



**ELIZABETHTOWN
COUNCIL
REGULAR MEETING**
7:00 PM, Monday, December 2, 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 Documentation - 12.2.24.pdf](#)

4. PUBLIC HEARING

4.1 Public Hearing - Program Amendment for 2020 Town of Elizabethtown CDBG-NR

Council is requested to follow the below Hearing Procedure:

HEARING PROCEDURE:

a) Open the hearing and call upon Town Manager Dane Rideout to present the information;

b) Solicit relevant public comments and information; and

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

[Peak Agenda - Public Hearing Notice - CDBG-NR Program Amendment - Light Manufacturing Facility - 12.2.24.pdf](#)

5. PRESENTATIONS

5.1 Town Manager Update

Council is requested to hear the updates.

6. ADMINISTRATIVE MATTERS

- 6.1 Resolution and Bid Award - Elizabethtown Wastewater Treatment Plant Upgrades
Council is requested to hear the update.
[Advertisement for Bid - WWTP Upgrades Project - Revised Word Document from Steve - 10.18.24 - Readvertisement - 11.26.2024.docx](#)
[Resolution of Tentative Award - Wastewater Treatment Plant Upgrades - 12.2.24.docx](#)

- 6.2 Formal Acceptance of Resignation from Former Council Member Howell Clark, Jr.
Council is requested to formally accept the resignation from Howell Clark, Jr.
[Resignation Letter from Howell Clark, Jr..pdf](#)

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.
[Briefly Items and Department Head Update Report - 12.2.24.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 - December 2, 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 **Recess** the meeting to reconvene at a later date and time in December 2024.



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: December 2, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OPENING AND CALL TO ORDER

SUBJECT: Opening and Call to Order

BACKGROUND:

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

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: December 2, 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: December 2, 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 Documentation - 12.2.24.pdf](#)



**December 2, 2024 Town Council Meeting
Consent Agenda Items**

- | | |
|--|-------------------|
| A. Proposed Agenda – Agenda considered <i>proposed</i> until approved by the Board
ACTION RECOMMENDED: Approval | |
| B. November 4, 2024 Noon Meeting Minutes
ACTION RECOMMENDED: Approval | ATTACH. #B |
| C. November 4, 2024 7 p.m. Meeting Minutes
ACTION RECOMMENDED: Approval | ATTACH. #C |
| D. November 4, 2024 Closed Session – Noon Meeting
ACTION RECOMMENDED: Approval
<i>(To Be Provided at the Evening Meeting)</i> | ATTACH. #D |
| E. November 6, 2024 Reconvened Meeting
ACTION RECOMMENDED: Approval | ATTACH. #E |
| F. Monthly Financial Report
ACTION RECOMMENDED: Approval | ATTACH. #F |
| G. Tax Releases
ACTION RECOMMENDED: Approval | ATTACH. #G |

TOWN OF ELIZABETHTOWN
Noon Meeting
November 4, 2024, Regular Meeting

The Elizabethtown Town Council met on Monday, November 4, 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 Fire Chief Hollis Freeman. Absent: Town Clerk Juanita Hester. There were no representatives from the Press.

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 no comments concerning any of the consent agenda items. This agenda will be considered at the 7 p.m. meeting.

Item #4.1 Public Hearing – Program Close-Out for the 2020 Elizabethtown CDBG-NR Grant Project

Town Manager Dane Ridout informed the council that this item will need to be tabled at the 7:00 p.m. meeting.

Item #5.1 Town Manager Update

Mayor Campbell called upon Town Manager Dane Rideout. He noted that the meeting last week with Vulcanair went very well and they are pleased with the Town's progress on the project. He indicated that we are awaiting the Notice to Proceed from the Department of Commerce on a CDBG grant to proceed with opening the bids for the vertical construction of the hangar for Vulcanair and that if we don't receive the Notice to Proceed by 3:00 p.m. today that we will have to have a special called meeting to approve the Design/Build Contract for the Vulcanair hangar.

Reference the WWTP expansion project, Mr. Rideout stated that the State is seeing 40-60% higher construction costs. He stated that he, Town Attorney Goldston Womble, Public Works/Engineering Services Director Stephen Duffy, and Finance Director Sharon Penny attended a meeting with Rep. William Brisson to discuss the project with representatives from the Town of Bladenboro and shared that the Town has a shortage of \$21M for this project. He

indicated that unless we receive additional funding to complete the project that the Town would not be able to take the flow from Bladenboro.

