



**ELIZABETHTOWN
COUNCIL
REGULAR MEETING**
7:00 PM, Monday, November 4, 2024

1. OPENING AND CALL TO ORDER

1.1 Opening and Call to Order

Mayor Sylvia Campbell will call the meeting to order.

2. PRESENTATION OF COLORS, PLEDGE OF ALLEGIANCE AND INVOCATION

2.1 Presentation of Colors, Pledge of Allegiance and Invocation

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

3. APPROVE CONSENT AGENDA ITEMS

3.1 Approve Consent Agenda Items

Council is requested to approve the Consent Agenda items presented.

[Consent Agenda - Revised Documentation - 11.4.24.pdf](#)

4. PUBLIC HEARING

4.1 Public Hearing: Program Close-Out for the 2020 Elizabethtown CDBG-NR Grant Project
Council is requested to follow the below Hearing Procedure:

HEARING PROCEDURE:

a) Open the hearing and call upon Josh Outlaw with The ADAMS COMPANY to present the information;

b) Solicit relevant public comments and information; and

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

[Public Hearing Notice - 2020 CDBG Program Close Out - 11.4.24.pdf](#)

5. PRESENTATIONS

5.1 Town Manager Update

Council is requested to hear the updates.

6. ADMINISTRATIVE MATTERS

- 6.1 Bid Award - Design/Build Contract for Vulcan Building Construction
Council is requested to make bid award.
[Public Notice - RFP - Construction of Manufacturing Facility - Airport Corporate Park - 10.7.24.pdf](#)
- 6.2 Formal Approval Request - Road Construction Project at the Industrial Park
Council is requested to formally approve the Road Construction project at the Industrial Park.
- 6.3 Request from ABC Board - Seeking Permission from Town Council to Retain a Working Capital of \$700,000 for Future Capital Projects
Council is requested to grant permission for the Elizabethtown ABC Store to retain \$700,000 in working capital funds to build a new ABC Store within the Elizabethtown town limits.
[Letter - ABC Store - 11.4.24.pdf](#)
- 6.4 WWTP Sewer Line Repair
Council is requested to approve the cost estimate received from Hickman Utilities for the \$31,215 repair work and to authorize Director of Public Works/Engineering Services Steve Duffy to execute based upon the severity of the situation.
[Peak Agenda - Hickman Utilities Cost Estimate - Sewer Treatment Plant - 11.4.24.pdf](#)
- 6.5 Appointments: Zoning Board of Adjustment Commission - Members Elizabeth Cole and Lorenzo McDowell
Council is requested to make the appointments.
- 6.6 Suggested Budget Retreat Dates for 2025
Council is requested to select the 2025 Budget Retreat meeting date.

7. OTHER BUSINESS

- 7.1 "Briefly" (*Reminders and announcements are made at this time*)
Town Manager Dane Rideout may be called upon to present this agenda item.
[Peak Agenda - Briefly - 11.4.24.docx](#)
[Department Head Update Report - 11.4.24.pdf](#)

8. OPEN FORUM

- 8.1 Open Forum
Council is requested to listen to any public concerns or comments received.
[Sign-In Sheet - Open Forum - November 4, 2024 Regular Meeting.docx](#)

9. CLOSED SESSION

- 9.1 Closed Session - ***To Be Conducted at the Noon Meeting***
Mayor Sylvia Campbell will entertain a motion and a second to enter into Closed Session in accordance with NCGS 143-318.11(a)(3) - Attorney-Client Privilege.

10. ADJOURNMENT

10.1 Adjournment

Mayor Sylvia Campbell will entertain a motion and a second to adjourn.



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 4, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OPENING AND CALL TO ORDER

SUBJECT: Opening and Call to Order

BACKGROUND: The meeting will be called to order by Mayor Sylvia Campbell.

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

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 4, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATION OF COLORS, PLEDGE OF ALLEGIANCE AND INVOCATION

SUBJECT: Presentation of Colors, Pledge of Allegiance and Invocation

BACKGROUND: The presentation of Colors will be made by Cadets from the Paul R. Brown Leadership Academy. All will join in to recite the Pledge of Allegiance.

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

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 4, 2024

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.

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

ATTACHMENTS:

[Consent Agenda - Revised Documentation - 11.4.24.pdf](#)



**November 4, 2024 Town Council Meeting
Consent Agenda Items**

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

- B. October 7, 2024 Noon Meeting Minutes **ATTACH. #B**
ACTION RECOMMENDED: Approval

- C. October 7, 2024 7 p.m. Meeting Minutes **ATTACH. #C**
ACTION RECOMMENDED: Approval

- D. October 7, 2024 Closed Session – Noon Meeting **ATTACH. #D**
ACTION RECOMMENDED: Approval
(To Be Provided at the Evening Meeting)

- E. October 24, 2024 Special Called Meeting Minutes **ATTACH. #E**
ACTION RECOMMENDED: Approval

- F. October 24, 2024 Closed Session Meeting Minutes **ATTACH. #F**
ACTION RECOMMENDED: Approval
(To Be Provided at the Evening Meeting)

- G. Resolution #R-2024-23 – “Employ A Veteran Week” **ATTACH. #G**
ACTION RECOMMENDED: Approval

- H. Proclamation for “Veterans Day” **ATTACH. #H**
ACTION RECOMMENDED: Approval

- I. Proclamation for “Youth Appreciation Week” **ATTACH. #I**
ACTION RECOMMENDED: Approval

- J. Monthly Financial Report **ATTACH. #J**
ACTION RECOMMENDED: Approval

UNOFFICIAL

**TOWN OF ELIZABETHTOWN
Noon Meeting
October 7, 2024 Regular Meeting**

The Elizabethtown Town Council met on Monday, October 7, 2024 at 12 o'clock Noon in the Council Chambers. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Rich Glenn, Paula Greene, Ricky Leinwand and Herman Lewis. Also present were Town Manager Dane Rideout and Town Attorney Goldston Womble. Department Heads in attendance included Assistant Town Manager Pat DeVane, Planning Director Rusty Worley, Finance Director Sharon Penny, Public Works/Engineering Services Director Steve Duffy, Director of Communications and Marketing Terri Dennison, Police Chief Mark McMichael and Town Clerk Juanita Hester. There were no representatives from the Press. The Town's Water Resources Department Employees Donnie Edwards, Sherrie Lanier, Nate Lacewell and Ricky Smith were invited to have lunch with Town Council at the Noon meeting in appreciation of their hard work on the recent sewer line collapse incident at the WWTP.

