



**ELIZABETHTOWN
COUNCIL
RESCHEDULED MEETING
7:00 PM, Monday, November 8, 2021**

November 8, 2021 Rescheduled Town Council Meeting - The Mayor and Town Council Members, Manager, Assistant Manager, Town Attorney, limited staff and members of the press will be attending the meeting in-person; however, the public may join the meeting through Zoom from computer, smart phone or dial-in. Zoom Call instructions are posted on the Town's web page at www.elizabethtownnc.org.

1. OPENING AND CALL TO ORDER
2. APPROVAL OF AGENDA / PREVIOUS MINUTES APPROVAL
 - 2.1 Approval of Agenda / Previous Minutes Approval
Council is requested to adopt the agenda and approve the meeting minutes as presented.
[OCT MINUTES 2021.docx](#)
[Meeting Minutes - Special Called TC Meeting - 10.5.2021 - Land Use Plan Update .docx](#)
3. ORDINANCES/RESOLUTIONS/PROCLAMATIONS
 - 3.1 Resolution #R-2021-20 - To Approve the Financing of the Street Rehabilitation/Improvement Project and Authorization of Designated Representatives of the Town to Execute the Various Loan Documents
Council is requested to approve the financing of the Street Rehabilitation/Improvement Project and to authorize designated representatives to execute the loan documents.
[Resolution - Financing For Street Rehabilitation - Improvement Project and Authorize Reps to Sign Loan Documents - 11.8.2021.pdf](#)
 - 3.2 Resolution #R-2021-19 - "Employ A Veteran Week"
Council is requested to approve the Resolution.
[Resolution - Hire a Vet Week - 11.8.2021.docx](#)
 - 3.3 Proclamation - Veterans' Day
Council is requested to approve the Veterans' Day Proclamation.
[Proclamation - Veterans' Day - November 2021.docx](#)
 - 3.4 Proclamation - "Youth Appreciation Week"
Council is requested to approve the Proclamation.

4. PRESENTATIONS

4.1 Town Manager Update

Council is requested to hear the update from Town Manager Dane Rideout.

5. ADMINISTRATIVE MATTERS

5.1 Award of On-Call Professional Services

Council is requested to make the awards based on the Town Manager's recommendation.

5.2 Appointments: Zoning Board of Adjustment and Firemen's Relief Fund

Council is requested to make the appointments.

5.3 Tax Releases

Council is requested to approve the Tax Releases as presented.

[OCTOBER 2021 TAX RELEASES.pdf](#)

5.4 Monthly Financial Report

Council is requested to approve the Monthly Financial Report.

[October 31, 2021 Financial Report.pdf](#)

6. OTHER BUSINESS

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

Council is requested to hear the reminders and announcements.

[Peak Agenda - Briefly - 11.8.2021 Rescheduled Meeting.docx](#)

7. OPEN FORUM

7.1 Open Forum

Town Manager Dane Rideout will advise if any written comments from the public have been received.

8. CLOSED SESSION

8.1 Closed Session

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

9. ADJOURNMENT

9.1 Adjournment

Mayor Campbell will entertain a motion and second to adjourn the meeting.



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 8, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: APPROVAL OF AGENDA / PREVIOUS MINUTES APPROVAL

SUBJECT: Approval of Agenda / Previous Minutes Approval

BACKGROUND: Meeting minutes are provided for Council review.

SUGGESTED ACTION: Council is requested to adopt the agenda and approve the meeting minutes as presented.

ATTACHMENTS:

[OCT MINUTES 2021.docx](#)

[Meeting Minutes - Special Called TC Meeting - 10.5.2021 - Land Use Plan Update .docx](#)

TOWN OF ELIZABETHTOWN
Regular Meeting – Virtual (Zoom Meeting)
October 4, 2021

The Elizabethtown Town Council met for its regular meeting on Monday, October 4, 2021 at 7:00 p.m. via Zoom. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd (Municipal Building), Council Members Rich Glenn, Howell Clark Jr., Herman Lewis, Ricky Leinwand (Municipal Building), Paula Greene, Town Manager Dane Rideout and Town Attorney Goldston Womble. Department Heads in attendance included Fire Chief Nick West, Police Chief Tony Parrish, Finance Director Sharon Penny, Public Services Director Hugh Bledsoe, Town Clerk Juanita Hester, Assistant Town Manager Pat DeVane and Director of Communications & Marketing Terri Dennison. Representatives from the press included Joy Warren and Michael Futch.