Reference the WWTP sewer pipe incident, Mr. Rideout noted that we were able to get approval from NC DWI to pay for the emergency repairs from the \$13.6M state appropriation for the WWTP expansion.

Reference the streetlights at HWY 701 and HWY 87 Bypass, Mr. Rideout noted that part of the lights had been installed but were not operational as yet. He noted that the Town and Bladen County were splitting the operational costs for the lights even though they are outside the town limits for Elizabethtown.

Item #6.1 Bid Award – Design/Build Contract for Vulcan Building Construction

Mayor Campbell called upon Town Manager Dane Rideout. He stated that we are waiting on the Notice to Proceed from the Department of Commerce in order to open the bids for the Vulcanair building construction.

Item #6.2 Formal Approval Request – Road Construction Project at the Industrial Park

Mayor Campbell called upon Planning Director Rusty Worley. He noted that the urgent care and day care projects have moved faster than we can get EDA approval, so we are going to pay for the road to be built for these two buildings using Powell Bill funds.

Item #6.3 Request from ABC Board – Seeking Permission from Town Council to Retain a Working Capital of \$700,000 for Future Capital Projects

Mayor Campbell called upon Finance Director Sharon Penny. She noted that the ABC Board is a component unit of the Town of Elizabethtown and therefore needed Town Council approval in order to get working capital to build a new ABC store in the town limits.

Item #6.4 WWTP Sewer Line Repair

Mayor Campbell called upon Public Works/Engineering Services Director Stephen Duffy. He stated that this was another section of sewer line pipe that was collapsing. He also noted that we received permission to use the \$13.6M state appropriation to pay for the repairs even though this section is outside of the original design.

Item #6.5 Appointments: Zoning Board of Adjustment Commission – Members Elizabeth Cole and Lorenzo McDowell

Mayor Campbell stated that Mrs. Elizabeth Cole and Mr. Lorenzo McDowell would be voted on for reappointment to the Zoning Board of Adjustment Commission at the 7:00 p.m. meeting.

Item #6.6 Suggested Budget Retreat Dates for 2025

Mayor Campbell suggested that we have the budget retreat in February and suggested the last Tuesday in February. All council members agreed to hold the budget retreat on February 25, 2025.

Item #7.1 "Briefly" (Reminders and announcements are made at this time)
The Town Manager will provide the "Briefly" items at the 7:00 p.m. meeting.

Item #8.1 Open Forum

Any concerns/comments from the public will be heard at the 7:00 p.m. meeting.

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

A motion was made by Council Member Rich Glenn and 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 Herman Lewis 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 Herman Lewis, seconded by Council Member Rich Glenn, made a motion to adjourn the meeting (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

TOWN OF ELIZABETHTOWN

Evening Meeting

November 4, 2024

The Elizabethtown Town Council met for its regular meeting on Monday, November 4, 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, Herman Lewis, Town Manager Dane Rideout and Town Attorney Goldston Womble. Department Heads in attendance included Assistant Town Manager Pat DeVane, Town Planner Rusty Worley, Finance Director Sharon Penny, Director of Communications and Marketing Terri Dennison, Fire Chief Hollis Freeman, Police Chief Mark McMichael and Public Work Engineering Director Stephen Duffy. Department Head Absent: Town Clerk Juanita Hester.

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 welcomed everyone.

Mayor Campbell thanked Director of Communications and Marketing Terri Dennison and staff for a job well done with the Smithfield Cup event.

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

Mayor Sylvia Campbell then called upon Mayor Pro Tem Rufus Lloyd to give the invocation.

Paul R. Brown Leadership Academy Cadets did not attend the meeting.

Item #3.1: Approve Consent Agenda Items

Upon a motion by Council Member Herman Lewis, seconded by Council Member Rich Glenn, the Board unanimously approved the following Consent Items as presented. A. Proposed Agenda, B. October 7, 2024 Noon Meeting Minutes, C. October 7, 2024 7 p.m. Meeting Minutes, D. October 7, 2024 Closed Session – Noon Meeting, E. October 24, 2024 Special Called Meeting Minutes, F. October 24, 2024 Closed Session Meeting Minutes G. Resolution #R-2024-23 – “Employ A Veteran Week”, H. Proclamation for “Veterans Day”, I. Proclamation for “Youth Appreciation Week”, J. Monthly Financial Report.