Item #1.1 Opening and Call to Order

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

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

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

Item #3.1 Approve Consent Agenda Items

There were questions and discussion concerning some of the Discovery items noted in the Tax Releases. Finance Director Sharon Penny will call Renee Davis Cribb at the County Tax Office to get a clarification. This agenda item will be considered at the 7 p.m. meeting.

Item #4.1 Resolution #R-2024-22 – To Adopt 10-Year Capital Improvement Plan Providing for the “Wastewater Treatment Plant Upgrades” Project

Mayor called upon Public Works/Engineering Director Steve Duffy to brief. Consideration will be given at the 7 p.m. meeting.

Item #5.1 Town Manager Update

Mayor Campbell called upon Town Manager Dane Rideout. He noted that at the evening meeting, Director of Communications and Marketing Terri Dennison would be updating on the NC Cycle event (10/11/24) and the “Smithfield Cup” Barbeque Competition between NC and SC being held at the Cape Fear Vineyard (10/13/24).

Reference the WWTP sewer pipe incident, Mr. Rideout noted that Public Works/Engineering Services Director Steve Duffy had done a very professional job.

Item #6.1 Budget Amendment - #2025-01

Mayor Campbell called upon Finance Director Sharon Penny to brief Council. The Finance Director noted that among other line item adjustments, the budget amendment contained an increase for the Legal Services line item. Consideration will be given at the 7 p.m. meeting.

Item #6.2 Special Called Town Council Meeting – October 15, 2024 at Noon

Town Manager Dane Rideout noted there would need to be a Special Called Meeting arranged for award consideration of the RFP for the Design/Build of the Manufacturing Facility for Vulcanair. The meeting will be held at Noon.

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

The Town Manager will provide the “Briefly” items at the 7 p.m. meeting.

Council Member Paula Greene had some comments about the process for the Greenwood Street burned house. As a second item of concern, Council Member Greene wanted to know the process used in the past by Public Works for ditch maintenance. She wanted to be clear as to the past process used since Reverend Carl Smith had appeared before Council at the August 5, 2024 Council Meeting relaying concern about the overgrown ditch from Joel to Quail Street. The Manager responded there is a budget shortfall of \$400,000 and less Town employees. Mayor Campbell asked Assistant Town Manager Pat DeVane to comment, and Mr. DeVane noted that in the past, Public Works cut one overgrown ditch a year in cold weather.

Item #8.1 Open Forum

Any concerns/comments from the public will be heard at the 7 p.m. meeting.

Item #9.1 Closed Session – *To Be Conducted at the Noon Meeting*

A motion was made by Council Member Rich Glenn, seconded by Council Member Herman Lewis, to enter into Closed Session in accordance with NCGS 143-318.11(a)(3) – Attorney-Client Privilege (Unanimous).

RETURN FROM CLOSED SESSION TO OPEN SESSION:

A motion was made by Council Member Paula Greene and seconded by Council Member Rich Glenn to return from Closed Session to Open Session (Unanimous).

Mayor Sylvia Campbell noted there was no action taken.

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

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

TOWN OF ELIZABETHTOWN

Evening Meeting

October 7, 2024

The Elizabethtown Town Council met for its regular meeting on Monday, October 7, 2024, in the Council Chamber at 7:00 pm. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Ricky Leinwand, Paula Greene, Rich Glenn, Town Manager Dane Rideout and Town Attorney Goldston Womble. Department Heads in attendance included Assistant Town Manager Pat DeVane, Town Planner Rusty Worley, Town Clerk Juanita Hester, Finance Director Sharon Penny, Director of Communications and Marketing Terri Dennison, Police Chief Mark McMichael and Public Works Engineering Director Stephen Duffy. Absent: Council Member Herman Lewis and Fire Chief Hollis Freeman.

No members from the Press attended the meeting. Ms. Brenda Clark attended.

Item #1.1: Opening and Call to Order

Mayor Sylvia Campbell opened the meeting and called to order. She thanked everyone for coming.

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

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

Item #3.1: Approve Consent Agenda Items

Upon a motion by Council Member Rich Glenn, seconded by Council Member Paula Greene, the Board unanimously approved the following Consent Items as presented. A. Proposed Agenda, B. September 9, 2024 Noon Rescheduled Mtg. Minutes, C. September 9, 2024 7 p.m. Rescheduled Mtg. Minutes, D. September 9, 2024 Closed Session – Noon Mtg., E. Monthly Financial Report, F. Tax Releases, G. Resolution #R-2024-19 Authorizing Sale of Personal Property by Internet Auction, H. Resolution #R-2024-20 Concerning Halloween, I. Various Capital Project Ordinances and Project Budget Amendments, J. Capital Improvement Plan – FY 24-25 – FY 33-34 Amended from 5-Year Plan to 10- Year Plan.