Mayor Sylvia Campbell opened the meeting and then made a roll call and welcomed everyone. Mayor Campbell called upon Mayor Pro Tem Rufus Lloyd to give the invocation.

Item #2.1: Approval of Agenda/Previous Minutes Approval

A motion was made by Council Member Howell Clark Jr., seconded by Council Member Rich Glenn, to approve the Agenda with the correction of flip-flopping Items #8 & 9 (Unanimous). Mayor Pro Tem Rufus Lloyd, made a motion to approve the September 13, 2021 Regular Meeting Minutes and September 30, 2021 Special Called Meeting Minutes, seconded by Council Member Howell Clark Jr. (Unanimous). Copy attached and incorporated herein by reference.

Item #3.1: PUBLIC HEARING: Code of Ordinances Amendment – Truck Route

Mayor Sylvia Campbell opened the Public Hearing and called upon Police Chief Tony Parrish to present. Chief Parrish noted that the Amendment to the truck route is an added paragraph. Swanzy Street shall be used as an alternate route for trucks traveling between Peanut Road and US 701. Mayor Campbell noted that Council will vote on this during their Special Called Meeting October 5, 2021. Mayor closed the Public Hearing.

Item #3.2: PUBLIC HEARING: To Authorize the Filing of an Application for CDBG-I Funding for the Town of Elizabethtown Regional Sewer Project

Mayor Sylvia Campbell opened the Public Hearing and called upon Town Manager Dane Rideout to present. Town Manager noted that the Town is moving forward very quickly so the Town can make the timeline. When the Federal Government approves the Budget, the Town can move forward. The Town will upgrade the Wastewater Treatment works project to replace outdated and more than 40 years old treatment facility. E. L. Robinson Engineering is heading up the project. Mayor Sylvia Campbell closed the Public Hearing.

Item #4.1: Code of Ordinances Amendment – Ordinance No. 2021-06 – Truck Route

Being this is a virtual meeting, voting on this agenda item will take place at the October 5, 2021 Special Called Meeting.

Item #4.2: Resolution #R-2021-16 – To Recognize Halloween on Saturday, October 30, 2021

Council Member Rich Glenn, seconded by Mayor Pro Tem Rufus Lloyd, moved to approve Resolution #R-2021-16 – To Recognize Halloween on Saturday, October 30, 2021 (Unanimous). Copy attached and incorporated herein by reference.

Item #4.3: Resolution #2021-18 – Surplus Property Declaration – Police Vehicle

Council Member Howell Clark Jr., seconded by Council Member Paula Greene, moved to approve Resolution #2021-18 – Surplus Property Declaration – Police Vehicle (Unanimous). Copy attached and incorporated herein by reference.

Item #5.1: Town Manager Update

Assistant Town Manager Pat DeVane noted for the Cemetery Project, the sheet pile is completed, will have a meeting with W K Dickson on moving the headstones, they may be requesting a 60-day extension due to the amount of time it took to complete the wall. SEPI will start street resurfacing the week of October 11, 2021, the next 12 months will include more streets for repair. Town Manager Dane Rideout noted that the Town received \$6,000.00 more in Powell Bill funds this year.

Item #6.1: FY 2022-2023 Budget Calendar & Budget Committee

Council Member Rich Glenn and Council Member Ricky Leinwand will serve on the FY 2022-2023 Budget Calendar & Budget Committee. The FY 2022-2023 Calendar of Budget activities was included in the agenda material and copy is attached and incorporated herein by reference.

Item #6.2: Set Date for Dedication of Greene's Lake and Conservation Park

Mayor Sylvia Campbell noted that a date will be set at a later time.

Item #6.3: Formation of Committee to Plan the 250th Anniversary event of the Town of Elizabethtown

Mayor Sylvia Campbell noted that Mrs. Sunday Allen, Mr. Fletcher Collins, Mr. Robin Summerlin, Mrs. Billie Hall, Mr. Lewis Smith and Mrs. Tomye Glenn have an interest in the planning process. Council Member Paula Greene and Council Member Ricky Leinwand volunteered from the Board.