Item #4.1: Public Hearing: Program Close-Out for the 2020 Elizabethtown CDBG-NR Grant Project

Council Member Rich Glenn, seconded by Council Member Herman Lewis, moved to table Public Hearing: Program Close-Out for the 2020 Elizabethtown CDBG-NR Grant Project (Unanimous).

Item #5.1: Town Manager Update

- Director of Communications and Marketing Terri Dennison noted that Columbus Day week was busy with the Smithfield Cup.
- Downtown Merchants Open House November 3, 2024, people came from Clinton, Wilmington and Whiteville NC.
- Veterans Day event November 8, 2024 from 5:00 pm – 9:00 pm - movie screening and discussion at the Farmers Market.
- November 9, 2024 Trillium Community Resource Fair 10:00 am- 2:00 pm.
- November 23, 2024 Cape Fear Winery Turkey Trot 5K 8:00 am – 10:30 am.
- November 23, 2024 Bo Barefoot Wrestling Event – 3:00 pm – 10:00 pm.
- November 24, 2024 Bladen County Disc Golf Club Tournament 7:00 am – 5:00 pm.
- November 30, 2024 Christmas at the Farmers Market – Shop Local 9:00 am – 2:00 pm.

Item #6.1: Bid Award – Design/Build Contract for Vulcan Building Construction

Council Member Paula Greene, seconded by Council Member Ricky Leinwand, moved to recess this agenda item until November 6, 2024 at 5:00 pm (Unanimous). Copy attached and incorporated herein by reference.

Item #6.2: Formal Approval Request – Road Construction Project at the Industrial Park

Council Member Rich Glenn, seconded by Mayor Pro Tem Rufus Lloyd, made a motion to approve Road Construction Project at the Industrial Park (Unanimous).

Item #6.3: Request from ABC Board – Seeking Permission from Town Council to Retain a Working Capital of \$700,000.00 for Future Capital Projects

Council Member Herman Lewis, seconded by Council Member Ricky Leinwand, moved to grant permission for the ABC Board to retain \$700,000.00 in working capital funds to build a new ABC Store within the Elizabethtown town limits (Unanimous). Copy attached and incorporated herein by reference.

Item #6.4: WWTP Sewer Line Repair

Public Work Engineering Director Stephen Duffy noted that the secondary lines are showing signs of failure, 100 ft. line to manhole, waste from Lower Street to plant. Asphalt and curbing will cost \$10,000.00, will use ARPA funds. Council Member Rich Glenn, seconded by Council Member Paula Greene, made a motion to approve WWTP sewer line repair cost estimate from Hickman Utilities in the amount of \$31,215 and to authorize Public Works Director to execute based upon the severity of the situation (Unanimous). Copy attached and incorporated herein by reference.

Item #6.5: Appointments: Zoning Board of Adjustment Commission – Members Elizabeth Cole and Lorenzo McDowell

Council Member Herman Lewis, seconded by Mayor Tem Rufus Lloyd, moved to reappoint Members Elizabeth Cole and Lorenzo McDowell to Zoning Board of Adjustment for a 3-year term (Unanimous).

Item #6.6: Suggested Budget Retreat Dates for 2025

The Budget Retreat will be February 25, 2025 at the Airport.

Item #7.1: “Briefly”

- Town Manager Dane Rideout briefed on the following:
- Take a look at the Department Head Updates.
- Town offices closed November 11, 2024 in observance of Veterans Day.
- Christmas Parade December 1, 2024 at 4:00 p.m. followed by the Christmas Tree Lighting Ceremony at the Courthouse.
- Mayor Campbell, Council Member Ricky Leinwand and Police Chief Mark McMichael are celebrating birthdays this month.

Item #8.1: Open Forum

- Rev. Carl Smith thanked Town Council for getting the ditch banks cleaned out on Fox Street.
- Ms. Mary McMillian from Martin Luther King Drive asked if any policies have been put in place if anything happens after the election to protect the citizens. Town Attorney Goldston Womble noted that Council cannot answer questions during open forum. He informed her to talk with the Police Chief.
- Ms. Vickie Gillespie from Martin Street asked what can be done about abandoned homes and overgrown properties, she was referred to the Town Manager.

With no further business to conduct, Council Member Herman Lewis, seconded by Council Member Rich Glenn, moved to recess until Wednesday, November 6, 2024 at 5:00 p.m. (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, CTC/Admin Asst/DTC

UNOFFICIAL

TOWN OF ELIZABETHTOWN
November 6, 2024, Reconvened Meeting
Reconvened from Monday, November 4, 2024

The Elizabethtown Town Council reconvened the evening meeting from Monday, November 4, 2024, to Wednesday, November 6, 2024 at 5 o'clock. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Herman Lewis, Paula Greene, Ricky Leinwand, and Rich Glenn. Also present were Assistant Town Manager Pat DeVane, Finance Director Sharon Penny, Planning Director Rusty Worley, and Director of Communications and Marketing Terri Dennison. There were no representatives from the press.

Item #1.1 Opening and Call to Order

Mayor Sylvia Campbell opened the meeting, called the meeting to order, and gave the invocation.

Item #2.1 RFQ Award – Design/Build Contract for Vulcan Building Construction

Mayor Campbell called upon Planning Director Rusty Worley. He noted that we received six (6) responses to the Request for Qualifications (RFQ). He also explained that an RFQ was to select a firm based on their qualifications to do the job and not on the price. Once the contract is awarded by Town Council then we will negotiate with the firm on the contract price for the project. He noted that this project is being funded by a federal CDBG grant and that using a firm with minority participation is required. He noted that the selection committee recommends awarding the contract to Metcon Construction and that they have 100% minority participation.

A motion was made by Council Member Herman Lewis and seconded by Council Member Rich Glenn to award the Design/Build Contract for the Vulcan Building Construction to Metcon. (Unanimous).

With no further business to conduct, Council Member Herman Lewis, seconded by Mayor Pro Tem Rufus Lloyd, made a motion to adjourn the meeting. (Unanimous)

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

ATTACH. #E

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 proposed 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 proposed 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

Vulcanair
 CBDG grant 4.4 million
 RFQ Respondent Scoring Sheet
 CBDG Grant

Devane	Metcon	Bobbitt	Bill Worley	Samet	Focus
Elizabethtown	Pembroke	Raleigh	Tabor City		Builders

Experience and Competence related construction of onsite airport facility	20	10.75	20	20	11.5	20	15
Capacity and Capability of firm to perform the work proposed in RFQ	10	5.75	10	8	5.75	8.25	8
Minority Business Enterprise Partnership (MBE)	20	10.25	20	15	14.75	15	11.25
The Firm's proximity to and familiarity with the area in which the property is located	10	9.75	7.5	5.5	8	5.5	5.5
References from previous clients work within the last five years	20	15	20	20	15.5	19.5	18
Firm ability to design and Design Professional associated with the Firm	20	11.5	20	20	10.75	20	15.25
	100	63	97.5	88.5	66.25	88.25	73

ELIZABETHTOWN as of November 25, 2024

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2024-2025 REVENUES

42% of Year Completed

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 11-25-2024	% of Budget	Prior Year Actual-to-Date 11-27-2023
GENERAL FUND				
Ad Valorem & BID Taxes	1,973,465.00	1,380,339	69.9%	1,206,613
Vehicle Taxes	198,000.00	63,080	31.9%	35,298
Local Option Sales Taxes	850,000.00	143,197	16.8%	153,089
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	54,333	21.1%	41,000
Street Improvement Loan	0.00	0	0.0%	0
Solid Waste fees	1,374,000.00	556,369	40.5%	485,300
Permits & Fees	48,635.00	25,204	51.8%	14,789
Rental Income	113,200.00	20,711	18.3%	21,439
Interest Income	180,000.00	78,557	43.6%	104,293
Salary & Admin. Reimbursements	0.00	0	0.0%	5,718
Miscellaneous Revenues	169,285.00	93,923	55.5%	24,213
Federal ARPA Funding	0.00	0	0.0%	0
General Fund Balance Approp.	139,682.81		0.0%	
TOTAL GENERAL FUND	5,830,176.81	2,509,466	43.0%	2,173,183
WATER FUND				
Water fees	871,400.00	424,282	48.7%	363,626
Sewer fees	1,053,400.00	497,754	47.3%	430,036
Miscellaneous Revenue	145,000.00	65,260	45.0%	64,665
Utility Fund Balance Approp.	0.00		0.0%	
TOTAL WATER FUND	2,069,800.00	987,296	47.7%	858,327