Item #4.1: Resolution #R-2024-22 – To Adopt 10-Year Capital Improvement Plan Providing for the “Wastewater Treatment Plant Upgrades” Project

Public Works Engineering Director Stephen Duffy noted that on September 27th a 16” gravity sewer line collapsed at the Wastewater Treatment Plant. A high level of sulfide gas corrupted the

pipe on the east end. Donnie Edwards, Sherrie Lanier, Nate Lacewell and Ricky Smith surrounded the area and worked to discontinue the 200,000 gallons of raw sewer that escaped the system. As required it has been reported to NCDEQ. NCDEQ allowed the Town to use ARPA funds to do repairs. Hickman Utilities will be upgrading the system. Repair work by Hickman Utilities will begin October 14th. Mayor Pro Tem Rufus Lloyd, seconded by Council Member Ricky Leinwand, moved to approve Resolution #R-2024-22 – To Adopt 10-Year Capital Improvement Plan Providing for the “Wastewater Treatment Plant Upgrades” Project (Unanimous). Copy attached and incorporated herein by reference.

Item #5.1: Town Manager Update

- Director of Communications and Marketing Terri Dennison noted that Mother Nature’s Playground events will start October 11th– October 13th.
- Cycle NC is on a 7- day tour, riding 62 miles a day starting from Lenoir, NC. There are 900 cyclists going to 40 states ranging from 11- 87 years old. They will arrive in Elizabethtown on Friday. They will be camping behind Town Hall, some will stay in hotels at White Lake and the Elizabethtown Inn.
- Paul R. Brown Leadership Academy and Campbell Oil are providing shuttle buses for them.
- The Pink Out event will feature the Pink Slips Band at the Farmers Market Friday night.
- Grape Festival October 12th at Lu Mil.
- October 13th Smithfield Cup at Cape Fear Vineyard.

Item #6.1: Budget Amendment - #2025-01

Finance Director Sharon Penny noted that the Fund Balance Appropriated for the T-Mobile grant is \$25,242.81 to be spent by 12-21-24, insurance refund on Police vehicle \$4,835.00, insurance refund on Police vehicle for \$5,233.00 received in May 2024, repaired in July 2024, Aviation Camp \$450.00 and \$20,000.00 Bladen We Care for dilapidated buildings. Mayor Pro Tem Rufus Lloyd, seconded by Council Member Ricky Leinwand, made a motion to approve Budget Amendment – #2025-01 (Unanimous). Copy attached and incorporated herein by reference.

Item #7.1: “Briefly”

Town Manager Dane Rideout briefed on the following:

- Thanked the Water Resources Department for the great work at the WWTP.
- Take a look at the Department Head Updates.
- Smithfield Cup October 13, 2024 at Cape Fear Vineyard.
- Town Offices closed in observance of Columbus Day, October 14th.
- Council Member Paula Greene is celebrating her birthday this month.

Item #8.1: Open Forum

- Mrs. Crystal Amirkhanian at 1704 Greenwood noted that the Fayetteville Ukulele Club will be at the Bladen County Public Library October 22, 2024 at 6:00 pm. This is a free outside event, bring your lawn chairs.
- Ms. Marguerite Worytko with Our Lady of The Snows Church at 701 W. Broad Street noted that the trees on the property the roots are getting worse, the roots are growing under the building and the church was told they could not cut them down. Mayor Campbell referred Ms. Worytko to Assistant Town Manager Pat DeVane.
- Mr. Mark Summerlin at 109 N. Newton Street has concerns about cars not stopping at the stop sign coming from Food Lion on N. Newton Street and not looking to the left. He almost got hit by a car. He also noted that the trees at Subway are blocking the stop sign.

With no further business to conduct, Council Member Rich Glenn, seconded by Council Member Ricky Leinwand, moved to adjourn (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, CTC/Admin Asst/DTC

UNOFFICIAL

**TOWN OF ELIZABETHTOWN
Special Called Meeting at Noon
October 24, 2024**

The Elizabethtown Town Council met in a Special Called Meeting at Noon on Thursday, October 24, 2024 in the Council Chambers. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Rich Glenn, Paula Greene, Ricky Leinwand and Herman Lewis. Also present were Town Manager Dane Rideout and Town Attorney Goldston Womble. Department Heads in attendance only for Open Session included Assistant Town Manager Pat DeVane, Planning Director Rusty Worley and Police Chief Mark McMichael. Town Clerk Juanita Hester was also in attendance for Open and Closed Session. Ms. Brenda Clark attended the Noon meeting Open Session. There were no representatives from the Press.

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

Agenda Item No. 1 – For the Purpose of Closed Session

The purpose of the meeting was for Closed Session in accordance with NCGS 143.318.11(a)(3) Attorney-Client Privilege.

A sandwich lunch was provided to those in attendance.

Council Member Herman Lewis, seconded by Council Member Rich Glenn, moved to enter into Closed Session for the purpose of NCGS 143.318.11(a)(3) Attorney-Client Privilege (Unanimous).

RETURN FROM CLOSED SESSION TO OPEN SESSION:

A motion was made by Council Member Paula Greene and seconded by Mayor Pro Tem Rufus Lloyd to return from Closed Session to Open Session (Unanimous).

Mayor Sylvia Campbell noted there was no action taken.

With no further business to conduct, Council Member Ricky Leinwand, seconded by Council Member Rich Glenn, made a motion to adjourn the meeting (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

ATTACH. #E

TOWN OF ELIZABETHTOWN

RESOLUTION

“Employ A Veteran Week”

#R-2024-23

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 11th through November 15th as “Employ A Veteran Week” and urge the employment of veterans by all businesses during the month of November.

Adopted this the 4th day of November, 2024.

Sylvia Campbell, Mayor

ATTACH. #G

**TOWN OF ELIZABETHTOWN
P R O C L A M A T I O N
“VETERANS DAY”**

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

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

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

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

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

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

NOW, THEREFORE, LET IT BE PROCLAIMED that in observance of Veterans Day, November 11, 2024, 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 4th day of November, 2024.

Sylvia Campbell, Mayor

ATTACH. #H

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 4th day of November, 2024.

Sylvia Campbell, Mayor

ATTACH. #1

ELIZABETHTOWN as of October 29, 2024

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2024-2025 REVENUES

33% of Year Completed

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 10-29-2024	% of Budget	Prior Year Actual-to-Date 10-31-2023
GENERAL FUND				
Ad Valorem & BID Taxes	1,844,892.00	1,327,784	72.0%	1,169,156
Vehicle Taxes	198,000.00	21,772	11.0%	35,298
Local Option Sales Taxes	825,000.00	75,878	9.2%	79,448
Utility Franchise Taxes	302,000.00	0	0.0%	0
ABC Revenue	105,000.00	26,250	25.0%	26,250
Powell Bill	120,000.00	67,503	56.3%	55,181
Bladen Fire District	256,909.00	40,750	15.9%	30,750
Street Improvement Loan	0.00	0	0.0%	0
Solid Waste fees	1,374,000.00	447,020	32.5%	387,781
Permits & Fees	48,635.00	20,354	41.8%	13,296
Rental Income	113,200.00	16,813	14.9%	17,813
Interest Income	180,000.00	59,069	32.8%	78,505
Salary & Admin. Reimbursements	0.00	0	0.0%	5,718
Miscellaneous Revenues	32,000.00	86,415	270.0%	19,594
Federal ARPA Funding	0.00	0	0.0%	0
General Fund Balance Approp.	109,207.00		0.0%	0
TOTAL GENERAL FUND	5,508,843.00	2,189,609	39.7%	1,918,790
WATER FUND				
Water fees	871,400.00	336,470	38.6%	465,679
Sewer fees	1,053,400.00	393,614	37.4%	441,406
Miscellaneous Revenue	145,000.00	58,233	40.2%	53,453
Utility Fund Balance Approp.	0.00		0.0%	
TOTAL WATER FUND	2,069,800.00	788,316	38.1%	960,538

ATTACH. #J

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2024-2025 EXPENDITURES

Department	Fiscal Year Budget	Actual Y-T-D as of 10-29-2024	% of Budget	Prior Year Actual-to-Date 10-31-2023
Governing Body	42,213.00	12,552	29.7%	18,024
Administration	535,254.00	156,538	29.2%	188,309
Finance	229,750.00	74,660	32.5%	75,878
Public Works	770,010.00	250,831	32.6%	250,109
Technology	48,000.00	12,516	26.1%	42,744
Public Facilities	239,876.00	122,604	51.1%	20,150
Police	1,276,286.00	381,517	29.9%	431,016
Fire	927,262.00	318,186	34.3%	350,844
Streets	10,000.00	121,388	1213.9%	48,059
Powell	287,149.00	63,598	22.1%	63,719
Street Improvement Loan Project	0.00	0	0.0%	803,890
Solid Waste	768,000.00	161,283	21.0%	96,133
Planning & Economic Develop.	134,421.00	46,984	35.0%	51,341
Recreation	32,750.00	3,245	9.9%	26,828
Farmers' Market	0.00	3,158	0.0%	1,108
Airport	29,470.00	6,621	22.5%	55,380
Special Appropriations	178,402.00	99,402	55.7%	79,402
GENERAL FUND TOTAL	5,508,843.00	1,835,085	33.3%	2,602,933
WATER FUND				
Water	937,532.00	240,712	25.7%	233,307
Sewer	1,032,268.00	327,834	31.8%	236,786
Tank Maintenance & Transfer Out	100,000.00	33,333	33.3%	33,333
WATER FUND TOTAL	2,069,800.00	601,879	29.1%	503,426

REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	0.00	354,524	(684,143)	119,747
WATER FUND	0.00	186,437	457,112	
TOTAL COMBINED FUNDS	0.00	540,961	(227,031)	576,859



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 4, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Public Hearing

AGENDA SECTION: PUBLIC HEARING

SUBJECT: Public Hearing: Program Close-Out for the 2020 Elizabethtown CDBG-NR Grant Project

BACKGROUND: Josh Outlaw, P.E., with The ADAMS COMPANY, Inc. will be in attendance and may be called upon to present the CDBG-NR program close-out information and respond to any comments or questions received from the public.

COPY OF PUBLIC HEARING NOTICE PROVIDED.

SUGGESTED ACTION: Council is requested to follow the below Hearing Procedure:

HEARING PROCEDURE:

- a) Open the hearing and call upon Josh Outlaw with The ADAMS COMPANY to present the information;
- b) Solicit relevant public comments and information; and
- c) Close the hearing after receiving or not any public comments.

ATTACHMENTS:

Public Hearing Notice - 2020 CDBG Program Close Out - 11.4.24.pdf

**NOTICE OF PUBLIC HEARING
PROGRAM CLOSE-OUT
2020 ELIZABETHTOWN CDBG-NR**

Notice is hereby given that the Elizabethtown Town Council will conduct a Public Hearing on November 4, 2024 at 7:00 p.m. at the Elizabethtown Town Hall concerning the Close-out of the Elizabethtown 2020 CDBG-NR project.

The purpose of this public hearing is to notify citizens of the completion of the project and receive comments relative to the project. Formal written views concerning the project submitted to the Mayor's office will be responded to within ten (10) calendar days.

This program was funded with \$950,000 of CDBG funds which represents 100% of the total project funds.

Persons with disabilities or who otherwise need assistance should contact the Town Clerk, at 910-862-2066 or TDD# 1-800-735-2962. Accommodations will be made for all who request assistance. Requests should be made at least 2 business days prior to the public hearing.

This information is available in Spanish or any other language upon request. Please contact Town Clerk, at 910-862-2066 or at 805 W Broad Street, Elizabethtown, NC 28337 for accommodations for this request.

Esta información está disponible en español o cualquier otro lenguaje a petición. Póngase en contacto con Town Clerk, en 910-862-2066 o en 805 W Broad Street, Elizabethtown, NC 28337 de alojamiento para esta solicitud.

Elizabethtown: An Equal Employment Provider.

Sylvia Campbell
Mayor





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COUNCIL AGENDA ITEM REPORT

DATE: November 4, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Town Manager Update

BACKGROUND: Either Town Manager Dane Rideout or Assistant Town Manager Pat DeVane may be called upon to present project updates and other important matters of the Town.

SUGGESTED ACTION: Council is requested to hear the updates.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 4, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Bid Award - Design/Build Contract for Vulcan Building Construction

BACKGROUND: Planning Director Rusty Worley may be called upon to present this agenda item.

Copy of RFQ provided.

SUGGESTED ACTION: Council is requested to make bid award.

ATTACHMENTS:

Public Notice - RFP - Construction of Manufacturing Facility - Airport Corporate Park - 10.7.24.pdf

TOWN OF ELIZABETHTOWN

PUBLIC NOTICE

This is notice to the public that the Town of Elizabethtown, North Carolina is seeking qualified Construction Firms licensed in North Carolina, for the construction of a Manufacturing Facility located at the Airport Corporate Park on Ben Greene Extension, Elizabethtown, NC. The selected firm will work as Design/Build Contractor with the Town of Elizabethtown to construct the project as well as prepare site work, construct building, landscaping, parking lot and sidewalks. The purposed building will be a total of 40,736 square feet, 36,000 square feet of warehouse/manufacturing and 4,736 square feet of office area. The purposed project budget is being funded by various funds some of which are NCDOT Aviation, State Budget Management Office, HUD and possibly loans. Request for Qualifications (RFQ) are due on September 30, 2024 at 2 p.m. Submit three (3) hard copies and one (1) electronic copy of your firm's written proposal in response to this RFQ no later than September 20, 2024. The address for the Town of Elizabethtown is: 805 W. Broad Street, P.O. Box 700, Elizabethtown, NC 28337. All inquiries should be directed to Planning Director Rusty Worley (email: rworley@elizabethtownnc.org) or telephone 910/862-2066, Ext. 2014. Visit the Town's website at www.elizabethtownnc.org for full details.

Sylvia Campbell, Mayor

September 13 2024

LWLM0157829



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COUNCIL AGENDA ITEM REPORT

DATE: November 4, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Formal Approval Request - Road Construction Project at the Industrial Park

BACKGROUND: Town Manager Dane Rideout may be called upon to present this agenda item. Planning Director Rusty Worley and NCDOT District Engineer Ken Clark have developed a plan to construct the roads between and behind the new Urgent Care Facility and Daycare being built by Bladen's Bloomin' Agri-Industrial, Inc. These roads will be town-owned and funded through the Town's Powell Bill money. Finance Director Sharon Penny has analyzed the budget, and it is anticipated the project will cost around \$65,000.

SUGGESTED ACTION: Council is requested to formally approve the Road Construction project at the Industrial Park.

ATTACHMENTS:



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COUNCIL AGENDA ITEM REPORT

DATE: November 4, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Request from ABC Board - Seeking Permission from Town Council to Retain a Working Capital of \$700,000 for Future Capital Projects

BACKGROUND: Town Manager Dane Rideout may be called upon to present this agenda item.

Provided is copy of Letter that will be sent to the ABC Commission.

SUGGESTED ACTION: Council is requested to grant permission for the Elizabethtown ABC Store to retain \$700,000 in working capital funds to build a new ABC Store within the Elizabethtown town limits.

ATTACHMENTS:

[Letter - ABC Store - 11.4.24.pdf](#)

TOWN OF
ELIZABETHTOWN

805 West Broad Street
Post Office 700
Elizabethtown, NC 28337

TOWN MANAGER'S OFFICE

Office (910) 862-3979
Fax (910) 862-7117
www.elizabethtownnc.org
Email drideout@elizabethtownnc.org

November 5, 2024

Mr. Edwin Strickland
ABC Board Auditor/Program Analyst
NC Department of Public Safety
Alcoholic Beverage Control Commission
Boards and Pricing Section
400 E. Tryon Road
Raleigh, NC 27610

Dear Mr. Strickland:

The Elizabethtown Town Council voted unanimously at its Monday, November 4, 2024, Town Council meeting, to give permission to the Elizabethtown ABC Store to retain \$700,000 in working capital funds to build a new ABC store within the town limits of Elizabethtown, NC.

If you have any questions or need additional information concerning this matter, please feel free to contact me via email at drideout@elizabethtownnc.org or by phone at (910) 874-1954.

Sincerely,

Dane D. Rideout
Town Manager

DDR/sap

"The mission of the Town of Elizabethtown is to deliver cost effective services that promote public health and safety and enhance the quality of life of all citizens."



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 4, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: WWTP Sewer Line Repair

BACKGROUND: Director of Public Works/Engineering Services Director Steve Duffy may be called upon to present this agenda item. He is actively determining whether Emergency ARPA funds can be utilized. The Town is hoping for approval to address this with ARPA funds, but if not, recommendation is to use Fund 30 Capital Reserve to address this concern.

Copy of Cost Estimate from Hickman Utilities provided.

SUGGESTED ACTION: Council is requested to approve the cost estimate received from Hickman Utilities for the \$31,215 repair work and to authorize Director of Public Works/Engineering Services Steve Duffy to execute based upon the severity of the situation.

ATTACHMENTS:

[Peak Agenda - Hickman Utilities Cost Estimate - Sewer Treatment Plant - 11.4.24.pdf](#)

Hickman Utilities INC

Estimate

263 Singletary Millpond Rd
Bladenboro, NC 28320

Date	Estimate #
10/18/2024	1269

Name / Address
Town of Elizabethtown PO Box 716 Elizabethtown, NC 28337

Project

Description	Qty	Rate	Total
Sewer Treatment Plant Cut asphalt and remove. Replace two manholes 8' -10' in depth. Furnish and install 100' of 12" C900 including #57 rock and 8" of ABC stone (no asphalt or curbing replaced) WE LOOK FORWARD TO SERVING YOU.....		31,215.00	31,215.00
Price does not include sales tax		Total	\$31,215.00



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 4, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Appointments: Zoning Board of Adjustment Commission -
Members Elizabeth Cole and Lorenzo McDowell

BACKGROUND: Town Manager Dane Rideout may be called upon to present this agenda item. The terms of office for these Zoning Board of Adjustment members expire December 1, 2024. Terms are for 3 years.

SUGGESTED ACTION: Council is requested to make the appointments.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 4, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Suggested Budget Retreat Dates for 2025

BACKGROUND: Town Manager Dane Rideout may be called upon to present this agenda item for planning of the 2025 Budget Retreat. Suggested primary meeting date is Tuesday, March 11th, with the secondary meeting date being Tuesday, March 18th.

SUGGESTED ACTION: Council is requested to select the 2025 Budget Retreat meeting date.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 4, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OTHER BUSINESS

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

BACKGROUND: The Town Manager will present the "Briefly" items.

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

SUGGESTED ACTION: Town Manager Dane Rideout may be called upon to present this agenda item.

ATTACHMENTS:

[Peak Agenda - Briefly - 11.4.24.docx](#)

[Department Head Update Report - 11.4.24.pdf](#)

To: Mayor and Town Council
From: Dane Rideout, Town Manager
Subj: “Briefly”
Date: November 4, 2024 Regular Meeting

The following items are provided as information to Council:

- The Department Head Update Report is provided as a separate attachment.
- The Chamber Member Breakfast meeting is scheduled for November 19, 2024 at 8 a.m. at Cindy’s Restaurant.
- In observance of Veterans Day, the Town offices will be closed on Monday, November 11, 2024.
- The Town of Elizabethtown Christmas Parade is scheduled for Sunday, December 1, 2024 at 4:00 p.m. followed by the Christmas Tree Lighting ceremony at the Courthouse. A float is being provided for Town Council.



FOR THE MONTH OF NOVEMBER

11/1 – Mayor Sylvia Campbell

11/11 – Council Member Ricky Leinwand

11/22 – Police Chief Mark McMichael



Department Head Updates

November 2024

COMMUNICATION AND MARKETING

Terri Dennison

COLUMBUS DAY WEEKEND EVENTS



The weekend of Oct. 11-13 was a busy time in Elizabethtown with town staff helping to create some memorable moments.

Cycle NC – Friday afternoon and Saturday morning

Town Staff spent a busy Friday morning helping Cycle NC set up the base camp behind Town Hall. By 5pm, 850 cyclists pass under the arch marking the final overnight on the weeklong Mountain to Sea Bicycle Tour. At different times of the afternoon, the cyclists were greeted by the West Bladen Marching band, the local

Brownies troop and cheerleaders from the Elizabethtown-White Lake Area Chamber of Commerce. Many of the cyclists took advantage of the shuttle service set up by the Town to visit local restaurants and stores.

Pink Out with the Pink Slips – Friday evening

Over \$3300 was raised during this Breast Cancer Awareness event, cosponsored by Cape Fear Valley Bladen Healthcare and the Town. Many of the Cycle NC bicyclists were in attendance. T. Dennison helped create the Memorial Wall inside the Farmers Market.



The Smithfield Cup

The overall feeling was that the Smithfield Cup was successful and saw between 1200-1500 people. In the end, North Carolina's pitmaster team was chosen as the winner by the audience. Everyone on the Town's staff played a role in making the event a memorable first-time endeavor. The staff have compiled their thoughts on how to make next year's event even greater.

PENNY AND DENNISON ATTEND INTERN FAIR AT UNC-PEMBROKE

With an eye towards training the next generation of public servants, S. Penny and T. Dennison attended an Intern Fair at UNC-Pembroke. They had the opportunity to talk about skills and work goals with these college students and hope to identify some candidate for positions in the Spring and Summer semesters.



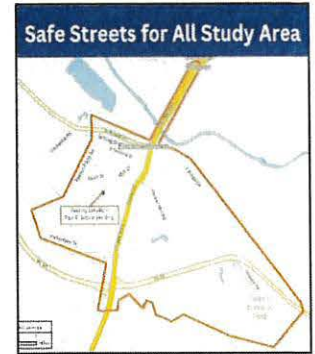
RIBBON CUTTING FOR NEW ART STUDIO

Mayor Pro Tem Rufus Lloyd welcomed former educator Donna Melvin and her Art Works By Donna studio to the Elizabethtown business community during a ribbon cutting today, hosted by the Elizabethtown-White Lake Chamber of Commerce. The art studio is located on Aviation Parkway in the Elizabethtown Industrial Park. Melvin teaches all types of mediums to people from youngsters to senior citizens.



SAFE STREETS FOR ALL PUBLIC FORUM

A public open-house style meeting was held on Thursday, October 24 at the Paul B. Brown Leadership Academy to identify safety concerns in Elizabethtown. The thirty-plus attendees had a chance to mark their concerns on a map and weigh in on the type of safety improvement they would like to see. The interactive map is available online.



SUBSCRIBERS TO UPDATES	119	Up 6 from September
TOWN MANAGER UPDATE – September	No report	
FACEBOOK Elizabethtown NC	<u>4850 followers</u> 1985	Up 2% from September
Town of Elizabethtown	2865	
INSTAGRAM	49	

PRESS RELEASES & NEWS POSTS

10/18/24 & 10/31/24: CHRISTMAS IN ELIZABETHTOWN IS THEME FOR ANNUAL PARADE AND TREE LIGHTING. Published - **none**. Social Media results: Reach **2,044** , Engagements **37**, Shares **26** .

10/16/24 ELIZABETHTOWN RESIDENTS INVITED TO VOICE TRAFFIC AND SAFETY CONCERNS: Published: WECT, Bladen Online, Bladen Journal. Social Media results: Reach 344, Engagements 1, Shares 1 .

10/21/24: TOWN CONTINUES TO WORK ON ECONOMIC DEVELOPMENT STATEMENT FROM TOWN ATTORNEY: Published: none. Social Media results: Reach 2,470, Engagement 9, Shares 6.

10/25/24: FIRE PREVENTION MONTH IS A GOOD TIME TO LEARN: **MONTHLY FEATURE**

Published: - none. Social Media results: Reach 230, Engagements 1, Shares 0 .

10/21/24: BID POSTED: Elizabethtown Wastewater Treatment Plant Upgrades **website only**

FIRE DEPARTMENT

Hollis Freeman



- Total Fire: 4
- Total EMS: 39
- Special Response: 0
- Service Calls: 2
- Other Type Incidents: 12
- Total: 57 calls

- Total Training Hours: 120 combined hours for all members.
- Inspections: 14
- Hydrants tested: 1
- Pre-Plans 76
- Special Events:
 - 10/7/2024 Four County EMC Annual Meeting
 - 10/10/2024 Emereau Bladen 1st Grade Fire Safety Event
 - 10/10/2024 Elizabethtown Primary School Fall Festival
 - 10/13/2024 Smithfield Cup Event
 - 10/15/2024 Bladen County Library Event
 - 10/16/2024 High School Fire Academy Practical's
 - 10/18/2024 Emereau Bladen Fall Festival
 - 10/22/2024 Emereau Bladen Kindergarten Class Fire Safety Event
 - 10/23/2024 Dublin Primary School 1st Grade Fire Safety Event
 - 10/25/2024 Emereau Bladen Parade

- 10/30/2024 High School Fire Academy Practical's
- 10/31/2024 Halloween at the Fire Station Community Event

POLICE DEPARTMENT

Mark McMichael

Total Calls	417
Reports taken	51
Arrests	14
Collisions	15
Citations	57
Warnings	39
Truck Route	16

PUBLIC WORKS – Stephen Duffy & Delana Faircloth

Water Resources (Water, Wastewater & Stormwater) - Don Edwards, Ricky Smith, Sherry Lanier & Nate Lacewell

All routine daily sampling, testing, monitoring, and documentation requirements were completed for both the drinking water and wastewater conveyance operations. There were 3 water service line leak repairs and one sewer line repair. As of the end of the month 93 MTUs need replacement, ±100 manual meter reads/re-reads for billing and ±15 Cut-offs/Cut-ons related to the billing operations.

Axel McPherson Construction placed 2 water taps under Highway 87 East. Leaks were repaired on Second Avenue, Able Street, and James Street.

NCDEQ-DWI has authorized the replacement of an additional 100 feet of 12" pipe and 2 manholes at the WWTP. We had Pipeview Technologies inspect other influent lines at the plant in response to the collapsed ±400 feet of 16" pipe we encountered last month. The 100-foot section to be replaced is immediately inside the fenced property boundary. The masonry manholes are in poor condition and should be replaced in advance of the future plant upgrades. Hickman Utilities will be performing the repairs.

The Water Resources Department -- Public Water System is disappointed to report the departure of our current Operator in Responsible Charge, Don Edwards. Don has served the Town for just under 10 years. He has performed his responsibilities with professionalism and diligence in the 3 years I've personally worked with him. He is taking the Bladen County Water Departments Directors position effective November 12th. While I certainly regret his departure, I wish him tremendous success in his new role and look forward to working with him in his new role whenever opportunities present. Thank you, Don, for all your years of dedicated assistance and service to the Town of Elizabethtown Public Works Department and all the best in your future endeavors.



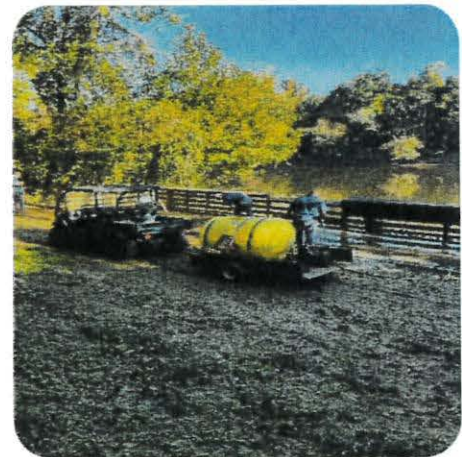
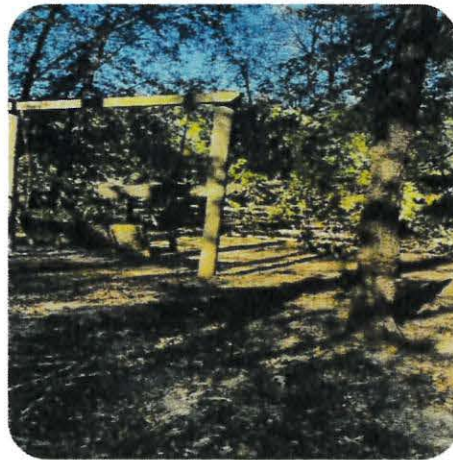
Wastewater Treatment Plant - Hugh Bledsoe

- Routine sampling and testing to maintain compliance with NPDES requirements. One daily exceedance for Ammonia Nitrogen.
- Made adjustments to the WWTP operations as needed to gain optimum treatment efficiency.
- Submitted monthly electronic discharge monitoring reports to NCDEQ for September.
- Average flow through the WWTP was 562,233 gallons per day for October, 127,567 gallons per day less than September. Only recorded 0.3 inches of rain for the month.
- The bad section of pipe and manholes coming into the WWTP from Locks Road lift station and Woodhouse Street was replaced by Hickman construction. Used portable pumps to pump around the bad section of piping until repairs were made. New section placed in service on October 17th.
- Located and purchased a rebuilt blower on E-bay to replace the bad sludge blower. This purchase allows existing equipment to remain in service until the plant upgrades are installed.
- Opportunities
- Empty ton containers used for Chlorine and Sulphur Dioxide still have not been removed by vendor – Jones Chemicals incorporated.
- Having electrical issues with the SBR controls, sections of wiring need to be replaced. Cannot replace PLC components as they are obsolete.
- Not getting alarms from the SCADA system for the WWTP generator when power failures occur.
- A section of sewer piping and 2 manholes coming down Scout Lane needs replacement as determined by camera work by Pipeview Technologies.

Facilities Management – Greg Taylor & John Duffy & Public Services - Walter Czartoszewski, Thomas Howell, Dillon Hemingway, Joseph Ramsey, Steven Batton & Dwight Davis (PT)

October has come and gone and hopefully all the storms have gone. Public works has stayed busy the last two months on just cleaning up parks from wind damage but mostly flooding. We were finally able to remove a large tree that had fallen on our river landings at Tory Hole Park and had to put up some temporary railing after the tree was removed. Both landings were covered in mud which took a lot of shovel work and pressure washing. The walking paths were blown off, and trees removed from them, as

well as washing off the foot bridges. The fishing pier at lock and dam had to have mud removed from it and the parking lot and boat ramp also. Public works also spent time getting ready for the Mountains to Coast ride and helping with the Smithfield Cup. We are currently starting to get ready for Christmas by checking our lights and replacing the lights downtown and at the town hall. Greg has replaced some more lights at Farmers Market and had to add a little freon to Bo's cooler and Burney's cooler which have a small minor leak, and he only adds a pound or two to each cooler once a year. He worked on the A/C unit at the EMS helicopter hanger and A/C at the main terminal at airport. He replaced the sink faucet in the police station breakroom and checked the outside lights at town hall. The control board was also replaced on the ice machine in the garage as well as servicing and cleaning. We are now in planning mode for the upcoming holidays.



Fleet Maintenance - Tracy Priest

Mr. Priest serviced 3 mowers, 1 small equipment and other items, 5 large pieces of equipment, 7 Police Vehicles, 0 Fire Department Vehicle, 3 Public Works Vehicles, 0 Admin Vehicles, and various other tasks as assigned. Mr. Priest assisted again with clearing the boat landing at Lock and Dam and several tree cutting issues around town during the storm.

EV Charging Station – Farmers Market

An update on the Charging station will be provided again in December.

TOWN CLERK

Juanita Hester

- Assisted with providing information for Public Record Requests received during the month of October.
- The follow-ups and distribution of executed documents as approved at the 10/7/2024 Town Council meeting was handled by the Clerk.
- Clerk prepared the 10/7/2024 Noon Town Council meeting minutes, the 10/7/2024 Closed Session meeting minutes, the 10/24/24 Special Called Noon meeting minutes and the 10/24/24 Closed Session minutes.
- The 10/24/24 Special Called Meeting Notice was prepared and distributed by the Clerk to the Press and the Communications and Marketing Director Terri Dennison posted to the Town's website.
- Weekly Friday Memos were prepared and distributed to Council Members and Department Heads.
- Prepared Staff Meeting Outline for the November 4, 2024 Town Council meeting for the Town Manager's review.
- Clerk prepared the "Veterans Day" Holiday notice and such was posted to the Town's website.
- Regarding the WWTP Upgrades project, the Clerk handled the Bid Advertisement for publication in "Fayetteville Observer" for October 23, 2024 and passed the information to the Town's Communication and Marketing Director Terri Dennison for posting to the Town's website.
- In coordination with the Town Manager, Assistant Town Manager, Finance Director and Planning Director, the Clerk prepared the agenda material for the 11/4/2024 Town Council meeting, posted the information to the Town's webpage and made distribution to Town Council and Department Heads. In addition, the Clerk made notification to the Press that the agenda material had been posted to the Town's webpage.
- Worked 4 hours at the Town's October 13, 2024 "Smithfield Cup" Barbeque Competition at Cape Fear Vineyard.
- On October 21, 2024, Clerk made notification to Mrs. Theresa Lloyd at Paul R. Brown Leadership Academy of the 11/4/2024 Town Council Meeting so that advance preparation could be made for the Cadets to attend the meeting for presentation of the Colors.



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 4, 2024

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 - November 4, 2024 Regular Meeting.docx](#)



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: November 4, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: CLOSED SESSION

SUBJECT: Closed Session - *To Be Conducted at the Noon Meeting*

BACKGROUND: A Closed Session will be conducted at the Noon meeting.

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

ATTACHMENTS:



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COUNCIL AGENDA ITEM REPORT

DATE: November 4, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADJOURNMENT

SUBJECT: Adjournment

BACKGROUND:

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

ATTACHMENTS: