

**DATE:** March 2, 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.

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**ATTACHMENTS:**



# Item Cover Page

**COUNCIL AGENDA ITEM REPORT**

**DATE:** March 2, 2026

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Request

**AGENDA SECTION:** ADMINISTRATIVE MATTERS

**SUBJECT:** Consideration of Audit Report for FY Ending 6/30/2025

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

**SUGGESTED ACTION:** Council is requested to accept/approve the Audit Report at the 7 p.m. meeting.

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**ATTACHMENTS:**

**Item Cover Page**

**COUNCIL AGENDA ITEM REPORT**

**DATE:** March 2, 2026

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Request

**AGENDA SECTION:** ADMINISTRATIVE MATTERS

**SUBJECT:** Economic Development Incentive Grant Agreement

**BACKGROUND:** Town Attorney Goldston Womble may be called upon to present this agenda item. At the January 5, 2026 Council meeting, there was adoption of the Economic Development Incentive Grant Program Policy.

**SUGGESTED ACTION:** Council is requested to hear from Town Attorney Goldston Womble about the progress on an Incentive Grant Agreement for VectorTex.

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**ATTACHMENTS:**



# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** March 2, 2026

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Request

**AGENDA SECTION:** ADMINISTRATIVE MATTERS

**SUBJECT:** FY 2026-2027 Budget Activity Calendar and Appointment of Three (3) Council Members to serve as the FY 2026-2027 Budget Committee

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

**Copy of the Budget Calendar provided.**

**SUGGESTED ACTION:** Council is requested to: (1) approve the 2026-2027 Budget Activity Calendar and (2) make the appointment for Three (3) Council Members to serve as the Budget Committee.

---

**ATTACHMENTS:**  
FY 2026-2027 Budget Activity Calendar - 3.2.26.docx

**TOWN OF ELIZABETHTOWN**  
**FY 2026-2027 CALENDAR OF BUDGET ACTIVITIES**

Date	Activity	Notes
<b>December 2025</b>	Initial budget meeting with department heads at weekly staff meeting to review budget process by and expectations to include Capital Improvement Requests.	Local procedure
<b>January-March 2026</b>	Department meetings with Interim Town Manager and Finance Director.	NCGS 159.10
<b>January-March 2026</b>	Finance Director conducts detailed budget work sessions with Budget Committee.	NCGS 159.11 & Local procedure
<b>March 24, 2026</b>	Budget Retreat Date – March 24 <sup>th</sup> at Airport. Presentation of proposed FY 2026-2027 Capital Improvement Plan to Council.	Local procedure
<b>May 4, 2026</b>	<ol style="list-style-type: none"> <li>1. Submit proposed budget and message to Council.</li> <li>2. Budget made available to public &amp; press.</li> <li>3. Publish budget statement &amp; public hearing date.</li> </ol>	<ul style="list-style-type: none"> <li>• NCGS 159.11</li> <li>• NCGS 159.12</li> <li>• NCGS 159.12</li> </ul>
<b>May 5, 2026</b>	Present proposed Fire Budget to County Commissioners and notify Town of Dublin and Bladen County on any possible wastewater or water rate changes for July.	Local Agreement - 60-day notice on water/sewer rate changes
<b>June 1, 2026</b>	Manager’s Budget Presentation as part of regular Council Mtg.	NCGS 159.12
<b>June 1, 2026</b>	Public Hearing on budget as part of regular Council Meeting.	NCGS 159.12
<b>June 1, 2026</b>	Council adopts FY 2026-2027 budget ordinance including tax rate levy and fee schedule.	NCGS 159.13
<b>June 29, 2026</b>	If needed, Called meeting to adopt FY 26-27 Budget Ordinance.	NCGS 159.13

*Prepared for Presentation at the March 2, 2026 Council Meeting*

**Item Cover Page**

**COUNCIL AGENDA ITEM REPORT**

**DATE:** March 2, 2026

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Request

**AGENDA SECTION:** ADMINISTRATIVE MATTERS

**SUBJECT:** Request for Qualifications (RFQ) for 8,000 Sq. Ft. Hangar for Design-Build

**BACKGROUND:** Planning Director Rusty Worley may be called upon to present this agenda item. This project will be funded with a million dollar HUD Appropriation.

**SUGGESTED ACTION:** Council is requested to consider approving staff to move forward with an RFQ.

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**ATTACHMENTS:**

# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** March 2, 2026

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Request

**AGENDA SECTION:** ADMINISTRATIVE MATTERS

**SUBJECT:** Agreement for Planning Services - Municipal Services, Inc.

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

**Copy of Agreement provided.**

**SUGGESTED ACTION:** Council is requested to consider approving the agreement with Municipal Services, Inc. for assistance with the Town's Planning needs.

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**ATTACHMENTS:**  
[Planning Services Agreement - Revised 2 - 3.2.26.pdf](#)

STATE OF NORTH CAROLINA

PLANNING SERVICES

COUNTY OF BLADEN

THIS AGREEMENT is made this 25th day of February 2026, by and between Municipal Services, Inc., (hereinafter referred to as the "Contractor"), and the Town of Elizabethtown (hereinafter referred to as the "Town"), a municipal corporation under the laws of the State of North Carolina.

RECITALS:

WHEREAS, the Town Council of the Town of Elizabethtown, North Carolina, has adopted a Land Development Plan; and

WHEREAS Quality of Life is a focus issue of the Town's Land Development Plan and a core measure of the Town's health and well being; and

WHEREAS community appearance, planning, zoning, and nuisance abatement are key components of Quality of Life; and

WHEREAS, the Town Manager has determined that the Contractor is qualified to undertake said professional consulting services.

NOW, THEREFORE, in consideration of the RECITALS set forth above, and other good and valuable consideration the sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

Section 1. General Responsibilities of Contractor. Provide a professional planner in support of the Town's Code of Ordinances and Unified Development Ordinance (UDO). The Contractor will provide the Town Manager each month a report of activities and accomplishments for the prior month along with the invoice.

Section 2. Complete Work without Extra Cost. Unless otherwise provided herein, the Contractor shall obtain and provide, without additional cost to the Town, all labor, materials, equipment, transportation, facilities, services, permits, and licenses necessary to perform the Work. "Work" means the services that the Contractor is required to perform pursuant to this Contract, and all the Contractor's duties to the Town that arise out of this contract.

Section 3. Term of Contract. The term of this contract shall commence at 12:01 a.m. on March 3, 2026 and shall continue until cancelled by either party as described in section 10.

Section 4. Compensation. The Town shall pay the Contractor as follows:

- 1- **Hourly Contract Amount** = Planning Services Ninety-Five dollars (\$95.00) per hour. Services will be on an as needed basis and will only be billed when work has been completed during the month.
- 2- **Invoicing** = For the purposes of this contract, the Town of Elizabethtown authorizes Municipal Services, Inc., to perform Planning Services on an as needed basis. The billing will be on a .25-hour basis and will be billed on a case-by-case basis.
- 3- Reimbursement of any pre-approved expenses paid by MSI on behalf of the Town of Elizabethtown. Example: Contractor abatements, Attorney Fees, etc.
- 4- Payments not received within thirty (30) days from the date of the invoice will be charged a 1.5% late fee.

The hourly rate may increase by up to 5% on July 1<sup>st</sup> each year *for a cost-of-living adjustment starting July 2026.*

The Town shall not be obligated to pay the Contractor any payments, fees, expenses, or compensation other than those authorized by this section.

Section 5. Inapplicability of Employee Benefits to Contractor. Under this contract, the Town does not extend to the Contractor any of the benefits afforded to employees of the Town. By way of illustration and not limitation, the benefits specifically not extended to the Contractor include paid holidays, vacation days, sick leave, retirement benefits, group insurance, or unemployment compensation.

Section 6. Contractor's Tax Obligations. By entering into this contract, the Contractor acknowledges that the Town has expressly informed the Contractor that all remittances of income taxes, self-employment taxes, and like taxes, fees, and documentation are the sole responsibility of the Contractor.

Section 7. Consequences of Contractor's Breach of Contract. At the sole option of the Town, this contract may be terminated if the Contractor violates any of the terms and conditions of this contract in any manner.

Section 8. Performance of Work by Town. Furthermore, if the Contractor fails to perform the Work in accordance with this contract, the Town may, in its discretion, perform or cause to be performed some or all the Work, and doing so shall not waive any of the Town's rights and remedies. Before doing so, the Town shall give the Contractor notice of its intention. The Contractor shall reimburse the Town for additional costs incurred by the Town in exercising its right to perform or cause to be performed some or all the Work if the contractor has been paid in advance.

Section 9. Inability of Contractor to Perform Obligations under Contract. If the Contractor is for any reason unable to fulfill the obligations that arise under this contract, the Town has the right to immediately terminate the contract and take any measures reasonably calculated to cure the Contractor's breach of contract.

Section 10. Termination of the Contract. The Town may cancel the contract at any time, with or without cause, with a thirty (30) day written notice. If the Contractor desires to terminate this contract without cause prior to its expiration, a sixty (60) day written notice of intent to terminate the contract must be submitted to the Town Administrator. Once such notice of intent is properly given and worked by the Contractor, the Contractor will forfeit any right or claim to monthly payments for the month(s) following the expiration of the thirty (30) or sixty (60) day notice.

Section 11. Notices. All notices and other communications required or permitted by this contract shall be in writing and shall be given either by personal delivery or certified United States mail, return receipt requested, addressed as follows:

To the Municipality:  
Town of Elizabethtown  
805 W. Broad Street  
PO Box 700  
Elizabethtown, NC 28337

To the Contractor:  
Municipal Services, Inc.  
1451 S Elm-Eugene Street (suite 2125)  
Greensboro, North Carolina 27406  
The mailing address: P O Box 86 Climax, NC 27233

Section 12. Change of Address. Date Notice Deemed Given. A change of address, fax number, or person to receive notice may be made by either party by notice given to the other party. Any notice or other communication under this contract shall be deemed given at the time of actual delivery if it is personally delivered or sent by fax. If the notice or other communication is sent by United States mail, it shall be deemed given upon the third calendar day following the day on which such notice or other communication is deposited with the United States Postal Service or upon actual delivery, whichever first occurs.

Section 13. Indemnification. To the maximum extent allowed by law, the Contractor shall defend, indemnify, and save harmless the Town from and against all Charges that arise in any manner from, in connection with, or out of this contract as a result of acts or omissions of the Contractor or anyone directly or indirectly employed by the Contractor or anyone for whose acts the Contractor may be liable. "Charges" means claims, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, and expenses (included without limitation within "charges" are interest and reasonable attorneys' fees assessed as part of any such item).

The provisions of this section shall remain in force despite termination of this contract (whether by expiration of the term or otherwise) and termination of the services of the Contractor under this contract. The provisions of this contract shall not require the Contractor to defend, indemnify, or save harmless the Town against liability for damages arising out of bodily injury to persons or damage to property proximately caused by or resulting from the negligence, in whole or part, of the Town, its officials, or employees.

Section 14. Choice of Law and Forum. This contract shall be deemed made in Bladen County, North Carolina. This contract shall be governed by and construed in accordance with the law of North Carolina. The exclusive forum and venue for all actions arising out of this contract shall be the North Carolina General Court of Justice in Bladen County. Such actions shall neither be commenced in nor removed to federal court. The provisions of this section shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to the provisions of this section.

Section 15. Waiver. No action or failure to act by the Town shall constitute a waiver of any of its rights or remedies that arise out of this contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach of this contract, except as may be specifically agreed in writing.

Section 16. Performance of Government Functions. Nothing contained in this contract shall be deemed or construed to in any way estop, limit, or impair the Town from exercising or performing any regulatory, policing, legislative, governmental, or other powers or functions.

Section 17. Severability. If any provision of this contract shall be found to be unenforceable, the remainder of this contract shall be enforceable to the extent permitted by law.

Section 18. Assignment, Successors and Assigns. Without the Town's written consent, the Contractor shall not assign (which includes to delegate) any of its rights (including the right to payment) or duties that arise out of this contract. Unless the Town otherwise agrees in writing, the Contractor and all assignees shall be subject to all of the Town's defenses and shall be liable for all the Contractor's duties that arise out of this contract and all of the Town's claims that arise out of this contract.

Section 19. Compliance with Law. In performing all the Work, the Contractor shall comply with all applicable law. The Contractor's obligation to comply with all applicable law shall include without limitation compliance with the North Carolina Department of Labor's rules and regulations including the proper methods for charging batteries with appropriate placards and safety devices in place.

Section 20. No Third-Party Rights Created. This contract is intended for the benefit of the Town and the Contractor and not any other person.

Section 21. Attachments. In case of a conflict between any of the previously referenced attachments and the text of this contract excluding the attachment, the text of this contract shall control.

Section 22. Principles of Interpretation and Definitions. In this contract, unless the context requires otherwise:

(1) The singular includes the plural and the plural the singular. The pronouns "it" and "its" include the masculine and the feminine. References to statutes or regulations include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation. References to contracts and agreements shall be deemed to include all amendments to them. The words "include", "including", etc. mean include, including, etc. without limitation.

(2) References to a "Section" or "section" shall mean a section of this contract.

(3) "Contract" and "Agreement", whether or not capitalized, refer to this instrument.

(4) Titles of sections, paragraphs, and articles are for convenience only, and shall not be construed to affect the meaning of this contract.

(5) "Duties" includes obligations.

(6) The word "person" includes natural persons, firms, companies, associations, partnerships, trusts, corporations, governmental agencies and units, and other legal entities.

(7) The word "shall" is mandatory.

(8) The word "day" means calendar day.


Section 23. Modifications. Entire Agreement. A modification of this contract is not valid unless signed by both parties and otherwise in accordance with requirements of law. Further, a modification is not enforceable against the Town unless the Town Manager signs it for the Town. This contract contains the entire agreement between the parties pertaining to the subject matter of this contract. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties, or understandings, written or oral, expressed, or implied, between the parties, other than as set forth or referenced in this contract.

IN WITNESS WHEREOF, the Town and the Contractor have caused this contract to be executed under seal by their respective duly authorized agents or officers.

TOWN:

\_\_\_\_\_  
Pat Devane  
Interim Manager  
Town of Elizabethtown, NC

CONTRACTOR:

  
\_\_\_\_\_  
Dennis Pinnix  
President  
Municipal Services, Inc.

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

BY: \_\_\_\_\_  
Finance Director

# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** March 2, 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 will present the "Briefly" items.

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### ATTACHMENTS:

Peak Agenda - Briefly - 3.2.26.docx  
Department Head Update Report - Revised - 3.2.26.pdf

**To:** Mayor and Town Council  
**From:** Pat DeVane, Interim Town Manager  
**Subj:** “Briefly”  
**Date:** March 2, 2026 Regular Meeting

The following items are provided as information to Council:

- The Department Head Update Report is provided as a separate attachment.
- Town’s Annual Budget Retreat is scheduled for Tuesday, March 24, 2026 at the Airport Terminal Building.
- Chamber Member Breakfast Meeting, March 17, 2026 at 8:00 a.m. at the Farmer’s Market.
- In observance of Easter, the Town offices will be closed on Friday, April 3 and Monday, April 6, 2026.
- The approved April Town Council Rescheduled meeting date will be Monday, April 13, 2026.



**FOR THE MONTH OF MARCH**

- 3/05 – Thomas Morgan Johnson, III – P/T Firefighter**
- 3/06 – Juanita Hester – Town Clerk**
- 3/19 – James Smith – P/T Firefighter**
- 3/25 – Steve Duffy – Dir. of Public Works/Eng. Services**
- 3/25 – Garrick Bailey – P/T Firefighter**
- 3/27 – Hollis Freeman – Fire Chief**



Department Head Updates  
March 2026

**FIRE DEPARTMENT**

*Hollis Freeman*



**Call Report for February**

Total Fires - 11

Total EMS Calls - 26

Special Responses - 3

Service Calls - 7

Other Type Incidents - 9

Total Calls - 56

Fire Inspections – 22

**POLICE DEPARTMENT**

*Mark McMichael*

Total Calls- 2/1 - 2/26	288
Reports Taken	35
Arrests	4
Collisions	13
Citations	36
Warnings	27
Truck Route	3

**Town Clerk**

***Juanita Hester***

- The follow-ups and distribution of approved and signed documents for the 2/2/2026 Council Meeting were handled by the Clerk.
- Clerk prepared the 2/2/2026 7 p.m. meeting minutes as well as the Closed Session meeting minutes for the January and February meetings.
- For the March 2, 2026 Council meeting, Clerk prepared for publication, the Public Hearing Notice for the Code of Ordinances' Amendment for the Underground Utility Contractors' Permitting Procedures and provided for posting to the Town's webpage.
- Weekly Friday Memos were prepared and distributed to Council Members and Department Heads.
- Clerk prepared the holiday closing in observance of Presidents' Day and provided for posting to the Town's webpage.
- For the Interim Town Manager's review, Clerk prepared Staff Meeting outline for the March 2, 2026 Council meeting.
- In coordination with the Interim Town Manager and the Town Attorney, Clerk prepared the agenda material for the 3/2/2026 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.
- On 2/17/26, Clerk made notification to Mrs. Theresa Lloyd at the Paul R. Brown Leadership Academy of the March 2, 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:** March 2, 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.

**Copy of Open Forum Sign-In Sheet provided.**

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

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**ATTACHMENTS:**  
[Sign-In Sheet - Open Forum - 3.2.26 Regular Meeting.docx](#)



**Item Cover Page**

**COUNCIL AGENDA ITEM REPORT**

**DATE:** March 2, 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 Pat DeVane may be called upon to provide updates.

**SUGGESTED ACTION:** Mayor Sylvia Campbell will entertain a motion and a second to enter into Closed Session in accordance with NCGS 143-318.11(a)(3) - Attorney-Client Privilege, NCGS 143-318.11(a)(4) - Economic Development and NCGS 143-318.11(a)(6) - Personnel.

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**ATTACHMENTS:**



# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** March 2, 2026

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Request

**AGENDA SECTION:** ADJOURNMENT

**SUBJECT:** Adjournment

**BACKGROUND:** Mayor Sylvia Campbell will recess the meeting to a date and time specific.

**SUGGESTED ACTION:** Mayor Sylvia Campbell will entertain a motion and a second to **RECESS** the meeting to Thursday, March 5, 2026 at 7:00 p.m.

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**ATTACHMENTS:**