Item #6.4: Monthly Financial Report

Finance Director Sharon Penny noted nothing stands out to mention, and she will be glad to answer any questions. Council Member Howell Clark Jr., seconded by Council Member Rich Glenn, moved to approve the Monthly Financial Report (Unanimous). Copy attached and incorporated herein by reference.

Item #6.5: Budget Amendment #2022-01

Council Member Rich Glenn, seconded by Council Member Howell Clark Jr., moved to approve Budget Amendment #2022-01 (Unanimous). Copy attached and incorporated herein by reference.

Item #6.6: Tax Releases

With no discussion, Mayor Pro Tem Rufus Lloyd, seconded by Council Member Ricky Leinwand, moved to approve the Tax Releases (Unanimous). Copy attached and incorporated herein by reference.

Item #7.1: "Briefly"

Mayor Campbell noted that East Bladen's Homecoming Parade is Friday, October 8, 2021 at 4:00 pm, line up is at San Jose at 3:30 pm.

Town Manager briefed on the following:

E. L. Robinson is moving forward with the Sewer Project.

Visited Fort Bragg with Council Member Howell Clark Jr., recognizing Elizabethtown.

House Bill 83 – Eliminate taxes on retirement.

Exercise watch at the Airport on October 5, 2021.

Fire Chief Nick West will be joining Columbus County as Assistant County Manager.

Item #8.1: Open Forum: Three (3) Minutes Per Citizen...Should State Name/Address

Notice was given to the public that written comments could be submitted to Town Clerk Juanita Hester by email: jhester@elizabethtownnc.org or placed in the Town's Drive-Thru Drop Box due to this being a virtual meeting.

Mrs. Ilka McElveen, Owner of Kidz-N-Motion, was recognized by Mayor Campbell. Mrs. McElveen noted that the Daycare is on S. Morehead Street and with W. Swanzy Street being an alternate truck route, there needed to be flashing light signage or speed bumps installed. Mayor Campbell noted that she will have Chief Parrish check on that.

Item #9.1: CLOSED SESSION

Council Member Howell Clark Jr., seconded by Mayor Pro Tem Rufus Lloyd, moved to enter into Closed Session in accordance with NCGS 143-318.11(a)(6) – Personnel (Unanimous).

RETURN FROM CLOSED SESSION TO OPEN SESSION:

Council Member Rich Glenn, seconded by Council Member Howell Clark Jr., made a motion to return to Open Session (Unanimous). There was no action taken in Open Session.

With there being no further business to conduct, the meeting was adjourned.

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson
Administration Assistant/CTC

“UNOFFICIAL”

**Town of Elizabethtown
Special Called Meeting
October 5, 2021
5:30 p.m. – 8:30 p.m.**

The Elizabethtown Town Council met in a Special Called meeting on Tuesday, October 5, 2021 from 5:30 p.m. – 8:30 p.m. at the Airport Terminal Building for the purpose of Land Use Plan update and to adopt an Ordinance Amendment for the Town’s Truck Route. Those in attendance were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd and Council Members Howell Clark, Rich Glenn, Paula Greene, Herman Lewis and Ricky Leinwand. Also attending were Town Manager Dane Rideout, Assistant Manager Pat DeVane, Town Attorney Goldston Womble, Finance Director Sharon Penny, Director of Communications and Marketing Terri Dennison and Planning Board Chairman Bobby Kinlaw, Mr. Daniel Rauh, AICP, with WithersRavenel facilitated the meeting and Mr. Bobby Chandler with WithersRavenel attended as well. There were no representatives from the Press that joined via Zoom.

The Public Notice for this meeting indicated that the public would only be allowed to access the meeting via Zoom Call.

Mayor Sylvia Campbell called the meeting to order and asked that Mayor Pro Tem Rufus Lloyd give the invocation.

AGENDA ADOPTION

Mayor Sylvia Campbell noted that **AGENDA ITEM #1. SPECIAL RECOGNITION** would not be taking place at the 10/5/2021 Special Called Meeting. Fire Chief Nick West will be recognized at a later date. With the agenda needing to be amended, Council Member Rich Glenn, seconded by Council Member Ricky Leinwand, moved to approve the amended agenda (Unanimous).

AGENDA ITEM #2. ORDINANCE #2021-06 – Truck Route Ordinance Amendment

The Public Hearing for the Code of Ordinance Amendment for the Town’s Truck Route was conducted at the October 4, 2021 Regular Town Council Meeting. With the meeting being virtual, comments from the public could be received from the date of the Public Notice until 24 hours after the Public Hearing. Therefore, the amended Truck Route ordinance was presented for Council consideration at the October 5th Special Called Meeting. Mayor Pro Tem Rufus Lloyd, seconded by Council Member Rich Glenn, moved to adopt Ordinance #2021-06 which designates Swanzy Street as an alternate truck route for all trucks traveling between Peanut Road and US 701 (Unanimous).

AGENDA ITEM #3. DEVELOPMENT OF THE LAND USE PLAN

As noted by the meeting facilitator Daniel Rauh with WithersRavenel, the Town’s Land Use Plan will serve as a roadmap for its future. Once adopted, this document will be utilized as a reference for policy and development decisions. Under the new NCGS Chapter 160D legislation, all municipalities that wish to continue enforcement of zoning will be required to adopt and reasonably maintain a Land Use Plan by July 1, 2022. Mr. Rauh invited input from the Council

Members and staff to help identify Strengths, Weaknesses, Opportunities and Challenges for the Plan Categories. The categories included Community Character, Land Use, Economic Development, Parks and Recreation, Utilities, and Transportation. Input was received from Mayor, Council Members and Staff for each of the named categories for which Mr. Rauch will prepare drafted Land Use Plan for review. The information gathered in the work session noted very few weaknesses for the Town of Elizabethtown. Mr. Rauh noted it will be necessary for Public Engagement as part of the Land Use Plan Update. There was consensus to conduct such session(s) in-person. Suggestion was to conduct the public engagement sessions in different areas of Town.

OPEN FORUM

With the public only having been allowed to access the 10/5/2021 meeting remotely, public comments were to be submitted to the Town Clerk either by email or left in envelope appropriately marked and left in the Town's Drive-through Drop-Box. There were no written public comments received for Open Forum.

With there being no further business to conduct, Council Member Herman Lewis, seconded by Council Member Howell Clark, moved to adjourn the meeting (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 8, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Resolution

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Resolution #R-2021-20 - To Approve the Financing of the Street Rehabilitation/Improvement Project and Authorization of Designated Representatives of the Town to Execute the Various Loan Documents

BACKGROUND: The Town has been notified that it is necessary that the Town adopt one additional Resolution in order to proceed with the financing process for the Street Rehabilitation/Improvement project. Bond Counsel has requested that the attached Resolution be approved by Town Council.

SUGGESTED ACTION: Council is requested to approve the financing of the Street Rehabilitation/Improvement Project and to authorize designated representatives to execute the loan documents.

ATTACHMENTS:

Resolution - Financing For Street Rehabilitation - Improvement Project and Authorize Reps to Sign Loan Documents - 11.8.2021.pdf

**TOWN OF ELIZABETHTOWN
RESOLUTION APPROVING THE FINANCING AND
AUTHORIZATION OF DESIGNATED REPRESENTATIVES
TO EXECUTE THE VARIOUS LOAN DOCUMENTS
FOR THE STREET REHABILITATION/IMPROVEMENT PROJECT
#R-2021-20**

WHEREAS, in July, 2021, decision was made by the Town of Elizabethtown Town Council, under the direction of the Town Manager, to undertake a Street Rehabilitation/Improvement Project (the "Project") to be completed in phases and, thereby, hired SEPI Engineering to assist with the overall Project; and

WHEREAS, on August 2, 2021, the Elizabethtown Town Council authorized the filing of an application to the North Carolina Local Government Commission (the "LGC") for approval of a financing agreement for the Project as authorized by NCGS 160A-20, which approval was granted by the LGC on September 14, 2021; and

WHEREAS, for this Project, the Town proceeded to obtain through First Bank a loan amount of \$2,000,000.00 to be advanced to the Town for a term of 15 years at a 2.15% fixed interest rate; and

WHEREAS, in connection with the First Bank loan, the Town will execute and deliver an Installment Financing Contract, dated as of November 12, 2021, (the "Contract"), pursuant to which the Town will agree to repay the First Bank loan in installment payments as set forth in the Contract, subject to the terms and limitations set forth in the Contract, and pursuant to which the Town will grant a security interest in all or a portion of the Project; and

WHEREAS, to further secure the Town's obligations, the Town will execute and deliver a Deed of Trust, dated as of November 12, 2021, (the "Deed of Trust"), under which the Town will grant a lien on the Town's fee simple interest in the real property on which the Project will be located, together with any improvements thereon; and

WHEREAS, there have been described to the Town Council the forms of the Contract and the Deed of Trust, copies of which have been made available to the Town Council, which the Town Council proposes to approve, enter into and deliver to effectuate and secure the proposed First Bank loan; and

WHEREAS, the Town is not in default of any of its debt service obligations, and the Town Attorney has rendered an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina; and

WHEREAS, Town Council designates Town Manager Dane Rideout, Town Clerk Juanita Hester and Finance Director Sharon Penny as being authorized to sign the various loan documents and other certificates associated with the First Bank loan, the Contract, the Deed of Trust and the Project.

NOW, THEREFORE, BE IT RESOLVED THAT Mayor Sylvia Campbell and Town Council Members hereby approve the financing for the Project and authorizes the Town of Elizabethtown employees so-named in the preceding paragraph to execute and deliver the various loan documents and other certificates associated with the First Bank loan, the Contract, the Deed of Trust and the Project. All

actions of the Town, the Mayor, the Town Manager, the Finance Director, the Town Clerk and their respective designees in effectuating the proposed financing of the Project are hereby approved, ratified and authorized pursuant to and in accordance with the transactions contemplated by the First Bank loan, the Contract and the Deed of Trust.

Adopted this the 8th day of November, 2021.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

[Seal]



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 8, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Resolution

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Resolution #R-2021-19 - "Employ A Veteran Week"

BACKGROUND: A request has been received from the local NC Works Office to have the Town recognize November 8th through November 12th as "Employ A Veteran Week". Veterans deserve the opportunity to pursue quality employment with competitive wages. Copy of Resolution attached.

Mr. Dwight Butler with NC Works may be in attendance to accept the "Employ a Veteran Week" Resolution.

SUGGESTED ACTION: Council is requested to approve the Resolution.

ATTACHMENTS:

[Resolution - Hire a Vet Week - 11.8.2021.docx](#)

TOWN OF ELIZABETHTOWN RESOLUTION

“Employ A Veteran Week”

#R-2021-19

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT I, Sylvia Campbell, Mayor of the Town of Elizabethtown, and Town Council Members recognize November 8th through November 12th as “Employ A Veteran Week” and urge the employment of veterans by all businesses during the month of November.

Adopted this the 8th day of November, 2021.

Sylvia Campbell, Mayor



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 8, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Proclamation - Veterans' Day

BACKGROUND: The Town is proud to hire veterans for their work force. In addition to Town Manager Dane Rideout, the Town employs a number of veterans. On this Veterans' Day, we give special honor and recognition to those men and women for their courage, leadership and commitment in service to our country.

SUGGESTED ACTION: Council is requested to approve the Veterans' Day Proclamation.

ATTACHMENTS:
[Proclamation - Veterans' Day - November 2021.docx](#)

TOWN OF ELIZABETHTOWN VETERANS' DAY PROCLAMATION

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

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

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

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

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

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

NOW, THEREFORE, LET IT BE PROCLAIMED that in observance of Veterans' Day, November 11, 2021, the Town of Elizabethtown proudly joins the rest of our nation to salute and give special honor and recognition to the men and women who are serving or those who have served to preserve the principles of Justice, Freedom and Democracy.

Proclaimed this the 8th day of November, 2021.

Sylvia Campbell, Mayor



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 8, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ORDINANCES/RESOLUTIONS/PROCLAMATIONS

SUBJECT: Proclamation - "Youth Appreciation Week"

BACKGROUND: Each November, the Town declares the second week of November as "Youth Appreciation Week" on behalf of the Elizabethtown Optimist Club. The Optimist Clubs recognize local youth for their efforts in the arts, athletics, academics and community service work. "Youth Appreciation Week" is the perfect opportunity for Optimists to make a difference in their community and demonstrate the Optimists' commitment to young people.

Council Member Ricky Leinwand can accept the Proclamation on behalf of the Optimist Club.

SUGGESTED ACTION: Council is requested to approve the Proclamation.

ATTACHMENTS:

[Proclamation - Youth Appreciation Week - 11.8.2021.docx](#)

PROCLAMATION

“Youth Appreciation Week”

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

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

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

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

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

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

This the 8th day of November, 2021.

Sylvia Campbell, Mayor



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 8, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Town Manager Update

BACKGROUND: The Town Manager will present an update on important matters.

SUGGESTED ACTION: Council is requested to hear the update from Town Manager Dane Rideout.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 8, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Award of On-Call Professional Services

BACKGROUND: Town Manager Dane Rideout will present the background information for this agenda item. The Town received Statement of Qualifications from 7 interested firms.

SUGGESTED ACTION: Council is requested to make the awards based on the Town Manager's recommendation.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 8, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Appointments: Zoning Board of Adjustment and Firemen's Relief Fund

BACKGROUND: Staff does recommend that Planning Board Members, Mrs. Elizabeth Cole and Mr. Lorenzo McDowell, be appointed to the Zoning Board of Adjustment seats that will expire 11/30/2021.

For the Firemen's Relief Fund, Mr. Wayne Edge's term expires January 2022. Recommendation is to re-appoint Mr. Wayne Edge.

SUGGESTED ACTION: Council is requested to make the appointments.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 8, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Tax Releases

BACKGROUND: Certified Tax Collector Beverly Robinson has requested Council approve the Tax Releases presented.

SUGGESTED ACTION: Council is requested to approve the Tax Releases as presented.

ATTACHMENTS:
[OCTOBER 2021 TAX RELEASES.pdf](#)

MEMORANDUM

TO: Mayor and Town Council

FROM: Beverly Robinson, Certified Tax Collector *BR*

SUBJECT: Tax Releases

DATE: October 20, 2021

Tax collector Beverly Robinson has requested the following tax releases:

| | | <u>Account No.</u> |
|---|---|------------------------|
| 1 | 2021 Lewis Tatum Jr | <u>0546272</u> |
| | Reason Not In City Limits | |
| | Release Value \$4,080.00 | |
| | Real Property | |
| | Tax Released | \$25.09 |
| 2 | 2021 Abbott Laboratories Inc | 5009763 |
| | Reason Incorrect Value | |
| | Released Value \$ 1,449.00 | |
| | Personal Property | |
| | Tax Released | <u>\$8.91</u> |
| | Council is requested to grant the above tax releases | <u><u>\$ 34.00</u></u> |



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 8, 2021

SUBMITTED BY: Juanita Hester, Finance

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Monthly Financial Report

BACKGROUND: Finance Director Sharon Penny brings forth a financial report for the month ending October 31, 2021. Mrs. Penny may be called upon to give a brief presentation of the report.

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

ATTACHMENTS:

[October 31, 2021 Financial Report.pdf](#)

ELIZABETHTOWN as of October 31, 2021 BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2021-2022 REVENUES

% YEAR COMPLETED: 34 %

| Revenue Sources | Fiscal Year Budget | Actual Y-T-D as of 10-31-2021 | % of Budget |
|--------------------------------|-----------------------|----------------------------------|--------------|
| GENERAL FUND | | | |
| Ad Valorem & BID Taxes | 1,546,750 | 945,942.96 | 61.2% |
| Vehicle Taxes | 180,000 | 15,722.29 | 8.7% |
| Local Option Sales Taxes | 700,000 | 71,911.38 | 10.3% |
| Utility Franchise Taxes | 311,000 | 0.00 | 0.0% |
| ABC Revenue | 105,000 | 26,250.00 | 25.0% |
| Powell Bill | 111,000 | 48,733.57 | 43.9% |
| Bladen Fire District | 206,000 | 21,124.97 | 10.3% |
| Solid Waste fees | 1,032,300 | 351,964.22 | 34.1% |
| Permits & Fees | 26,815 | 13,759.36 | 51.3% |
| FEMA reimbursement | 0 | 0.00 | 0.0% |
| Rental Income | 43,800 | 13,987.12 | 31.9% |
| Salary & Admin. Reimbursements | 283,680 | 91,961.74 | 32.4% |
| Miscellaneous Expenses | 117,975 | 101,693.36 | 86.2% |
| General Fund Balance Approp. | 232,839 | | 0.0% |
| TOTAL GENERAL FUND | 4,897,159 | 1,703,050.97 | 34.8% |
| WATER FUND | | | |
| Water fees | 683,400 | 334,708.75 | 49.0% |
| Sewer fees | 836,400 | 304,893.59 | 36.5% |
| Miscellaneous Revenue | 155,300 | 4,871.95 | 3.1% |
| Utility Fund Balance Approp. | 101,482 | | 0.0% |
| TOTAL WATER FUND | 1,776,582 | 644,474.29 | 36.3% |

FINANCIAL REPORT

As indicated in the table to the left, Elizabethtown has received \$1,703,051 of its General Fund budgeted revenues during the reporting period, which began July 1, 2021.

\$644,474 of the Water Fund budgeted revenues has also been received. As of October 31, 2021, 58% of the current year appropriation for property taxes have been collected.

The total percentage of revenue received in the general fund and the water/sewer fund combined is 36%.

Note: We have received the reimbursement from the insurance company for the roof on town hall in the amount of \$77,135.44.

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2021-2022 EXPENDITURES

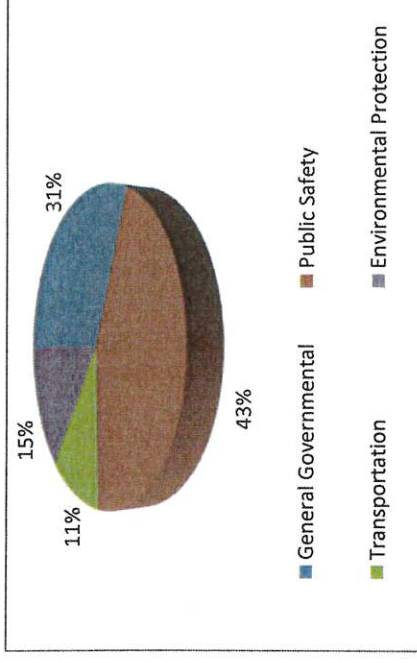
| Department | Fiscal Year Budget | Actual Y-T-D as of 10-31-2021 | % of Budget |
|---------------------------------|--------------------|-------------------------------|--------------|
| Governing Body | 40,769 | 10,454.59 | 25.6% |
| Administration | 523,352 | 246,572.32 | 47.1% |
| Finance | 248,920 | 88,631.92 | 35.6% |
| Public Services | 225,595 | 101,751.85 | 45.1% |
| Public Facilities | 143,956 | 44,735.64 | 31.1% |
| Police | 1,398,200 | 410,457.15 | 29.4% |
| Fire | 874,245 | 299,399.07 | 34.2% |
| Streets | 479,538 | 173,484.94 | 36.2% |
| Powell | 100,000 | 4,305.00 | 4.3% |
| Solid Waste | 562,000 | 143,486.50 | 25.5% |
| Planning & Economic Develop. | 87,210 | 13,271.14 | 15.2% |
| Recreation | 41,125 | 12,626.58 | 30.7% |
| Special Appropriations | 93,569 | 72,402.00 | 77.4% |
| Airport | 78,680 | 24,598.53 | 31.3% |
| GENERAL FUND TOTAL | 4,897,159 | 1,646,177.23 | 33.6% |
| WATER FUND | | | |
| Water | 796,518 | 189,423 | 23.8% |
| Sewer | 675,064 | 158,930 | 23.5% |
| Tank Maintenance & Transfer Out | 305,000 | 100,781 | 33.0% |
| WATER FUND TOTAL | 1,776,582 | 449,134.69 | 25.3% |

REVENUE OVER/(UNDER) EXPENDITURES

| | | | |
|--------------|---|----|---------|
| GENERAL FUND | 0 | \$ | 56,874 |
| WATER FUND | 0 | \$ | 195,340 |

TOTAL COMBINED FUNDS

| | | |
|---|----|---------|
| 0 | \$ | 252,213 |
|---|----|---------|



As of October 31, 2021, Elizabethtown has expended \$1,646,177 of this fiscal year's \$4.8 million General Fund operating budget and \$449,135 from it's Water Fund budget. The total expenditures for the combined funds equate to approximately 32 % of the current operating budget.

The fiscal year-to-date expenditures are shown by area of function in the pie chart above. The largest expenditures for the Town is related to the provision of Public Safety & General Government.



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 8, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OTHER BUSINESS

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

BACKGROUND: Mayor Campbell may call upon Town Manager Dane Rideout for a formal report.

SUGGESTED ACTION: Council is requested to hear the reminders and announcements.

ATTACHMENTS:

[Peak Agenda - Briefly - 11.8.2021 Rescheduled Meeting.docx](#)

To: Mayor and Town Council
From: Dane Rideout, Town Manager
Subject: "Briefly"
Date: November 8, 2021

The following items are provided as information to Council:

- The Planning Board will be meeting on November 8th at 6 p.m.
- There will be an Airport/Economic Development Commission meeting on November 9th at 7:30 a.m. at the Airport Terminal Building.
- The monthly Chamber Lunch meeting will be held on November 9th at Noon at the Farmer's Market. Hospital CEO Stephen Fife will be the speaker.
- In observance of Veterans' Day, November 11th, the Town offices will be closed. There will not be a Veterans' Day event planned for this year.
- The November 17th Greene's Lake and Conservation Park Dedication event begins at 3:00 p.m.
- In observance of Thanksgiving, the Town offices will be closed on Thursday, November 25th and Friday, November 26th.
- On Wednesday, November 24th at Noon, the Employee Thanksgiving event will take place at the Elizabethtown Presbyterian Church's PAC building.
- The Elizabethtown Christmas Parade is scheduled for Sunday, November 28th at 3 p.m. Parade line-up will be at the Municipal Building, and a float will be provided for Town Council.



For the Month of November

11/01 – Mayor Sylvia Campbell
11/01 – Elbert McClain III – Custodian
11/11 – Council Member Ricky Leinwand
11/16 – Mitch Taylor – Airport Manager
11/17 – James Faulk – Street Department
11/22 – Mark McMichael – Police Lieutenant



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 8, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OPEN FORUM

SUBJECT: Open Forum

BACKGROUND:

SUGGESTED ACTION: Town Manager Dane Rideout will advise if any written comments from the public have been received.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 8, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: CLOSED SESSION

SUBJECT: Closed Session

BACKGROUND: Town Manager Dane Rideout will present the Closed Session information.

For Remote Meetings, a Public Body is not required to provide access to the remote meeting while it is in Closed Session. For the November 8th Rescheduled meeting, the Public will have access to the meeting via Zoom Call.

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

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 8, 2021

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADJOURNMENT

SUBJECT: Adjournment

BACKGROUND:

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

ATTACHMENTS:

TOWN OF ELIZABETHTOWN
PUBLIC NOTICE

This is notice that the November 1, 2021 Elizabethtown Town Council meeting has been rescheduled for Monday, November 8, 2021 at 7 p.m. There will be no Noon Work Session. Members of the Press will be allowed to attend the meeting at the Elizabethtown Municipal Building; however, members of the public will need to join via Zoom Call. Those citizens attending in-person are asked to wear a face covering and participate in social distancing guidelines.

Members of the public may join the meeting through Zoom from computer, smart phone or dial-in.

Join Zoom Meeting – Rescheduled November 8, 2021, 7 p.m., Town Council Meeting

<https://us02web.zoom.us/j/88159780776?pwd=a2oydktpVnJheGVFK2xmbmszZGliZz09>

Meeting ID: 881 5978 0776

Passcode: 170717

One tap mobile

+13017158592,,88159780776#,,, *170717# US (Washington DC)

+13126266799,,88159780776#,,, *170717# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 881 5978 0776

Passcode: 170717

Find your local number: <https://us02web.zoom.us/j/88159780776?pwd=a2oydktpVnJheGVFK2xmbmszZGliZz09>

Regarding public comments for the November 8, 2021 Rescheduled Town Council meeting, written public comments for any “Public Hearing” scheduled for the 11/8/21 meeting may be submitted to Town Clerk Juanita Hester, jhester@elizabethtownnc.org between the publication of the Public Hearing notice and 24 hours prior to the scheduled time for the beginning of the public hearing. Written public comments for the “Open Forum” agenda item may also be emailed to Town Clerk Juanita Hester via email – jhester@elizabethtownnc.org or by including the written comments in an envelope addressed to the Town Clerk and left in the Town’s Drive-through Drop-Box located at 805 West Broad Street.

Sylvia Campbell, Mayor