ATTACH. #F

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2024-2025 EXPENDITURES

Department	Fiscal Year Budget	Actual Y-T-D as of 11-25-2024	% of Budget	Prior Year Actual-to-Date 11-27-2023
Governing Body	42,213.00	19,385	45.9%	23,869
Administration	574,927.00	210,658	36.6%	223,910
Finance	236,750.00	91,655	38.7%	109,905
Public Works	770,010.00	319,449	41.5%	290,763
Technology	86,300.00	25,633	29.7%	26,988
Public Facilities	239,876.00	143,091	59.7%	22,941
Police	1,291,354.00	489,046	37.9%	485,871
Fire	927,262.00	426,743	46.0%	425,767
Streets	10,000.00	121,388	1213.9%	47,997
Powell	287,149.00	76,165	26.5%	79,651
Street Improvement Loan Project	0.00	0	0.0%	803,890
Solid Waste	768,000.00	209,276	27.2%	181,196
Planning & Economic Develop.	143,021.00	59,048	41.3%	57,378
Recreation	34,750.00	7,325	21.1%	27,503
Farmers' Market	25,243.00	3,158	0.0%	1,108
Airport	29,920.00	6,621	22.1%	56,875
Special Appropriations	253,402.00	99,402	39.2%	79,402
Restricted Grants & Donations	110,000.00	10,227	9.3%	0
GENERAL FUND TOTAL	5,830,177.00	2,318,272	39.8%	2,945,014
WATER FUND				
Water	937,532.00	316,424	33.8%	289,178
Sewer	1,032,268.00	404,738	39.2%	273,856
Tank Maintenance & Transfer Out	100,000.00	41,667	41.7%	41,667
WATER FUND TOTAL	2,069,800.00	762,829	36.9%	604,701

REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	(0.19)	191,195	(771,831)	32,059
WATER FUND	0.00	224,468	253,626	
TOTAL COMBINED FUNDS	0.00	415,662	(518,205)	285,685

MEMORANDUM

Mayor and Town Council
Beverly Robinson, Certified Tax Collector /Deputy Town Clerk
Tax Releases
November 7, 2024

Account No. _____

2024 Henry Houser

549574

Reason Transferred to 0558220

Release Value \$239,740.00

Real Property

Tax Released \$ 1,546.32

2024 Bobby Guyton Revocable Trust

555121

Reason Only 1 Acre In City Limits

Release Value \$ 397,220.00

Real Property

Tax Released \$ 2,562.06

2024 Herbert Ward

5013714

Reason Only .38 Acres In City Limits

Release Value \$ 80,368.00

Real Property

Tax Released \$ 518.38

2024 Taylor Properties of Bladen

555524

Reason Transferred To Dublin Fire Dept

Release Value \$48,480.00

Personal Property

Tax Released \$ 312.70

2024 Danny Gralak

548811

Reason Sold To Town of Elizabethtown

Release Value \$84,250.00

Personal Property

Tax Released \$ 543.41

2024 Sharp Leasing USA Corp

542977

Reason Per Bladen County Account Closed

Release Value \$5,557.00

Personal Property

Tax Released \$ 35.84

2024 Anthem Displays LLC

5012358

Reason Business Closed

Release Value \$38,574.00

Personal Property

Tax Released \$ 248.80

Late List \$248.80 \$ 24.88

2024 Anthem Displays LLC

5012358

Reason Business Closed

ATTACH. #G

Release Value	\$863.00		
Personal Property			
Tax Released		\$	5.57
Late List	\$5.57	\$	0.56

2024 Anthem Displays LLC		5012358	
Reason Business Closed			
Release Value	\$6,546.00		
Personal Property			
Tax Released		\$	42.22
Late List	\$42.22	\$	4.22

2024 Anthem Displays LLC		5012358	
Reason Business Closed			
Release Value	\$172,905.00		
Personal Property			
Tax Released		\$	1,115.24
Late List		\$	<u>111.52</u>

Council is requested to grant the above tax releases		<u>\$ 7,071.72</u>
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Discovery

2024 Kevin Oldham		558220	
Reason Discovery			
Value	\$ 239,740.00		
Real Property			
Tax	\$ 1,546.32		

2024 N19NT LLC		558030	
Reason Discovery			
Value	\$31,220.00		
Personal Property			
Tax		\$	201.37

2024 B9224G LLC		558031	
Reason Discovery			
Value	\$113,052.00		
Personal Property			
Tax		\$	729.19



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: December 2, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Public Hearing

AGENDA SECTION: PUBLIC HEARING

SUBJECT: Public Hearing - Program Amendment for 2020 Town of Elizabethtown CDBG-NR

BACKGROUND: Town Manager Dane Rideout may be called upon to present this agenda item. The Town of Elizabethtown proposes to construct a light manufacturing facility and to request additional funding in an amount not to exceed \$4,000,000.

The purpose of the Public Hearing is to notify citizens of the proposed amendment and to receive comments relative to the proposed amendment.

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 Town Manager Dane Rideout to present the information;
- b) Solicit relevant public comments and information; and
- c) Close the hearing after receiving or not any public comments.

ATTACHMENTS:

Peak Agenda - Public Hearing Notice - CDBG-NR Program Amendment - Light Manufacturing Facility - 12.2.24.pdf

"Fayetteville Observer"

Publication Date:

11/20/2024

Govt Public Notices

Govt Public Notices

**NOTICE OF PUBLIC HEARING
PROGRAM AMENDMENT FOR 2020 TOWN OF ELIZABETHTOWN CDBG-NR**

Notice is hereby given that the Town of Elizabethtown's Town Council will conduct a Public Hearing on Monday, December 2, 2024 at 7:00 p.m. in the Elizabethtown Town Hall concerning the intention of Elizabethtown to submit a program amendment to the Town's CDBG-NR program. Elizabethtown proposes to construct a light manufacturing facility and to request additional funding in an amount not to exceed \$4,000,000.

The purpose of this public hearing is to notify citizens of the proposed amendment and receive comments relative to the proposed amendment. Formal written views concerning the proposed amendment submitted to the Elizabethtown Town Hall will be responded to within ten (10) calendar days. The total CDBG program cost is \$950,000 which represents 100% of the total project funds.

If you plan to attend and require special accommodation because of a disability or physical impairment, please contact Juanita Hester at (910) 862-2066 (TDD 800-735-2962) at least three (3) days prior to the hearing.

This information is available in Spanish or any other language upon request. Please contact the 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 en cualquier otro idioma a pedido. Comuníquese con el Secretario Municipal al (910) 862-2066 o al 805 W. Broad St., Elizabethtown, NC 28337 para obtener información sobre las adaptaciones a esta solicitud.

November 20, 2024

LWLM0194292



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: December 2, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Town Manager Update

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

SUGGESTED ACTION: Council is requested to hear the updates.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: December 2, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Resolution and Bid Award - Elizabethtown Wastewater Treatment Plant Upgrades

BACKGROUND: Director of Public Works/Engineering Services Steve Duffy may be called upon to provide a status report on this Re-advertisement of Bid process.

Copy of the Re-advertisement Notice and Resolution of Tentative Award provided.

SUGGESTED ACTION: Council is requested to hear the update.

ATTACHMENTS:

Advertisement for Bid - WWTP Upgrades Project - Revised Word Document from Steve - 10.18.24 - Readvertisement - 11.26.2024.docx
Resolution of Tentative Award - Wastewater Treatment Plant Upgrades - 12.2.24.docx

READVERTISEMENT – 11/20/2024
An Addendum 3 will be Issued

ELIZABETHTOWN, NORTH CAROLINA
ELIZABETHTOWN WASTEWATER TREATMENT PLANT UPGRADES

ADVERTISEMENT FOR BIDS

Sealed Bids for the construction of the Elizabethtown Wastewater Treatment Plant Upgrades will be received by Elizabethtown Public Works, Stephen Duffy, Director of Public Works/Engineering at 401 West Swanzey Street, Elizabethtown, NC 28337, until 2:00 PM EST local time on Tuesday, November 19th, 2024, at which time the Bids received will be “publicly” opened and read in the Conference Room at Elizabethtown Public Works. The Project consists of supplying, installation, startup, and related construction services associated with the improvements of the existing Elizabethtown Wastewater Treatment Plant Upgrades as summarized below on a lump sum bid.

All bids must be submitted in a sealed envelope and plainly labeled on the outer most package “SRP-W-ARP-0008 – ELIZABETHTOWN WASTEWATER TREATMENT PLANT UPGRADES.” The inside and outside package shall include the Contractor’s License Number.

- A. New influent headworks with 2 mechanical bar screens and 2 grit removal chambers, and related slide gates and electric actuators.
- B. New Electrical Distribution Building with generator, transfer switch and switchgear.
- C. SCADA and security updates.
- D. Renovation of Office Building and Laboratory. New maintenance building.
- E. Miscellaneous appurtenances such as flow meters, gates, new piping between new headworks and existing equipment.
- F. Expansion of existing contact chamber with relocation of piping and equipment.
- G. Site grading, erosion control, storm water drainage, electrical ductbank, yard piping and road work.

Bids will be received for a single prime Contract. Bids shall be on a lump sum and unit price basis, with additive alternate bid items as indicated in the Bid Form.

The Issuing Office for the Bidding Documents: Town of Elizabethtown, 401 West Swanzey Street, Elizabethtown, NC 28337, Contact: Stephen Duffy, at (910) 862-2035 (Director of Public Works) or via email at SDuffy@elizabethtownnc.org. Prospective Bidders may examine the Bidding Documents by appointment at the Issuing Office on Mondays through Fridays between the hours of 9:00 a.m. – 3:00 p.m. and may obtain copies of the Bidding Documents from the Issuing Office as described below.

Bidding Documents may be ordered electronically by registering with Don Chamblee (DChamblee@CTLeng.com), David Brandes (DBrandes@CTLeng.com) or alternatively with ARC process as covered below. Provide your First and Last Name, Email Address, Company Name, Company Address, and Company Phone Number. Please note that only Registered Plan Holders may submit a bid as a General Contractor. Following registration, complete sets of Bidding Documents may be downloaded from the issuing office website as “zipped” portable document format (PDF) files.

Alternatively, Bidding Documents may be requested from ARC at Columbia.Jobs@E-Arc.com by specifying bid documents for Elizabethtown WWTP Expansion, 24090007CMB. The cost of printed Bidding Documents from the Issuing Office will depend on the number and size of the Drawings and Project Manual, applicable taxes, and shipping method selected by the prospective Bidder. Cost of Bidding Documents and shipping is non-refundable. Upon ARC’s receipt of payment, printed Bidding Documents will be sent via the prospective Bidder’s delivery method of choice; the shipping charge will depend on the shipping method chosen. The date that the Bidding Documents are transmitted by the Issuing Office will be considered the Bidder’s date of receipt of the Bidding Documents. Partial sets of the Bidding Documents will not be available from the Issuing Office.

A pre-bid conference will be held at 2:00 P.M. EST local time on November 1st, 2024, at the Elizabethtown Wastewater Treatment Plant located at 699 Scout Lane, Elizabethtown, NC 28337. Attendance at the pre-bid conference is highly encouraged but is not mandatory.

Bid security shall be furnished in accordance with the Instructions to Bidders.

Town of Elizabethtown reserves the right to reject all bids, to waive informalities and technicalities, and to cancel the Bid Process at any time.

RESOLUTION OF TENTATIVE AWARD

#R-2024-24

WHEREAS, the Town of Elizabethtown, North Carolina has received bids, pursuant to duly advertisement notice therefore, for construction of the Elizabethtown Wastewater Treatment Plant Upgrades, and

WHEREAS, the Project Engineer, Don Chamblee, with CTL Engineering has reviewed the bids; and

WHEREAS, _____ was the lowest bidder for the Wastewater Treatment Plant Upgrades, in the total bid amount of _____, and

WHEREAS, the consulting Engineers recommend TENTATIVE AWARD to the lowest bidder.

NOW, THEREFORE, BE IT RESOLVED that TENTATIVE AWARD is made to the lowest bidder in the Total Bid Amount of _____.

	Name of Contractor	Amount
1.	_____	_____
2.	_____	_____

BE IT FURTHER RESOLVED that such TENATIVE AWARD be contingent upon the approval of the North Carolina Department of Environmental Quality.

Upon motion of Council Member _____, seconded by Council Member _____, the above **RESOLUTION** was unanimously adopted.

This 2nd day of December, 2024.

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: December 2, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Formal Acceptance of Resignation from Former Council Member Howell Clark, Jr.

BACKGROUND: Mayor Sylvia Campbell has received Howell Clark's resignation from the Town Council Board. Town Council is to formally accept Mr. Clark's resignation.

Copy of Mr. Clark's Resignation Letter provided.

SUGGESTED ACTION: Council is requested to formally accept the resignation from Howell Clark, Jr.

ATTACHMENTS:

[Resignation Letter from Howell Clark, Jr..pdf](#)

R. Howell Clark, Jr.

PO Box 953
Elizabethtown, NC 28337

September 9, 2024

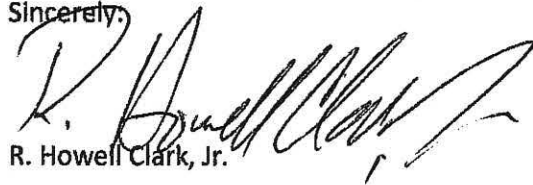
To: Mayor Sylvia Campbell
Elizabethtown Town Council Members

Re: Resignation

Mayor and Council Members:

I sought a position on the Town Council because I wanted to give of my time and talents to the benefit of the Town of Elizabethtown. I believe this Council has done a lot of good things in the past decade and I have enjoyed being a part of the Board and the activities. Unfortunately, at this time I do not believe that conditions are conducive for continued progress. Despite devoting considerable time and effort at the expense of my career and family I am unable to negotiate solutions to allow the Town and other municipalities and organizations to move forward in a positive manner. Given my lack of success, I believe it is time for me resign my position on the Town Council and give someone else the opportunity to move the Town forward. Please accept my resignation, effectively immediately.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Howell Clark, Jr.', written over a light blue horizontal line.

R. Howell Clark, Jr.



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COUNCIL AGENDA ITEM REPORT

DATE: December 2, 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:

[Briefly Items and Department Head Update Report - 12.2.24.pdf](#)

To: Mayor and Town Council
From: Dane Rideout, Town Manager
Subj: "Briefly"
Date: December 2, 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 December 17, 2024 at 8 a.m. at Cindy's Restaurant.
- 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 will be provided for Town Council.
- In observance of Christmas, the Town offices will be closed on Tuesday, December 24th, Wednesday, December 25th, Thursday, December 26th and Friday, December 27th.
- In observance of New Year's, the Town offices will be closed on Wednesday, January 1, 2025.



FOR THE MONTH OF DECEMBER

12/08 – Herman Lewis – Council Member
12/09 – Greg Taylor – Facilities and Pwks. Manager
12/10 – Rusty Worley – Planning Director
12/15 – Sherry Lanier – Utilities Technician
12/19 – Ethan Hales – Police Officer
12/20 – Roger Thomas Davis – Police Detective
12/21 – Tracy Priest – Equipment Mechanic



Department Head Updates

December 2024

FIRE DEPARTMENT

Hollis Freeman



Call Report for November

Total Fires- 5

EMS Calls- 27

Special Responses- 1

Service Calls- 0

Other Incidents- 12

Total Calls for November- 45

Fire Pre-Plans- 151

Fire Inspections Completed- 25

Total Training Hours for November by All Members- 291 hours

POLICE DEPARTMENT

Mark McMichael

10/28/24 - 11/24/24

Total Calls	336
Reports taken	53
Arrests	13
Collisions	17
Citations	29
Warnings	25
Truck Route	8

TOWN CLERK

Juanita Hester

- Assisted with providing information for Public Record Requests received during the month of November.
- The follow-ups and distribution of executed documents as approved at the 11/4/2024 Town Council meeting was handled by the Clerk.
- In the Town Clerk's absence, Finance Director Sharon Penny prepared the 11/4/2024 Noon Town Council meeting minutes, the 11/4/2024 Noon Closed Session minutes and the Reconvened 11/6/2024 meeting minutes.
- Weekly Friday Memos were prepared and distributed to Council Members and Department Heads.
- Prepared Staff Meeting Outline for the December 2, 2024 Town Council meeting for the Town Manager's review.
- Clerk prepared the "Thanksgiving" Holiday notice, and such was posted to the Town's website.
- Clerk handled publication of the Public Hearing Notice in the "Fayetteville Observer" for the CDBG-NR 2020 Program Amendment for the December 2, 2024, Council meeting.
- In coordination with the Town Manager, Assistant Town Manager, Finance Director and Planning Director, the Clerk prepared the agenda material for the 12/2/2024 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.
- On 11/14/2024, Clerk made notification to Mrs. Theresa Lloyd at Paul R. Brown Leadership Academy of the 12/2/2024 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: December 2, 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 - December 2, 2024 Regular Meeting.docx](#)



TOWN OF ELIZABETHTOWN

Open Forum Session

December 2, 2024 Regular Meeting

Citizens will be allowed three (3) minutes to speak.

Sign-In Sheet

<u>Name</u>	<u>Address</u>	<u>Phone #</u>	<u>Topic of Concern</u>
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Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: December 2, 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:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: December 2, 2024

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADJOURNMENT

SUBJECT: Adjournment

BACKGROUND: The December 2, 2024 Regular Meeting will be recessed to reconvene at a later date and time in December 2024.

SUGGESTED ACTION: Mayor Sylvia Campbell will entertain a motion and a second to **Recess** the meeting to reconvene at a later date and time in December 2024.

ATTACHMENTS: