



**ELIZABETHTOWN
COUNCIL
RESCHEDULED MEETING
7:00 PM, Tuesday, May 26, 2026**

1. OPENING AND CALL TO ORDER

1.1 Opening and Call to Order

Mayor Sylvia Campbell will open and 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.

Council Member Rufus Lloyd will give the Invocation.

3. OATHS OF OFFICE

3.1 Oaths of Office - Town Manager and Finance Director - *To Be Administered at Noon*

Town Attorney Goldston Womble may be called upon to administer the Oaths of Office.

4. SPECIAL RECOGNITION

4.1 Special Recognition - Patrick B. DeVane

Mayor Sylvia Campbell will recognize Patrick B. DeVane's service to the Town by presentation of a framed Resolution of Recognition and an Engraved Plaque.

5. REQUEST FROM BLADEN COUNTY BOARD OF ELECTIONS

5.1 Request from Bladen County Board of Elections

Council is requested to hear the request and take a vote.

6. APPROVE CONSENT AGENDA ITEMS

6.1 Approve Consent Agenda Items

Council is requested to approve the Consent Agenda items presented.

[Consent Agenda Documentation - 5.26.2026.pdf](#)

7. PUBLIC HEARING

- 7.1 Public Hearing - Economic Development Incentive Grant Agreement for Vectortex (USA)
Council is requested to follow the Public Hearing procedure outlined below:

HEARING PROCEDURE:

- a) Open the hearing and call upon Town Manager Eddie Madden 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 #10.1)

Callum DeVries, Technical Business Development Director, Vectortex USA, and local representative, Kyle Bostic, will be attending this meeting.

[Public Hearing Notice - 5.26.26 - Vectortex USA LLC.pdf](#)

[News Article - Vectortex USA - 5.26.26 Rescheduled.pdf](#)

8. ORDINANCES/RESOLUTIONS/PROCLAMATIONS

- 8.1 Resolution - #R-2026-16 - To Authorize Town Manager Eddie Madden to Sign Checks for the Town's Bank Account at First Bank and for the Airport/Economic Development Commission's Account at United Bank
Council is requested to approve the Resolution.
[Resolution - To Authorize Town Manager Eddie Madden to Sign Checks - First Bank and United Bank - 5.26.26.docx](#)

- 8.2 Resolution #R-2026-17 - To Authorize Town Manager Eddie Madden to sign CDBG-NR Checks and Requisitions
Council is requested to approve the Resolution.
[Resolution - To Authorize Town Manager Eddie Madden - CDBG-NR Programs - 5.26.26 Rescheduled.docx](#)

9. PRESENTATIONS

- 9.1 Town Manager Update
Town Manager Eddie Madden will update Council on projects and other important business of the Town.

10. ADMINISTRATIVE MATTERS

- 10.1 Incentive Grant Agreement for Vectortex (USA), LLC
Council is requested to consider the Economic Development Incentive Grant Agreement.
[Incentive Grant Agreement - Vectortex USA - 5.26.26 Rescheduled.pdf](#)
[Incentive Grant Program Policy - 5.26.26 Rescheduled.pdf](#)
- 10.2 Interlocal Agreement with County of Bladen - Tax Collection Services
Council is requested to consider the Interlocal Agreement for Tax Collection Services.
[Tax Collection Services - 5.26.26 - Rescheduled.pdf](#)

10.3 Monthly Financial Report

Council is requested to consider the Monthly Financial Report.

[Financial Report - 5.26.26 Rescheduled.pdf](#)

10.4 Appointments: Elizabethtown Planning Board and Zoning Board of Adjustment Board and Bladen Housing Authority

Council is requested to provide names of candidates to fill one vacancy on the Planning Board and the Zoning Board of Adjustment as well as considering the re-appointment of Mrs. Aquetta Robinson to the Bladen Housing Authority.

[Town of Elizabethtown Planning Board Members - May 2026.docx](#)

10.5 Reschedule Date for Town Council's June 2026 Meeting

Council is requested to consider the reschedule meeting date of June 15th for Town Council's June 2026 meeting.

11. OTHER BUSINESS

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

Town Manager Eddie Madden will present the "Briefly" items.

[Peak Agenda - Briefly - 5.26.26 Rescheduled.docx](#)

[Department Head Update Report - 5.26.26 Rescheduled.pdf](#)

12. OPEN FORUM

12.1 Open Forum

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

[Sign-In Sheet - Open Forum - 5.26.26 Rescheduled Meeting.docx](#)

13. ADJOURNMENT

13.1 Adjournment

Mayor Sylvia Campbell will entertain a motion to adjourn the meeting.

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 26, 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 open and call the meeting to order.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 26, 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:

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

Council Member Rufus Lloyd will give the Invocation.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 26, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OATHS OF OFFICE

SUBJECT: Oaths of Office - Town Manager and Finance Director - *To Be Administered at Noon*

BACKGROUND: In North Carolina, public officers are required to take an Oath of Office. Therefore, Town Manager Eddie Madden and Finance Director Regina Valenta will take their Oath.

SUGGESTED ACTION: Town Attorney Goldston Womble may be called upon to administer the Oaths of Office.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 26, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: SPECIAL RECOGNITION

SUBJECT: Special Recognition - Patrick B. DeVane

BACKGROUND: Mayor Sylvia Campbell will make a presentation to Patrick B. DeVane.

SUGGESTED ACTION: Mayor Sylvia Campbell will recognize Patrick B. DeVane's service to the Town by presentation of a framed Resolution of Recognition and an Engraved Plaque.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 26, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: REQUEST FROM BLADEN COUNTY BOARD OF ELECTIONS

SUBJECT: Request from Bladen County Board of Elections

BACKGROUND: Mr. James Nance, III, Director of Bladen County Board of Elections, may be called upon to make his request. Mr. Nance will be asking if the new Community Center can be used as an early voting site.

SUGGESTED ACTION: Council is requested to hear the request and take a vote.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 26, 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 - 5.26.2026.pdf](#)



**Consent Agenda Items
May 26, 2026 Rescheduled
Town Council Meeting**

- A. Proposed Agenda – Agenda considered *proposed* until approved by the Board
ACTION RECOMMENDED: Approval

- B. April 13, 2026 Noon Rescheduled Meeting Minutes **ATTACH. #B**
ACTION RECOMMENDED: Approval

- C. April 13, 2026 7 p.m. Rescheduled Meeting Minutes **ATTACH. #C**
ACTION RECOMMENDED: Approval

- D. April 13, 2026 Rescheduled Closed Session Minutes **ATTACH. #D**
ACTION RECOMMENDED: Approval
(To Be Distributed to Council at 7 p.m. Mtg.)

- E. April 13, 2026 YMCA Presentation Mtg. Minutes **ATTACH. #E**
ACTION RECOMMENDED: Approval

- F. April 27, 2026 Special Called Meeting Mins. **ATTACH. #F**
ACTION RECOMMENDED: Approval

- G. Tax Releases **ATTACH. #G**
ACTION RECOMMENDED: Approval

“UNOFFICIAL”

TOWN OF ELIZABETHTOWN
April 13, 2026 Rescheduled Meeting
Noon

The Elizabethtown Town Council met on Monday, April 13, 2026 at Noon in the Council Chambers. Those present 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, Public Works/Engineering Services Director Steve Duffy (late arrival), Deputy Finance Director Santanna Edwards and Town Clerk Juanita Hester. Finance Director Ken Hadaway was absent. There were no representatives from the Press. Ms. Brenda Clark was also in attendance.

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

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 this agenda item at the 7 p.m. meeting.

Item #4.1 Special Recognition – Detective Chris Avant

At the 7 p.m. meeting, Mayor Sylvia Campbell will recognize Detective Chris Avant with a framed Certificate of Recognition. Police Chief Mark McMichael explained that Detective Avant has completed the N.C. Justice Academy’s Criminal Justice Investigation Program. The Program is 400 hours of training and 2 years of full-time investigation.

Item #5.1 Interim Town Manager Update

Mayor Sylvia Campbell called upon Interim Town Manager Pat DeVane to report on project updates. Mr. DeVane noted that the Town is using Municipal Services for planning matters and that the Certificate of Occupancy for the Multi-Use Hangar should happen in June. There is a potential lease on it.

Item #5.2 Presentation by Public Works/Engineering Services Director Steve Duffy – King Street – Replacement of a Compromised Stormwater Pipe

ATTACH. #B

It has been 1-1/2 – 2 years of collapsed pipe at the King Street location. Mr. Duffy is waiting on pricing from Hickman Utilities to execute the repair. Due to the location of existing utilities, there are some concerns as to whether it is a stormwater or wastewater issue. To fix the problem, the dollar amount is expected to be \$30,000+. Presentation will be made at the 7 p.m. meeting.

Item #6.1 Resolution #R-2026-09 – To Authorize Town Manager Eddie Madden to use the Mayor’s Facsimile Stamp Upon the Beginning of his Employment

Mayor Sylvia Campbell called Interim Town Manager Pat DeVane to brief on this agenda item. Approval of this resolution will allow Town Manager Eddie Madden to use the Mayor’s Facsimile Stamp on the checks. Action for this agenda item will take place at the 7 p.m. meeting.

Item #6.2 Resolution #R-2026-10 – To Designate and Authorize Mayor Pro Tem Paula Greene to Sign Checks and Other Financial Instruments for the Town and the Airport/Economic Development Commission

Mayor Sylvia Campbell called upon Interim Town Manager Pat DeVane to brief. Mr. DeVane noted that with him departing soon as the Interim Town Manager, it is necessary to authorize a Council Member to sign checks and other financial instruments for the Town and Airport Commission’s bank accounts. Action for this agenda item will take place at the 7 p.m. meeting.

Item #6.3 Resolution #R-2026-11 – To Authorize Mayor Pro Tem Paula Greene to Sign CDBG-NR Requisitions and Checks between the Time of Interim Town Manager Pat DeVane’s Departure and Town Manager Eddie Madden’s Arrival at the Town

Mayor Sylvia Campbell called upon Interim Town Manager Pat DeVane to brief. With Mr. DeVane’s departure soon as the Interim Town Manager, it is necessary that a Council Member be authorized to sign CDBG-NR Requisitions and Checks until the new Town Manager’s arrival at the Town. Action for this agenda item will take place at the 7 p.m. meeting.

Item #6.4 Resolution #R-2026-12 – Application for State Loan and/or Grant Assistance Funding – WWTP Rehab and Sewer Improvements Project and the Lead Service Line Replacements Project

Mayor Sylvia Campbell noted that Public Works/Engineering Services Director Steve Duffy would be presenting this agenda item at the 7 p.m. meeting. McGill and Associates is in the process of submitting on behalf of the Town, a State Loan and/or Grant Assistance Funding Application for the WWTP Rehab and Sewer Improvements Project and the Lead Service Line Replacements Project. Action for this agenda item will take place at the 7 p.m. meeting.

Item #6.5 Resolution #2026-13 – Capital Improvement Plan (CIP) – FY 2026-2027

Mayor Sylvia Campbell called upon Interim Town Manager Pat DeVane to brief. Mr. DeVane noted that the Capital Improvement Plan was a part of the Application being submitted on behalf of the Town for the State Loan and/or Grant Assistance Funding for the WWTP Rehab and

Sewer Improvements Project and the Lead Service Line Replacements Project. Action for this agenda item will take place at the 7 p.m. meeting.

Item #6.6 Proclamation – To Proclaim April 2026 as “Fair Housing” Month

Mayor Sylvia Campbell noted that a request from Insight Consulting had been received for a “Fair Housing Month” Proclamation. Insight is the Consulting Company that is handling a CDBG-NR funded project for the Town. Action for this agenda item will take place at the 7 p.m. meeting.

Item #7.1 Budget Amendment #2026-04

Interim Town Manager Pat DeVane briefed and there were questions received from Council. Action will be taken at the 7 p.m. meeting.

Item #7.2 Audit Contract for FY Ending June 30, 2026 – Thompson, Price, Scott, Adams & Co., P.A.

Mayor Sylvia Campbell noted the Audit Contract for FY ending June 30, 2026 was provided in the agenda material. Interim Town Manager Pat DeVane noted that next year would be the time for the auditing services to be bid out. Action for this agenda item will take place at the 7 p.m. meeting.

Item #7.3 Informal Bid Award – Sewer Line for Two (2) Hangars on Airport Road

Mayor Sylvia Campbell asked Interim Town Manager Pat DeVane to brief. He noted that the sewer line project is for a 9,600 sq. ft. multi-use hangar on the East end of the runway on Airport Road and a private hangar. There was only one informal bid received and that was from Hickman Utilities in the amount of \$47,514.30. Action will be taken at the 7 p.m. meeting.

Item #7.4 Request from Ellen Adams Bryan – Placement of a Sports Trophy Case in Town Hall to Display Elizabethtown School Trophies

Mayor Sylvia Campbell presented the request that had been received from Mrs. Ellen Adams Bryan for placement of a Sports Trophy Case in the Town Hall. Suggested as other locations for the trophy case were: the Elizabethtown Gym and the Farmer’s Market. Consideration of this agenda item will take place at the 7 p.m. meeting. Council Member Ricky Leinwand was asked by Mayor Campbell to make contact with Mrs. Ellen Adams Bryan to let her know about the other two suggested locations.

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

Interim Town Manager Pat DeVane will give the reminders and announcements at the 7 p.m. meeting. It was noted that Greg Taylor at Public Works is doing a good job and the downtown landscaping looks nice. Mayor Campbell reminded Council of the 6 p.m. YMCA Presentation

and for Council Members to have their questions ready. In addition, Mayor Campbell passed along that a lot of good things are happening at the Airport as far as economic development.

Item #9.1 Open Forum

Council will receive any public concerns or comments from the public at the 7 p.m. meeting.

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

At the 7 p.m. meeting, Mayor Sylvia Campbell will entertain a motion to enter into Closed Session in accordance with NCGS 143-318.11(a)(4) – Economic Development and NCGS 143-318.11(a)(6) – Personnel.

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

TOWN OF ELIZABETHTOWN
Evening Meeting
April 13, 2026

The Elizabethtown Town Council met for its evening meeting on Monday, April 13, 2026, in the Council Chambers at 7:00 pm. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Paula Greene, Council Members Rufus Lloyd, 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, Town Clerk Juanita Hester, Fire Chief Hollis Freeman, Public Works & Engineering Services Director Stephen Duffy and Deputy Finance Director Santanna Edwards. 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.

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 Council Member Rufus Lloyd to give the invocation. Mayor Campbell recognized Mr. Eddie Madden and noted that he is a great Leader and Manager. The Town is thankful to have him back.

Item #3.1: Approve Consent Agenda Items

Upon a motion by Mayor Pro Tem Paula Greene, seconded by Council Member Rufus Lloyd, the Board unanimously approved the following Consent Items. A. Proposed Agenda, B. March 2, 2026 Noon Meeting Minutes, C. March 2, 2026 7 p.m. Meeting Minutes, D. March 5, 2026 Reconvened Meeting Minutes E. March 9, 2026 Reconvened Meeting Minutes, F. March 12, 2026 Reconvened Meeting Minutes, G. March 16, 2026 Reconvened Meeting Minutes, H. March 23, 2026 Special Called Meeting Minutes, I. January 5, 2026 Closed Session Minutes, J. February 2, 2026 Closed Session Minutes, K. March 2, 2026 Closed Session Minutes, L. March 5, 2026 Closed Session Minutes, M. March 9, 2026 Closed Session Minutes, N. March 12, 2026 Closed Session Minutes, O. March 16, 2026 Closed Session Minutes, P. March 23, 2026 Special Called Closed Session, Q. Monthly Financial Report, R. Tax Releases.

Item #4.1: Special Recognition – Detective Chris Avant

Police Chief Mark McMichael recognized Detective Chris Avant for his achievement of completing the N. C. Justice Academy's Criminal Justice Investigation Program. The Criminal Investigation Program is 400 hours of training and 2 years of full-time investigation. Mayor Campbell presented Detective Avant with a plaque.

Item #5.1: Interim Town Manager Update

- Reminded Council of the Municipal Services Planning Program.
- Received Certificate of Occupancy for Vulcanair. Inspection by June 2026.

Item #5.2: Presentation by Public Works/Engineering Services Director Steve Duffy – King Street – Replacement of a Compromised Stormwater Pipe

Public Works/Engineering Services Director Stephen Duffy noted that this issue has been going on for some time on King Street. The Town has been working with Hickman Utilities for a pricing to execute a repair. The repair will be similar to the one close to Affordable Tire. Due to the location, there are some concerns about whether it is a stormwater or wastewater issue.

Item #6.1: Resolution #R-2026-09 – To Authorize Town Manager Eddie Madden to Use the Mayor’s Facsimile Stamp Upon the Beginning of his Employment

Council Member Bobby Kinlaw, seconded by Council Member Rich Glenn, made a motion to authorize Town Manager Eddie Madden to use the Mayor’s Facsimile Stamp upon the beginning of his employment (Unanimous). Copy of Resolution attached and incorporated herein by reference.

Item #6.2: Resolution #R-2026-10 – To Designate and Authorize Mayor Pro Tem Paula Greene to Sign Checks and Other Financial Instruments for the Town and the Airport/Economic Development Commission

Council Member Rich Glenn, seconded by Council Member Ricky Leinwand, moved to authorize Mayor Pro Tem Paula Greene to sign checks and other financial documents for the Town and Airport Bank Accounts (Unanimous). Copy attached and incorporated herein by reference.

Item #6.3: Resolution #R-2026-11 – To Authorize Mayor Pro Tem Paula Greene to Sign CDBG-NR Requisitions and Checks between the Time of Interim Manager Pat DeVane’s Departure and Town Manager Eddie Madden’s Arrival at the Town

Council Member Bruce Dickerson, seconded by Council Member Bobby Kinlaw, made a motion to authorize Mayor Pro Tem Paula Greene to sign CDBG-NR requisitions and checks between Interim Town Manager Pat DeVane’s departure and Town Manager Eddie Madden’s arrival (Unanimous). Copy attached and incorporated herein by reference.

Item #6.4: Resolution #R-2026-12 – Application for State Loan and/or Grant Assistance Funding – WWTP Rehab and Sewer Improvements Project and the Lead Service Line Replacements Project

Public Works/Engineering Services Director Steve Duffy noted that Phase 1 will be completed September 2026 and will continue Phase 2. McGill and Associates will plan to make application for State loan and or grant assistance funding for WWTP Rehab and Sewer Improvements. Council Member Rufus Lloyd, seconded by Council Member Ricky Leinwand, made a motion to approve the Resolution (Unanimous). Copy attached and incorporated herein by reference.

Item #6.5: Resolution #2026-13 – Capital Improvement Plan (CIP) – FY 2026-27

Public Works/Engineering Director Stephen Duffy noted to take a look at the maintenance fund in CIP, agencies like to see the application score. Council Member Rich Glenn, seconded by Council Member

Bobby Kinlaw, moved to approve Resolution #2026-13 – Capital Improvement Plan (Unanimous), Copy attached and incorporated herein by reference.

Item #6.6: Proclamation – To Proclaim April 2026 as “Fair Housing” Month

Council Member Rufus Lloyd, seconded by Council Member Ricky Leinwand, made a motion to approve the Proclamation (Unanimous). Copy attached and incorporated herein by reference.

Item #7.1: Budget Amendment #2026-04

Council Member Bobby Kinlaw, seconded by Council Member Rich Glenn, made a motion to Table Budget Amendment #2026-04 (Unanimous).

Item #7.2: Audit Contract for FY Ending June 30, 2026 – Thompson, Price, Scott, Adams & Co., P.A.

Interim Town Manager Pat DeVane noted that there are no bids for an Audit Contract. The contract amount is the same \$35,000.00, and \$3,000 additional for the audit work. Council Member Rich Glenn, seconded by Council Member Rufus Lloyd, moved to approve the Audit Contract (Unanimous). Copy attached and incorporated herein by reference.

Item #7.3: Informal Bid Award – Sewer Line for Two (2) Hangars on Airport Road

Interim Town Manager Pat DeVane noted that it is a 9,600 sq. ft. multi-use hangar on the East end of the runway on Airport Road and a private hangar. There was only one informal bid from Hickman Utilities in the amount of \$47,514.30 to provide water and sewer services. Council Member Rich Glenn, seconded by Mayor Pro Tem Paula Greene, made a motion to approve the informal bid (Unanimous). Copy attached and incorporated herein by reference.

Item #7.4: Request from Ellen Adams Bryan – Placement of a Sports Trophy Case in Town Hall to Display Elizabethtown School Trophies

Mrs. Ellen Bryan, a graduate of Elizabethtown High School of 69 years ago would like to place a trophy case in Town Hall to display the trophies that were saved when the school was demolished. Coach Riggan had a good football and basketball team from 1931-1971, she noted. The trophies were thrown in the dumpster, and Mr. Walter Bullard got them out. The trophy case will be 8ft. X 4 ft. wide and 2ft. deep. A suggestion was made to put the trophy case at the Farmers Market so that it can be seen.

Item # 8.1: “Briefly”

- Take a look at the Department Head Updates.
- Town offices closed in observance of Memorial Day May 25, 2026.
- Chamber Member Breakfast April 21, 2026.
- Annual Kids Day May 9, 2026 from 10:00 a.m. – 2:00 p.m.
- White Lake Water Festival May 16, 2026 at 10:00 a.m.
- Clarkton Memorial Day Parade May 25, 2026 at 10:00 a.m.
- Mayor Campbell noted that Downtown looks good.

Item #9.1: Open Forum

- Mr. David Hursey thanked Council for letting the Class of 1971 put the trophy case at the Farmers Market.
- Council Member Rich Glenn thanked Interim Town Manager Pat DeVane for all he has done for the Town.

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

Mayor Pro Tem Paula Greene, seconded by Council Member Rufus Lloyd, moved to enter into Closed Session in accordance with NCGS 143-318.11(a)(4) -- Economic Development and NCGS 143.318.11(a)(6) - Personnel (Unanimous).

Item #11.1: RETURN FROM CLOSED SESSION TO OPEN SESSION

Mayor Pro Tem Paula Greene, seconded by Council Member Bruce Dickerson, moved to exit Closed Session for return to Open Session (Unanimous).

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

With there being no further business to conduct, Council Member Ricky Leinwand, seconded by Council Member Bobby Kinlaw, made a motion to adjourn the meeting (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, Deputy Town Clerk/CTC

YMCA Presentation of Program and Services
April 13, 2026

A YMCA Presentation of Programs and Services was given on Monday, April 13, 2026, at 6:00 p.m. in the Council Chambers. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Paula Greene, Council Members Rich Glenn, Rufus Lloyd, Bobby Kinlaw, Ricky Leinwand, Bruce Dickerson and Interim Town Manager Pat DeVane. Department Head in attendance was Stephen Duffy.

Mayor Sylvia Campbell opened the meeting and called to order. The Mayor recognized Town Manager Eddie Madden, Interim Town Manager Pat DeVane, Mr. John McCoy and wife Audrey and YMCA Director Bruce Griffin. Mr. Griffin noted that he has been with YMCA for 39 years and made the YMCA Development presentation as it relates to the new Community Center.

Former Board Member Dawn Rochelle met with Mr. John McCoy, Ms. Susan Prevette and Committee Members on February 26, 2026.

Mr. Griffin noted ways to bring YMCA services to a community:

- Inquiry & Education
- Assessment
- Organization and Development
- Founder's Campaign
- Operational Phase

Exploring Needs:

- Community Size
- Community Support
- Program Interest/Services
- Donors
- Membership Fee
- Sports/Exercise
- Child Care
- Summer Camp
- Operating Expense/ Marketing \$30,000

Questions From the Public:

- What are Methods of funding – Community support, grants, fundraisers, partnerships, rent facility
- If there is no support, YMCA tries to do everything possible
- How long is the Marketing process – 60 days
- How much funds will be needed for a Jump Start Program - \$150,000

Sylvia Campbell, Mayor

Attest:

Beverly Robinson, Admin. Asst./Deputy Town Clerk

**Town of Elizabethtown
Special Called Meeting
April 27, 2026**

The Elizabethtown Town Council met in a Special Called meeting on Monday, April 27, 2026 at Noon in the Council Room. Those present included: Mayor Sylvia Campbell, Mayor Pro Tem Paula Greene, Council Members Bruce Dickerson, Rich Glenn, Bobby Kinlaw, Ricky Leinwand and Rufus Lloyd. Town Manager Eddie Madden, Interim Town Manager Pat DeVane and Town Attorney Goldston Womble were in attendance. Department Heads present included Fire Chief Hollis Freeman, Police Chief Mark McMichael, Public Works/Engineering Services Director Steve Duffy and Finance Director Ken Hadaway. Those from the public included Brenda Clark, Steve Willis and Nancy Willis. There was no representative from the Press. Town Clerk Juanita Hester was not in attendance.

1.1 Opening and Call to Order

Mayor Sylvia Campbell opened the meeting and called to order.

2.1 Invocation

Mayor Sylvia Campbell called upon Council Member Rufus to give the Invocation.

3.1 Appointment of Interim Town Manager

A motion from Council Member Bobby Kinlaw, seconded by Council Member Rufus Lloyd, moved to appoint Police Chief Mark McMichael as the new Interim Town Manager (Unanimous).

4.1 Resolution #R-2026-14 – To Authorize New Interim Town Manager to Sign Checks for the Town Account and Airport Commission Account

Mayor Sylvia Campbell presented this agenda item. A motion from Council Member Bobby Kinlaw, seconded by Mayor Pro Tem Paula Greene, moved to approve the presented Resolution #R-2026-14 to authorize new Interim Town Manager Mark McMichael to sign checks for the Town’s bank account and the Airport Commission’s bank account (Unanimous). Copy attached and incorporated herein by reference.

5.1 Resolution #R-2026-15 – To Authorize New Interim Town Manager to Sign CDBG-NR Requisitions and Checks

Mayor Sylvia Campbell presented this agenda item. A motion from Council Member Rich Glenn, seconded by Mayor Pro Tem Paula Greene, moved to approve the presented Resolution #R-2026-15 to authorize new Interim Town Manager Mark McMichael to sign CDBG-NR requisitions and checks (Unanimous). Copy attached and incorporated herein by reference.

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

ATTEST:

Sylvia Campbell, Mayor

Juanita Hester, Town Clerk

ATTACH. #5

MEMORANDUM

Mayor and Town Council
 Beverly Robinson, Certified Tax Collector/Deputy Town Clerk *BR*
 Tax Releases
 April 16, 2026

2025 Nathaniel Best

| | | | |
|---------------|-------------|-------------|----------------|
| Reason | Foreclosure | | 533673 |
| Release Value | | \$10,240.00 | |
| Real Property | | | |
| Tax Released | | | <u>\$66.05</u> |

| | | | |
|--|--|--|-----------------------|
| Council is requested to grant the above tax releases | | | <u><u>\$66.05</u></u> |
|--|--|--|-----------------------|

Discoveries

| | | | |
|--------------------------------|-----------|------------|---------|
| 2024 Shannon Williamson | | | 562256 |
| Reason | Discovery | | |
| Value | | \$1,870.00 | |
| Personal Property | | | |
| Taxes | | | \$12.06 |

| | | | |
|--------------------------------|-----------|-------------|----------|
| 2025 Shannon Williamson | | | 562256 |
| Reason | Discovery | | |
| Value | | \$17,777.00 | |
| Personal Property | | | |
| Tax | | | \$114.66 |

| | | | |
|-------------------------------------|-----------|-------------|----------|
| 2025 No 1 Chinese Restaurant | | | 562379 |
| Reason | Discovery | | |
| Value | | \$17,511.00 | |
| Personal Property | | | |
| Tax | | | \$112.95 |

| | | | |
|-------------------------------|-----------|----------------|------------|
| 2025 Bladen's Bloomin' | | | 0554721 |
| Reason | Discovery | | |
| Value | | \$1,239,260.00 | |
| Real Property | | | |
| Tax | | | \$7,993.23 |

| | | | |
|-------------------------------|-----------|------------|---------|
| 2024 Bladen's Bloomin' | | | 554721 |
| Reason | Discovery | | |
| Value | | | |
| Real Property | | \$6,480.00 | |
| Tax | | | \$41.80 |

| | | | |
|----------------------------|-----------|--------------|--------|
| 2025 Kevin Thompson | | | 547840 |
| Reason | Discovery | | |
| Value | | \$142,915.00 | |

ATTACH. #G

| | | | | |
|----------------------------|-----------|--------------|--------|------------|
| Real Property Tax | | | | \$921.80 |
| 2024 Kevin Thompson | | | 547840 | |
| Reason | Discovery | | | |
| Value | | \$142,915.00 | | |
| Real Property Tax | | | | \$921.80 |
| 2023 Kevin Thompson | | | 547840 | |
| Reason | Discovery | | | |
| Value | | \$142,915.00 | | |
| Real Property Tax | | | | \$878.93 |
| 2022 Kevin Thompson | | | 547840 | |
| Reason | Discovery | | | |
| Value | | \$142,915.00 | | |
| Real Property Tax | | | | \$878.93 |
| 2021 Kevin Thompson | | | 547840 | |
| Reason | Discovery | | | |
| Value | | \$102,750.00 | | |
| Real Property Tax | | | | \$631.91 |
| 2021 Totals | | | | \$631.91 |
| 2022 Totals | | | | \$878.93 |
| 2023 Totals | | | | \$878.93 |
| 2024 Totals | | | | \$975.66 |
| 2025 Totals | | | | \$9,142.64 |

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 26, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Public Hearing

AGENDA SECTION: PUBLIC HEARING

SUBJECT: Public Hearing - Economic Development Incentive Grant Agreement for Vectortex (USA)

BACKGROUND: Town Manager Eddie Madden may be called upon to present the information relevant to the Public Hearing. The Incentive Grant Agreement for Vectortex will be considered in Agenda Item 8.1.

Copy of Public Hearing Notice provided as well as news article.

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

HEARING PROCEDURE:

- a) Open the hearing and call upon Town Manager Eddie Madden 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 #10.1)

Callum DeVries, Technical Business Development Director, Vectortex USA, and local representative, Kyle Bostic, will be attending this meeting.

ATTACHMENTS:

[Public Hearing Notice - 5.26.26 - Vectortex USA LLC.pdf](#)
[News Article - Vectortex USA - 5.26.26 Rescheduled.pdf](#)

"Fayetteville Observer"

Publication Date:

5/15/2026

**TOWN OF ELIZABETHTOWN
NOTICE OF PUBLIC HEARING**

The Town of Elizabethtown proposes to approve an appropriation or expenditure in the form of an incentive agreement for economic development pursuant to North Carolina General Statute 158-7.1. The Town Council intends, subject to public comment at the public hearing for which notice is hereby given, to approve agreement with Vector-tex (USA), LLC for new capital investment and improvement of privately-owned property. The Town Council has determined that this agreement will increase taxable property, employment, industrial output, and business prospects of the city.

The Elizabethtown Town Council will hold a public hearing on the city's proposed approval at 7:00 p.m. on May 26, 2026 in the Elizabethtown Municipal Building, 805 W. Broad Street, Elizabethtown, N.C. 28337. The Council invites all interested persons to attend and present their views.

Sylvia Campbell, Mayor

Publication Dates

LWLM0519026

Coming to America

AUSTRALIAN MANUFACTURER TO LAUNCH NORTH AMERICAN OPERATIONS IN BLADEN COUNTY

VectorTex USA, LLC, a product developer and technology company, has announced it will create 44 new jobs in Bladen County. The company will establish its first North American manufacturing facility in Elizabethtown. The project represents a private investment of more than \$6 million and the creation of 44 new full-time jobs with an average annual wage of \$48,000.

VectorTex USA is the U.S. subsidiary of Vector Technologies, an Australian contract manufacturer for the life sciences, aquaculture, automotive and food and beverage industries. The company develops medical device components and product technology for oyster farming. With existing operations in Australia, Luxembourg, New Zealand and Thailand, VectorTex will operate in a 25,000-square-foot production and innovation hub in closer proximity to key customers.

"We're excited to establish our new manufacturing facility in Elizabethtown, North Carolina. This investment strengthens our ability to serve customers across the United States, shortening supply chains and strengthening our global engineering, quality and production capability," said Technical Business Development Manager at VectorTex USA Calum de Vries in a press release. "The support we have received from North



PHOTO PROVIDED BLADEN COUNTY ECONOMIC DEVELOPMENT

VectorTex USA, LLC will be located in Bladen's Bloomin' Industrial Incubator #5.

Carolina and Bladen County has been exceptional, and we're eager to create new opportunities as we bring our advanced engineering and manufacturing operations online."

The company will be located in Bladen's Bloomin' Industrial Incubator #5. This decision highlights the strength of the incubator network and long-term success of product development efforts by Bladen County and Bladen's Bloomin'.

"I am thrilled to celebrate the announcement of VectorTex (USA)

and the exciting growth it represents for Elizabethtown. This project showcases the power of our strong partnership with Bladen County and Bladen's Bloomin' and our shared commitment to bringing new jobs and opportunity to our residents. We are delighted to welcome this innovative company to our town," shared Mayor of Elizabethtown Sylvia Campbell.

A performance-based grant of \$120,000 from the One North Carolina Fund will help the company expand in North Carolina. The OneNC Fund provides financial assistance to local governments to help attract economic investment and to create jobs. Companies receive no money upfront and must meet job creation and capital investment targets to qualify for payment. All OneNC grants require matching participation from local governments and any award is contingent upon that condition being met.

"We're proud to welcome VectorTex to North Carolina and Bladen County," said N.C. Commerce Secretary Lee Lilley in a press release. "Their investment reflects the growing confidence companies have in our state's rural communities, infrastructure and workforce."

In addition to the North Carolina Department of Commerce and the Economic Development Partner-

“ This project showcases the power of our strong partnership with Bladen County and Bladen’s Bloomin’ and our shared commitment to bringing new jobs and opportunity to our residents.”

— Sylvia Campbell
Mayor, Elizabethtown

ship of North Carolina, other key partners in this project include the North Carolina General Assembly, the Golden LEAF Foundation, the North Carolina Community College System, Bladen Community College, North Carolina's Southeast, North Carolina's Electric Cooperatives, Four County EMC, Bladen County, Bladen's Bloomin' Agri-Industrial, Inc., the Bladen County Economic Development Commission and the Town of Elizabethtown.

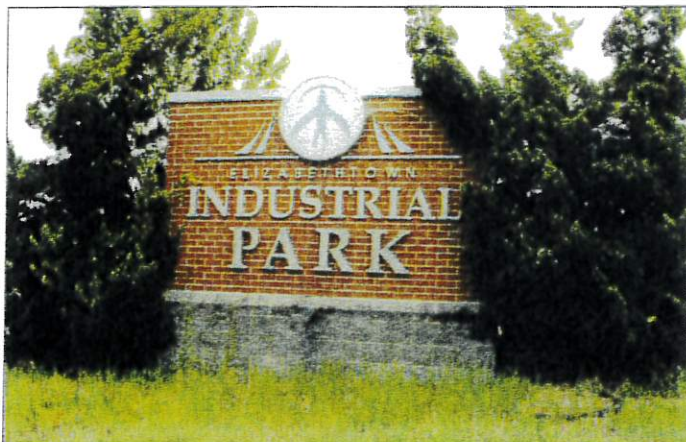


PHOTO PROVIDED BLADEN COUNTY ECONOMIC DEVELOPMENT

VectorTex will operate in a 25,000-square-foot production and innovation hub in closer proximity to key customers.

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 26, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Resolution

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Resolution - #R-2026-16 - To Authorize Town Manager Eddie Madden to Sign Checks for the Town's Bank Account at First Bank and for the Airport/Economic Development Commission's Account at United Bank

BACKGROUND: Mayor Sylvia Campbell will present this agenda item. This Resolution authorizes Town Manager Eddie Madden to sign checks for the Town's account at First Bank and the Airport/Economic Development Commission account at United Bank.

Copy of Resolution provided.

SUGGESTED ACTION: Council is requested to approve the Resolution.

ATTACHMENTS:

[Resolution - To Authorize Town Manager Eddie Madden to Sign Checks - First Bank and United Bank - 5.26.26.docx](#)

TOWN OF ELIZABETHTOWN

**TO AUTHORIZE TOWN MANAGER EDDIE MADDEN TO SIGN CHECKS AND
OTHER FINANCIAL INSTRUMENTS FOR THE TOWN AND THE
AIRPORT/ECONOMIC DEVELOPMENT COMMISSION**

RESOLUTION #R-2026-16

WHEREAS, with Town Manager Eddie Madden's arrival at the Town, it becomes necessary to give banking authority to the Town Manager to sign checks and other financial instruments, to initiate transfers between First Bank, North Carolina Cash Management Trust and United Bank (Airport/Economic Development Commission's bank account) and interacting with the banks on the Town's behalf; and

WHEREAS, on the named bank accounts, Town Manager Eddie Madden will be replacing Interim Town Manager Mark McMichael and Mayor Pro Tem Paula Greene; 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 authorize Town Manager Eddie Madden for this responsibility.

NOW, THEREFORE, BE IT RESOLVED that Mayor and Town Council Members grant to Town Manager Eddie Madden, the banking authority for signing checks and other financial instruments and interacting with the banks on the Town's behalf.

Adopted this 26th day of May, 2026.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 26, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Resolution

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Resolution #R-2026-17 - To Authorize Town Manager Eddie Madden to sign CDBG-NR Checks and Requisitions

BACKGROUND: Mayor Sylvia Campbell will present this agenda item. This Resolution authorizes Town Manager Eddie Madden to sign checks and requisitions for CDBG-NR funding.

Copy of Resolution provided.

SUGGESTED ACTION: Council is requested to approve the Resolution.

ATTACHMENTS:

[Resolution - To Authorize Town Manager Eddie Madden - CDBG-NR Programs - 5.26.26 Rescheduled.docx](#)

TOWN OF ELIZABETHTOWN

**TO AUTHORIZE TOWN MANAGER EDDIE MADDEN TO SIGN COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG-NR) REQUISITIONS AND CHECKS**

RESOLUTION #R-2026-17

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 representatives to sign CDBG-NR requisitions and checks for CDBG-NR grants; and

WHEREAS, with the arrival of Town Manager Eddie Madden, it becomes necessary that Mr. Eddie Madden be authorized as the new representative for the Town's Community Development Block Grant programs.

NOW, THEREFORE, BE IT RESOLVED by Mayor Sylvia Campbell and Town Council Members, the following:

- 1. That Town Manager Eddie Madden is hereby authorized to execute all necessary CDBG-NR requisitions and checks for related grant projects;**
- 2. That Town Manager Eddie Madden is hereby authorized as the Town's new representative for the Community Development Block Grant programs;**
- 3. Any conflicting resolutions are repealed; and**
- 4. This resolution is effective upon passage.**

Adopted this 26th day of May, 2026.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 26, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Town Manager Update

BACKGROUND: Town Manager Eddie Madden may be called upon for the Manager's update.

SUGGESTED ACTION: Town Manager Eddie Madden will update Council on projects and other important business of the Town.

ATTACHMENTS:

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COUNCIL AGENDA ITEM REPORT

DATE: May 26, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Incentive Grant Agreement for Vectortex (USA), LLC

BACKGROUND: Town Manager Eddie Madden may be called upon to present this agenda item. The required Public Hearing was conducted earlier in the meeting.

Copy of Incentive Grant Agreement and Incentive Program Policy provided.

SUGGESTED ACTION: Council is requested to consider the Economic Development Incentive Grant Agreement.

ATTACHMENTS:

[Incentive Grant Agreement - Vectortex USA - 5.26.26 Rescheduled.pdf](#)
[Incentive Grant Program Policy - 5.26.26 Rescheduled.pdf](#)

NORTH CAROLINA

AGREEMENT

BLADEN COUNTY

THIS AGREEMENT (this "Agreement") is made and entered into as of the _____ day of _____, 2026, by and between the TOWN OF ELIZABETHTOWN (the "Town"), a NC municipal corporation; and VECTORTEX (USA), LLC ("Vectortex"), an Ohio Limited Liability Company;

WITNESSETH:

THAT, WHEREAS, the General Statutes of North Carolina empower municipalities to provide economic incentives to induce new industries to locate within their boundaries, or to induce existing industry to expand within their boundaries; and

WHEREAS, the Town Council of Elizabethtown has adopted the Town of Elizabethtown Economic Development Incentive Grant Program, hereinafter referred to as the "Grant Program," in order to induce existing industry to expand in the Town of Elizabethtown, and target new industries to locate in the Town of Elizabethtown, as determined in accordance with the provisions of the Grant Program, which will ensure diversification of the economy and interstate competition, create jobs, and increase the tax base of the Town of Elizabethtown; and

WHEREAS, it has been determined by the Town Council of Elizabethtown that Vectortex meets the minimum criteria for participation in the Grant Program; and

WHEREAS, Vectortex acknowledges that the incentive grant provided pursuant to this Agreement has served as inducement for Grantee to construct and/or install its capital investment in the Town of Elizabethtown.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto do each contract and agree with the other as follows:

1. Vectortex shall comply with the following conditions in order to qualify for initial and continuing grant payments pursuant to this Agreement. These conditions shall be referred to hereinafter as the "Grant Criteria."
 - (a) Within six (6) months of the date of this Agreement, Grantee shall commence its expansion project. The project shall include construction or renovation of a new manufacturing facility in the Town of Elizabethtown, herein after referred to as the "Facility," and installation of all new capital equipment and machinery (any machinery and equipment which was not previously part of the assessed value as of January 1, 2026) at the Facility, hereinafter referred to as the "Equipment." The Facility and Equipment shall comprise a new taxable investment in the Town of Elizabethtown valued within the range of \$2,500,000 to \$7,500,000, as determined by the appraisal of

the Bladen County Tax Assessor. The grant is based solely on the assessed value of the facility and equipment. The equipment shall remain in the Town of Elizabethtown throughout the grant term. In order to facilitate appraisal by the Tax Assessor, Vectortex shall itemize all business personal property (machinery, equipment, furniture, and fixtures) on Grantee's tax listing form as of January 31 of each year. Vectortex's **new taxable investment may exceed \$7,500,000** but this amount shall serve as the highest appraised value on which a grant amount will be calculated pursuant to this agreement.

- (b) Vectortex's operation of the Facility shall create not fewer than **44 new permanent jobs and 0 seasonal jobs** in the Town of Elizabethtown within three years of the date of this Agreement and shall maintain this number of new permanent jobs throughout the remainder of the grant period.
- (c) The average annual wage for the new positions created shall exceed the average annual wage in Bladen County for the duration of the grant. For purposes of this Agreement, the average annual wage in Bladen County shall be the average wage determined on an annual basis by the North Carolina Department of Commerce.
- (d) Vectortex shall operate the Facility in compliance with all laws, rules, regulations, ordinances, codes, standards, and orders of any governmental bodies, agencies, authorities, and courts having jurisdiction.
- (e) Vectortex shall be current in the payment of all ad valorem taxes and fees imposed by the Town of Elizabethtown.
- (f) Vectortex shall conduct operations at the Facility in such manner as is environmentally clean.

2. Provided that Vectortex has (I) satisfied all of the Grant Criteria, (II) accepted the valuation of the Facility and Equipment as determined at the sole discretion of the Bladen County Tax Assessor, and (III) paid all applicable local taxes, then and in such event, the Town shall provide a grant to Vectortex in an amount based on **0.3075% of the new capital investment (defined as appraised value of the new Facility and Equipment) for the given tax year minus the assessed value of Equipment taken out of service as a result of the expansion project.** The Town shall provide the grant payments for five consecutive tax years beginning with the first tax year assessing tax on the new equipment, machinery, and Facility upgrades, which shall be tax year 2027. Vectortex shall notify the Town in writing to verify the commencement date of the project within 30 days of such commencement. The total grant award **shall not exceed an amount equal to 50% of the taxes paid by Vectortex on the new taxable investment** in the given tax year.

The Town will pay the grant payments to Vectortex by February 28th of the year following each year of grant eligibility.

Grant payments shall continue throughout the grant term only so long as Vectortex continues to satisfy the Grant Criteria. Vectortex agrees to cooperate with the Town by providing such information and such access to Vectortex's records as may be necessary to verify and substantiate initial and ongoing compliance with the Grant Criteria. At its' sole discretion, the Town may terminate this Agreement if unable to independently verify compliance with the Grant Criteria upon exercise of reasonable effort.

3. If Vectortex fails to satisfy any or all of the Grant Criteria, or at any time fails to pay all applicable local taxes when due, then the Town shall terminate this Agreement and have no further obligation to Vectortex for the payment of any grant award or the provision of any other incentive. Prior to termination on the basis of Vectortex's failure to pay applicable taxes when due, the Town shall provide written notice to Vectortex stating that taxes are delinquent. If the taxes have not been paid within thirty days of Vectortex's receipt of notice, then the Town shall have the right to terminate this Agreement and demand reimbursement. If the Town terminates this Agreement for cause pursuant to this paragraph, then Vectortex shall reimburse to the Town the total amount of the grant awards already paid to Vectortex during the term of this Agreement.

All notices, certificates or other communications required by or made pursuant to this Agreement shall be sufficiently given and shall be deemed given when delivered or mailed by registered or certified mail, postage prepaid or sent by telefacsimile (confirmed by the party providing notice) as follows:

Town: Town of Elizabethtown
 P. O. Box 700
 805 W Broad Street
 Elizabethtown, NC 28337
 Attn: Town Manager
 Telefacsimile No.: (910) 862-7117

Grantee: Vectortex (USA), LLC
 518 Ben Greene Industrial Park Rd
 Elizabethtown, NC 28337
 Telefacsimile No.: _____

4. This agreement shall inure to the benefit of and be binding upon the parties hereto, their assigns and successors in interest. This Agreement contains the total agreement between the parties and may only be altered or amended by the parties hereto in writing. If this Agreement, or any provision hereof, is determined to be invalid, unlawful or otherwise null and void by any

court of competent jurisdiction, this agreement shall terminate and neither party shall have any further obligation to the other. This agreement shall be construed and enforced in accordance with the laws of the State of North Carolina. Exclusive venue for any disputes arising hereunder is conferred upon the General Courts of Justice of the State of North Carolina sitting in Bladen County, North Carolina. Vectortex shall not assign, sublet or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or monies that are due) without the written consent of the Town. Unless specifically stated to the contrary in any written consent to assignment, no assignment shall release or discharge the assignor from any duty or responsibility under this Agreement.

IN WITNESS WHEREOF, the parties hereto, acting under authority of their respective governing bodies, have caused this contract to be duly executed, this the day and year first above written.

ATTEST:

TOWN OF ELIZABETHTOWN

BY: _____
Town Clerk

BY: _____
Mayor, Town Council

Approved As To Legal Form: _____
Attorney, Town of Elizabethtown

State of North Carolina
County of Bladen

I, the undersigned Notary Public of the County and State aforesaid, certify that _____ personally appeared before me and acknowledged that he is the Town Manager of the Town of Elizabethtown, a North Carolina municipal corporation, and that, by authority duly given and as the act of the Town Board of Commissioners, the foregoing instrument was signed by in its name by him for the purposes therein expressed.

Witness my hand and Notarial stamp or seal this ____ day of _____, 2026.

My Commission Expires: _____
(Affix Seal)

Notary Public

VECTORTEX (USA), LLC

BY: _____

Name:

Title:

State of _____

County of _____

I, the undersigned Notary Public of the County and State aforesaid, certify that _____ personally appeared before me and acknowledged that he is the _____ of VECTORTEX (USA), LLC, an Ohio LLC, and that, by authority duly given and as the act of said company, the foregoing instrument was signed in its name by him/her for the purposes therein expressed.

Witness my hand and Notarial stamp or seal this _____ day of _____, 2026.

My Commission Expires: _____
(Affix Seal)

Notary Public

Town of Elizabethtown: ECONOMIC DEVELOPMENT INCENTIVE GRANT PROGRAM

WHEREAS, the General Statutes of North Carolina authorize municipalities to provide economic development incentives to induce new industries to locate within their jurisdictions and to encourage the expansion of existing industries; and

WHEREAS, the Town of Elizabethtown Economic Development Incentive Grant Program supports both new and existing businesses, which are equally eligible for incentives provided all program requirements are met; and

WHEREAS, the Town Council of the Town of Elizabethtown has adopted this Program to encourage industrial expansion and attract targeted new industries while safeguarding public funds.

Program Structure

- Incentives are performance-based and limited to five (5) years.
- Grants are calculated solely on newly assessed taxable value.
- Only new real or personal business property is eligible.
- Grant range: 25% minimum to 75% maximum of municipal property taxes paid on new assessed value.

Performance & Payment

Annual incentive payments shall be made only after the grantee has fully paid its annual Town property tax liability and the Town has verified progress toward contractual performance goals.

Grant Evaluation Criteria

Projects shall be evaluated based on:

- Minimum \$2,000.00 capital investment
- Minimum five (5) new full-time jobs
- Wage levels
- Use of public or private non-profit owned facilities (including without limitations property owned by Bladen County, Bladen's Bloomin' Agri-Industrial, Inc., or the Town of Elizabethtown.
- Future growth potential
- Employee benefits, with preference for employers paying at least 50% of healthcare premiums

Town Discretion

The Town Council may approve grants or below thresholds or percentage ranges when justified by project competitiveness. Strategic importance or extraordinary economic impact if the same is legally permissible.

Termination & Recapture

The Town Council may approve grants above or below thresholds or percentage ranges when justified by project competitiveness, strategic importance, or extraordinary economic impact if the same is legally permissible.

Termination & Recapture

Grants may be terminated for non-performance, and the Town may seek reimbursement of all incentive payments previously made.

Eligible & Ineligible Uses

Eligible: industrial, manufacturing, warehouse/distribution, data centers, call centers, large back-office operations, and energy generation.

Ineligible: retail and service businesses.

Legal Sufficiency

Must satisfy all Statutory and Constitutional requirements as required by State and Federal law.

Public Notice Hearing Requirements

Prior to the approval of any incentive, the Town Council shall conduct a public hearing with notice published at least ten (10) days in advance, which shall include:

- Business identity (or authorized project name)
- Project location
- General project description
- Maximum amount of Town assistance
- Time, date, and location of the public hearing

Final approval of any incentive shall occur in open session.

Prepared by: Womble Law Firm
Adopted by Town Council: 1/5/2026

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 26, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Interlocal Agreement with County of Bladen - Tax Collection Services

BACKGROUND: Town Manager Eddie Madden may be called upon to present this agenda item.

Copy of Tax Collection Services Agreement provided.

SUGGESTED ACTION: Council is requested to consider the Interlocal Agreement for Tax Collection Services.

ATTACHMENTS:
[Tax Collection Services - 5.26.26 - Rescheduled.pdf](#)



BLADEN COUNTY GOVERNMENT
TOWN OF ELIZABETHTOWN AGREEMENT

THIS AGREEMENT made and entered into this the ____ day of May 2026 by and between the **County of Bladen (County)** and **Town of Elizabethtown (Town)**.

WITNESSETH:

In consideration of the mutual promises herein contained and of the mutual benefits to result therefrom the parties agree as follows:

1. That pursuant to Article 26 of Chapter 105 of the North Carolina General Statutes, and in the exercise of the authority conferred thereby, County and Town agree to consolidate their tax collecting departments to the extent and in the manner herein provided, effective as of the first day of July 2026, and the agreement shall cover the collection of taxes levied for 2026, any delinquencies and subsequent years as long as this agreement shall continue in force.
2. On and after July 1, 2026, all County and Town taxes shall be collected by the Bladen County Tax Collector and all property taxes, both current and delinquencies, and subsequent levies shall likewise be collected by Bladen County Tax Collector except as herein after stated.
3. That the office of Bladen County Tax Collector shall be under the supervision of the Board of Commissioners of Bladen County except as herein otherwise provided
4. That the Town of Elizabethtown's cost of operating and maintaining the consolidated tax collecting department for Bladen County and Town of Elizabethtown shall be as follows:
 - a. County shall retain 2% of all taxes and interest collected on behalf of Town.
 - b. If Bladen County Tax Collector forecloses on property in which Town taxes are also owed, the Town shall pay one half (1/2) of the cost of foreclosure if the County and Town are required to purchase the property at the tax foreclosure sale.
 - c. If the taxing authorities are required to buy the property at foreclosure, the Commissioners' Deed shall be put in the name of both taxing units. By signing this Agreement, the Town agrees that when foreclosed property is bought in the name of the taxing authorities that the taxes owed to the Town are automatically released and County agrees that the taxes owed to County are automatically released. The purpose of these releases is to facilitate the sale of the property so that it can be put back in the tax base of both parties hereto.
 - d. If Town of Elizabethtown annexes property effective any date other than June 30, the Town will be responsible for billing and collecting the taxes to which it will be

entitled for a portion of the year, and Bladen County Tax Collector shall have no responsibility for those partial years billing and collections.

5. The records in the Offices of Bladen County Tax Collector and Finance Officer shall be kept to show separately at all times the amount of County taxes assessed and collected and the amount of the Town taxes assessed and collected and the Collector shall account for all such taxes as provided by law in accordance with the rules and regulations prescribed by the Bladen County Board of Commissioners.
6. The Bladen County Tax Collector shall furnish bonds to ensure the faithful performance of the duties and for the faithful accounting for all taxes collected such bonds as to amounts and forms to be approved by the Board of County Commissioners.
7. In so far as practicable, and as permitted by law, all steps in the collecting of County and Town taxes shall be combined to the end that the consolidation of the two tax collecting departments shall be given the full scope authorized by law.
8. Only one tax bill shall be mailed to a taxpayer owing taxes to both taxing units. In the event of partial or full payments on such consolidated tax bills, the amount of such payments shall be proportionately credited against taxes due each unit.
9. The tax records shall be audited annually by an independent Certified Public Accountant appointed by County and Town may, at its own expense, provide for the auditing of the records relating to taxes due to it. The tax records relating to taxes due to the Town shall be available to the Town, its agents and employees, at all reasonable times.
10. The Bladen County Tax Collector shall perform all duties imposed by law upon the Town of Elizabethtown Tax Collector with respect to Town taxes and Bladen County Tax Collector or Sheriff with respect to County taxes so long as this agreement is in effect.
11. With respect to delinquent tax bills which include both County and Town taxes, the Bladen County Tax Collector shall report the same to the Attorney engaged by the Tax Collector and actions for foreclosure of such tax liens shall be brought in the name of County and Town, the expense of which shall be borne as set out above. Despite the provisions of Paragraph 8 above, when the Attorney brings suit to collect County taxes which became a lien prior to July 1, 2026, and there are also Town taxes which became a lien prior to July 1, 2026, the Attorney that brings foreclosure actions for the Tax Collector shall collect the taxes of both County and Town and Town shall pay one half (1/2) of the legal fees incident thereto. The decision of when to bring a foreclosure action is in the sole discretion of Bladen County Tax Collector.
12. Penalties collected shall be paid to the Bladen County Board of Education as required by law.
13. Town shall be furnished with an analysis of each year's levy when it is compiled showing the ad valorem taxes and late listing penalties.
14. Town shall be furnished monthly details of any taxes added to or deleted from the charges on the records of taxes due to the Town. The monthly charges and deletions, if any, shall be divided between ad valorem taxes and late listings penalties.
15. Tax settlement shall be made annually by Bladen County Tax Collector before tax records shall be delivered to Bladen County Tax Collector for the subsequent tax year.

16. This agreement may be terminated by either of the parties upon written notice of the intention to terminate the contract given to the other party at least six (6) months prior to the expiration of the calendar year in which the resolution directing such termination is adopted.
17. This contract shall be effective upon its adoption by a majority vote of the members of each of the governing boards of the parties and its execution by the proper officials of each unit and may be recorded in the office of the Register of Deeds of Bladen County. Amendments to this agreement shall be effective only when reduced to writing and adopted in the same manner as this contract is required to be adopted.
18. The Bladen County Tax Administrator shall act as Tax Administrator for the Town of Elizabethtown. The Bladen County Tax Collector shall act as Tax Collector for the Town of Elizabethtown. Any appeals from the Tax Collector or Tax Administrator shall be determined by the Bladen County Commissioners and shall be conclusive as to the Town of Elizabethtown.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be signed in duplicate originals in their respective names by their proper officials all by authority of a resolution of the governing bodies of each taxing unit duly adopted.

COUNTY OF BLADEN

By: Cameron McGill, Bladen County Board of Commissioners Chairman Date

ATTESTED:

By: Maria C. Edwards, Clerk to the Board Date

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

BLADEN COUNTY FINANCE OFFICER

By: _____

Date: _____

STATE OF NORTH CAROLINA
COUNTY OF BLADEN

I, _____, a Notary Public of the County and State aforesaid certify that Maria C. Edwards personally appeared before me this day and acknowledged that she is the Clerk to the Board of the Commissioners of Bladen County, a body politic and corporate and that by authority duly given and as the act of Bladen County, the foregoing instrument was signed in its name by its Chairman, Cameron McGill, and attested by herself as Clerk to the Board.

WITNESS my hand and seal this ___ day of _____, 2026

Notary Public

TOWN OF ELIZABETHTOWN:

By: Sylvia Campbell, Town of Elizabethtown Mayor

Date

ATTESTED:

By: Juanita Hester, Clerk to the Board

Date

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

TOWN OF ELIZABETHTOWN FINANCE OFFICER

By: _____

Date: _____

STATE OF NORTH CAROLINA
COUNTY OF BLADEN

I, _____, a Notary Public of the County and State aforesaid certify that Juanita Hester personally appeared before me this day and acknowledged that she is the Clerk to the Mayor of Town of Elizabethtown, a body politic and corporate and that by authority duly given and as the act of Town of Elizabethtown, the foregoing instrument was signed in its name by its Mayor, Sylvia Campbell, and attested by herself as Clerk to the Mayor.

WITNESS my hand and seal this ___ day of _____, 2026

Notary Public

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 26, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Monthly Financial Report

BACKGROUND: For the provided Monthly Financial Report, if there are questions from Town Council, Finance Director Regina Valenta may be called upon.

Copy of Monthly Financial Report provided.

SUGGESTED ACTION: Council is requested to consider the Monthly Financial Report.

ATTACHMENTS:
[Financial Report - 5.26.26 Rescheduled.pdf](#)

**ELIZABETHTOWN as of April 30, 2026 Period #10
BUDGET & FINANCE SNAPSHOT**

FISCAL YEAR 2025-2026 REVENUES

83% of Year Completed

| Revenue Sources | Fiscal Year Budget | Actual Y-T-D as of 04-30-2026 | % of Budget | Prior Year Actual-to-Date 04-30-2025 |
|--------------------------------|---------------------|-------------------------------|--------------|--------------------------------------|
| GENERAL FUND | | | | |
| Ad Valorem & BID Taxes | 2,023,300.00 | 2,072,796 | 102.4% | 2,060,352 |
| Vehicle Taxes | 221,000.00 | 195,901 | 88.6% | 176,146 |
| Local Option Sales Taxes | 825,000.00 | 595,070 | 72.1% | 516,155 |
| Utility Franchise Taxes | 313,000.00 | 164,292 | 52.5% | 171,581 |
| ABC Revenue | 105,000.00 | 178,750 | 170.2% | 78,750 |
| Powell Bill | 135,000.00 | 132,962 | 98.5% | 135,006 |
| Bladen Fire District | 306,909.00 | 252,959 | 82.4% | 215,459 |
| Solid Waste fees | 1,376,750.00 | 1,129,318 | 82.0% | 1,125,767 |
| Permits & Fees | 55,112.00 | 30,102 | 54.6% | 43,888 |
| Rental Income | 116,634.00 | 113,272 | 97.1% | 105,812 |
| Interest Income | 180,000.00 | 197,754 | 109.9% | 163,719 |
| Salary & Admin. Reimbursements | 0.00 | 5,433 | 0.0% | 0 |
| Miscellaneous Revenues | 224,872.00 | 294,701 | 131.1% | 214,861 |
| Restricted Grants & Donations | 5,000.00 | 4,000 | 0.0% | 92,000 |
| General Fund Balance Approp. | 394,918.00 | 0 | 0.0% | 0 |
| TOTAL GENERAL FUND | 6,282,495.00 | 5,367,311 | 85.4% | 5,099,495 |
| WATER FUND | | | | |
| Water fees | 936,400.00 | 848,461 | 90.6% | 791,882 |
| Sewer fees | 1,102,400.00 | 996,870 | 90.4% | 952,893 |
| Miscellaneous Revenue | 288,950.00 | 294,368 | 101.9% | 135,797 |
| Utility Fund Balance Approp. | 151,234.00 | 0 | 0.0% | 0 |
| TOTAL WATER FUND | 2,478,984.00 | 2,139,699 | 86.3% | 1,880,572 |

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2025-2026 EXPENDITURES

| Department | Fiscal Year Budget | Actual Y-T-D as of 04-30-2026 | % of Budget | Prior Year Actual-to-Date 04-30-2025 |
|---------------------------------|---------------------|-------------------------------|--------------|--------------------------------------|
| Governing Body | 64,400.00 | 51,342 | 79.7% | 31,231 |
| Administration | 537,744.00 | 460,980 | 85.7% | 451,115 |
| Finance | 292,480.00 | 257,297 | 88.0% | 201,271 |
| Public Works | 811,335.00 | 556,631 | 68.6% | 601,362 |
| Technology | 85,516.00 | 94,607 | 110.6% | 79,212 |
| Public Facilities | 306,676.00 | 328,145 | 107.0% | 268,002 |
| Police | 1,583,502.00 | 1,393,004 | 88.0% | 1,062,171 |
| Fire | 1,012,058.00 | 847,574 | 83.7% | 812,255 |
| Streets | 19,550.00 | 12,875 | 65.9% | 332,283 |
| Powell | 404,149.00 | 340,949 | 84.4% | 192,094 |
| Solid Waste | 602,900.00 | 448,187 | 74.3% | 451,138 |
| Planning & Economic Develop. | 148,865.00 | 149,915 | 100.7% | 127,355 |
| Recreation | 16,750.00 | 6,599 | 39.4% | 8,150 |
| Farmers' Market | 8,468.00 | (240) | 0.0% | 23,988 |
| Airport | 68,700.00 | 37,009 | 53.9% | 40,097 |
| Special Appropriations | 289,402.00 | 121,402 | 41.9% | 104,928 |
| Restricted Grants & Donations | 30,000.00 | 13,815 | 0.0% | 69,545 |
| GENERAL FUND TOTAL | 6,282,495.00 | 5,120,092 | 81.5% | 4,856,197 |
| WATER FUND | | | | |
| Water | 1,223,211.00 | 1,019,782 | 83.4% | 661,842 |
| Sewer | 1,155,773.00 | 812,072 | 70.3% | 859,347 |
| Tank Maintenance & Transfer Out | 100,000.00 | 83,333 | 83.3% | 83,333 |
| WATER FUND TOTAL | 2,478,984.00 | 1,915,188 | 77.3% | 1,604,522 |

**

| REVENUE OVER/(UNDER) EXPENDITURES | 25 - '26 YTD | | Prior YTD |
|-----------------------------------|--------------|----------------|----------------|
| GENERAL FUND | 0.00 | 247,218 | 243,298 |
| WATER FUND | 0.00 | 224,511 | 276,050 |
| TOTAL COMBINED FUNDS | 0.00 | 471,729 | 519,348 |

** INCREASED PRICE IN AUDIT**

Result of recording the loss on disposition of fixed assets.

| <u>Permits/Fee/Licenses</u> | Budget | Actual |
|-----------------------------|-----------|-----------|
| Beer & Wine Licenses | 365.00 | 325.00 |
| Business Registrations | 3,300.00 | 2,940.00 |
| Motor Vehicle Licenses | 14,000.00 | 9,920.00 |
| Planning & Zoning Fees | 26,447.00 | 13,946.88 |
| Fire Inspections & Fees | 11,000.00 | 2,490.50 |
| Park Rental Fees | 0.00 | 480.00 |
| | <hr/> | |
| Total | 55,112.00 | 30,102.38 |

| <u>Rental Income</u> | Budget | Actual |
|--------------------------------|------------|------------|
| Building Lease - Bladen Crisis | 10,200.00 | 8,500.00 |
| Farmer's Market | 31,000.00 | 31,198.60 |
| | <hr/> | |
| Commissions & Royalties | 75,434.00 | 73,573.29 |
| | <hr/> | |
| Total | 116,634.00 | 113,271.89 |

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 26, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Appointments: Elizabethtown Planning Board and Zoning Board of Adjustment Board and Bladen Housing Authority

BACKGROUND: Town Manager Eddie Madden may be called upon to present this agenda item.

There is one vacancy on the Planning Board/ZBA. Some of the members of the Elizabethtown Planning Board also serve as Zoning Board of Adjustment members.

The term of office for Mrs. Aquenetta Robinson on the Bladen Housing Authority expires this month. The Interim Executive Director for Bladen Housing passed along that Mrs. Robinson has expressed a desire to continue to serve another term of office if so reappointed.

List of Planning Board Members provided.

SUGGESTED ACTION: Council is requested to provide names of candidates to fill one vacancy on the Planning Board and the Zoning Board of Adjustment as well as considering the re-appointment of Mrs. Aquenetta Robinson to the Bladen Housing Authority.

ATTACHMENTS:

[Town of Elizabethtown Planning Board Members - May 2026.docx](#)

**TOWN OF ELIZABETHTOWN
PLANNING BOARD MEMBERS
May 2026**

Michael Leinwand

Maurice Williams

Heather Tart

Lorenzo McDowell

Lee Hauser

Jordan Stanley

One Vacancy

Carolyn Smith – County Appointment – ETJ - 2026

Tina Burney – County Appointment – ETJ – 2026

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 26, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Reschedule Date for Town Council's June 2026 Meeting

BACKGROUND: Due to the late May Council meeting, it becomes necessary to reschedule the regular June 1st Council meeting. Therefore, Town Manager Eddie Madden provides the following suggested reschedule meeting date for the regular Council meeting: Monday, June 15, 2026 (Noon meeting and 7 p.m. meeting).

For the Fiscal Year Close-out meeting, that meeting date of June 29, 2026 was previously adopted by Council. Therefore, this meeting will be scheduled for FY 2026-2027 Budget adoption and at least two Public Hearings.

SUGGESTED ACTION: Council is requested to consider the reschedule meeting date of June 15th for Town Council's June 2026 meeting.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 26, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OTHER BUSINESS

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

BACKGROUND: Town Manager Eddie Madden may be called upon to present the "Briefly" items.

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

SUGGESTED ACTION: Town Manager Eddie Madden will present the "Briefly" items.

ATTACHMENTS:

[Peak Agenda - Briefly - 5.26.26 Rescheduled.docx](#)
[Department Head Update Report - 5.26.26 Rescheduled.pdf](#)

To: Mayor and Town Council
From: Eddie Madden, Town Manager
Subj: “Briefly”
Date: May 26, 2026 Rescheduled Meeting

The following items are provided as information to Council:

- The Department Head Update Report is provided as a separate attachment.
- With the week of May 11-May 16, 2026 being recognized for “National Police Week” observance, a Proclamation was signed by Mayor Sylvia Campbell and given to the Police Department on May 8th. We thank each of the Town of Elizabethtown Police Officers for the great job they are doing each and every day.
- In observance of Memorial Day, the Town offices will be closed on Monday, May 25, 2026.
- There will be a June 2, 2026 Planning Board meeting at 5:30 p.m. to review a Rezone Request.
- A parade for EBH seniors is being planned by the school for June 4, 2026 at 5:45 p.m. for downtown.
- The Elizabethtown Airport/Economic Development Commission will be meeting on Tuesday, June 9, 2026 at 7:30 a.m. at the Airport Terminal Building.



FOR THE MONTH OF MAY

05/01 – Shauna Harper, Utility Specialist
05/08 – Michael Lewis, II, P/T Firefighter
05/10 – Nicholas Kauffman, Water Dept.



Department Head Updates
May 2026

FIRE DEPARTMENT

Hollis Freeman



Call Report for April

Total Fires - 16
Total EMS Calls - 24
Special Responses - 1
Service Calls - 7
Other Type Incidents -10
Total Calls – 58
Fire Pre-Plans - 40
Fire Inspections - 20

POLICE DEPARTMENT

Mark McMichael

| | |
|----------------------------------|-----|
| Total Calls- 04-01-26 – 04-30-26 | 368 |
| Reports Taken | 41 |
| Arrests | 8 |
| Collisions | 22 |
| Citations | 44 |
| Warnings | 17 |
| Truck Route | 5 |

PUBLIC WORKS - Stephen Duffy & Delana Faircloth

Water Resources (Water, Wastewater & Stormwater) – Sherry Lanier, Ricky Smith, Dillon Hemingway & Nic Kauffman

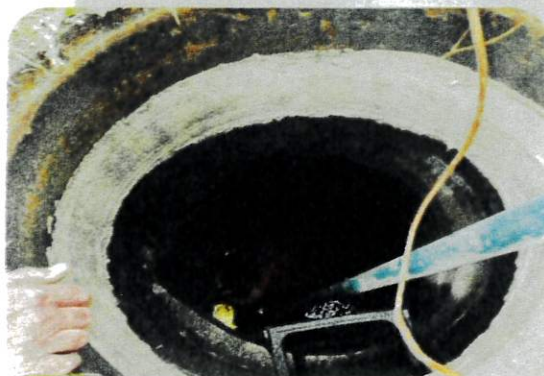
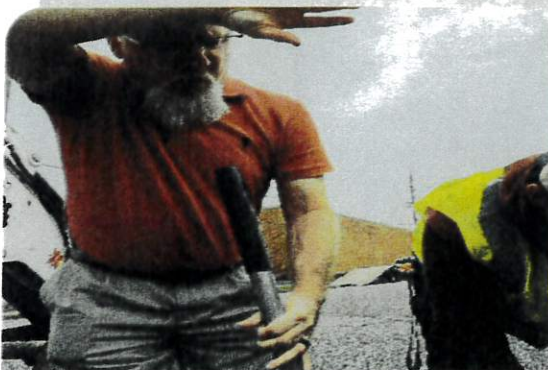
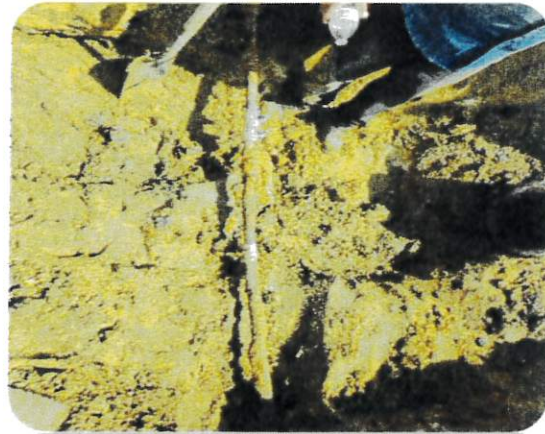
We had 357-meter reads, 47-meter Cutoffs and 63 locate tickets totaling 15.75 hours approximately. We repaired 6 Water leaks, 1 Water tap, 1 Sewer tap, 1 Sewer leak. We repaired a 14’ section of Stormwater drain line on Cypress St.

We worked 3 days on Cypress St. and King St. sink hole issues to try and determine a cause and a plan of attack. We must investigate further!

We discovered a water leak running into the storm drain. The leak was in the intersection of Renaldi and Cypress Streets, after cutting the asphalt we found that there was a waterline that had a leak as well as the Stormwater drain line which was cracked in multiple places. As if this was not enough, the Sewer line which was underneath the waterline had to have a foot or so of it replaced also. We left at 8:30 p.m.

Investigated and determined which of the broken Fire Hydrants had Valves so that we can replace them ASAP! We were able to diagnose and repair the Hydrant on Swanzy St. near Bladen Builders and it is now back in operation. We will replace 2-3 during the month of May and again in June. This will consume the hydrant inventory currently on hand.

Nic Kauffman finished with Heavy Equipment Training, and he completed Wastewater Grade 1 Biological Operators School.



Wastewater Treatment Plant - Hugh Bledsoe

- Routine sampling and testing to maintain compliance with NPDES requirements.
- Adjusted the WWTP equipment as needed to gain optimum treatment efficiency due to seasonal changes, still seeing big temperature swings.
- Submitted monthly electronic discharge monitoring reports to NCDEQ for March, no violations.
- Average flow through the WWTP is 433,852 gallons to date for April 22,27 gallons per day less than March. Recorded 1.8 inches for the month.
- Contractors on site actively working on the WWTP headworks upgrade.
- Attended construction update meeting on 4/23.
- Fabricated and installed new clarifier beach sweep for # 1 Clarifier with help from Tracy Priest.
- Performed preventative maintenance on equipment and rotated to increase longevity.
- Decanted over 70,000 gallons from the SBR Digester to make room.
- SBR Digester sludge removal is underway by McGill Environmental.

Opportunities

- Had a chlorine feed pump failure on April 25th, swapped with dechlorination pump to maintain disinfection. Ordered replacement to arrive next day.
- Need to obtain a spare feed pump for bleach and dechlorination feed.

Headworks Upgrade Project

See attached minutes from April 23, 2026, Headworks Project Update Meeting. All phases are still on time for September 2026 completion.



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

I feel like I just did the monthly report for March and April is coming to an end. Public workers continue to go out every morning and clean up our parks and downtown. It is a never-ending battle of trash and dirty bathrooms; you can tell the parks have gotten busier with the warmer weather. Will Lee has worked on spraying roundup at our treatment plant, around townhall, farmers market and some of our sidewalks and lift stations; this helps cut down on weeding and weed eating. I am going to brag about Will a little bit, he does a great job of keeping Greens Lake, Tory Hole and Farmers Market bathrooms clean. He goes above and beyond on keeping limbs and trash picked up as well as trimming low hanging limbs. He has a good understanding of what needs to be done daily and has great initiative and pride in his work. He has been a big help to me. Steven worked on cleaning our playground equipment at Greens Lake, Tory Hole, Lloyd and Leinwand Park. He also pressured the picnic tables and benches at Greens Lake. He cut grass in some of our small areas like the end of Cromartie Road, Town sign on 87, and a couple of our outfall lines. Steven also cleaned up some leaves that were at public works and the lift stations on Swanzey Street. Greg replaced a soap dispenser at Leinwand park as well as repaired a broken cable on the back stop netting and set a manhole cover over a catch basin at the practice field and took a portable A/C to the concession stand until we get prices to replace the old unit. He fixed two security lights on hangers at the airport and cut the hill at the end of the runway next to 87. He also did some brush cutting under the trees at Greens Lake and Tory Hole Park. Greg repaired three lights at Townhall as well as pulled wire for two cameras.





Fleet Maintenance - Tracy Priest

Mr. Priest serviced 4 mowers, 3 small equipment and other items, 2 large pieces of equipment, 3 Police Vehicles, 0 Fire Department Vehicles, 1 Public Works Vehicles, 0 Admin Vehicles, and various other tasks as assigned.

CTL Engineering, Inc.

3362 Six Forks Road

Raleigh, NC 27609

AN EMPLOYEE-OWNED COMPANY

Consulting Engineers • Testing • Inspection Services • Analytical Laboratories *Established 1927*



PROGRESS MEETING Minutes Meeting # 13

Meeting Date: March 25, 2026, Thursday — 1:00 pm

Meeting Location: 699 Scout Lane, Elizabethtown, North Carolina

Overview: Monthly Construction Meeting

ELIZABETHTOWN WASTEWATER TREATMENT UPGRADES SRP-WARP-0008

Attendees:

Stephen Duffy, Elizabethtown

Walter Dunkin, Shook Construction

Jon Persson, CTL

David Brandes, CTL

Billy Faircloth, MV Electric

Brian Howard, Shook Construction

Hugh Bledsoe, Elizabethtown

Tyler Rike, Shook

Kim Cole, NC DEQ

Ryan Levesque, Shook Construction

1.0 General

- General Discussion

- Weather delays.

1.1 Prior Minutes

- Review prior minutes.

1.2 Safety

- Any reports.

1.3 Status of Progress

- Shook report of progress.

- Set CB for dumpster

- 12" process pipe to MH4

- Backfill of HW – Terracon tomorrow

- Building slab ready for Nichols

- Concrete on Pad

- Nichols due in the morning.

- Building Inspector looked at the Pad

- Building Permit in Hand

- Nichols to let him know he is starting

- Electrical bank from bldg. to admin

Page 1 of 3

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- Temporary service is tied in
- Utility duct bank in
- Pad for Duke
- Duke will require a Crane
- 1,000 Kw transformer
- Handrail is in hand. Starting on that.
- Grit Screws today
- Received about 2/3 of Grit Chamber and RakeMax next week – A little later, but schedule reflects that.

1.4 Progress Payments

- 7-8-9 are paid. 10 last month. 10 going today. 11 will be submitted tomorrow or today.

1.5 Construction Schedule

- Construction schedule.

Look Ahead Schedule

- Look ahead
- Going forward – heavy process equipment
- Other ancillary will fall back
- Starting to put in equipment
- Grit Screw in the morning
- Behind schedule items – none
- Some ductile lagging behind. Should not be an issue
- Lack the 24” pipe – should be here second week in May
- Completion Date – Oct. 16. Substantial Sept. 15.
- Possibility that Date might be extended.

1.6 Shop Drawings / Submittals

- Go over RFIs.

1.7 Request for Information

- None

1.8 Request for Proposals / Changes

- Went over pricing and upcoming change order no. 2
- For CP-013 – Shook to reprice using C-900 change for the front sewer.

1.9 Deviations

- Discussion – None this meeting.

CTL Engineering, Inc.
3362 Six Forks Road
Raleigh, NC 27609



AN EMPLOYEE-OWNED COMPANY

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1927

1.10 Owner Requirements

- None

1.11 Operational Impacts and Shutdowns

- Potential shutdown until Admin. August-September
- Shutdown will be sent by Shook
- Will be on Bypass during this time
- Complete shutdown – 3 hrs. Max. during dry weather
- Flow data is not available on a daily / hour basis. Hugh will look to get an estimate.
- Electrical will require 2 shutdowns
- First will be the switch to the new building with a generator (August)

2.0 Electrical Building

- Ready for concrete pad

Material is here

Except doors

2.1 Headworks

- Concrete Tests – hammer test resulted in good test.
- CTL to provide a “good” response

2.2 Allowances

- Budget Update – Resolve within the next steps.

3.0 Other

Next meeting date: May 21st.

Nichols and their timeframe are one item Shook is going to watch closely.

Page 3 of 3

Town Clerk

Juanita Hester

- Public Records Request from SmartProcure for Purchase Order information was fulfilled on 5/6/26.
- The follow-ups and distribution of approved and signed documents for the April 13, 2026 Town Council meeting were handled by the Clerk.
- Prepared notification and made distribution to the Public of the April 27, 2026 Special Called Council meeting. Agenda material was prepared and distribution made of the approved signed documentation.

- Clerk prepared the meeting minutes for the April 13, 2026 Noon Rescheduled Meeting, the April 13, 2026 Closed Session and minutes for the April 27, 2026 Special Called Meeting.
- Weekly Friday Memos were prepared and distributed to Council Members and Department Heads.
- Completed and distributed the notice for Town Council's Rescheduled May 26, 2026 meeting.
- Completed the White Lake Water Festival Parade application for Town Council's participation in the 5/16/2026 Parade.
- Per request from Town Attorney, Clerk researched and provided agenda documentation for the PUD Ordinance approval.
- Clerk prepared the Holiday Notice for "Memorial Day" observance and had the notice posted to the Town's webpage.
- For the Interim Town Manager's review, prepared Staff Meeting outline for the May 26, 2026 Rescheduled Council meeting.
- In coordination with the Town Manager and Town Attorney, the Clerk prepared the agenda material for the 5/26/2026 Rescheduled 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 May 4, 2026, Clerk made notification to Mrs. Theresa Lloyd at the Paul R. Brown Leadership Academy that Town Council's May 4th meeting had been rescheduled to May 26, 2026 for presence by the Cadets for Presentation of Colors.

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 26, 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.

ATTACHMENTS:
[Sign-In Sheet - Open Forum - 5.26.26 Rescheduled Meeting.docx](#)

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: May 26, 2026

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADJOURNMENT

SUBJECT: Adjournment

BACKGROUND:

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

ATTACHMENTS: