



**ELIZABETHTOWN
COUNCIL
REGULAR MEETING**
7:00 PM, Monday, January 6, 2025

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 - Revised2 - 1.6.25.pdf](#)

4. PUBLIC HEARING

4.1 Public Hearing - 2020 Elizabethtown CDBG-NR Program Close-out

Council is requested to follow the below Hearing Procedure:

HEARING PROCEDURE:

a) Open the hearing and call upon Josh Outlaw, P.E., 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 Elizabethtown CDBG-NR Program Close-Out - 1.6.25.pdf](#)

5. PRESENTATIONS

5.1 Audit Presentation for FY Ending 6/30/2024 - **Noon Meeting**

Council is requested to hear the Audit Report presentation from Mr. Bryon Scott at the Noon Work Session.

5.2 Town Manager Update
Council is requested to hear the updates.

5.3 Christmas Tree Grove Contribution Presentation
Council is requested to hear the presentation.

6. ADMINISTRATIVE MATTERS

6.1 Acceptance/Approval of the Audit Report for Fiscal Year ending 6/30/2024
Council is requested to accept/approve the Audit Report for Fiscal Year ending June 30, 2024.

6.2 Water and Sewer Bid for Corporate Airpark
Council is requested to make approval of the Cost Estimate from Hickman Utilities.
[Estimate - Hickman Utilities - Water and Sewer Bid - Corporate Airpark - 1.6.25.pdf](#)

6.3 Appointment: Relief Fund Board of Trustees Appointed by Local Government
Council is requested to make these two appointments.
[Relief Fund Board of Trustees - Revised - 1.6.25.pdf](#)
[NCGS - Local Firefighters' Relief Fund Board of Trustees - 1.6.25.pdf](#)

6.4 Appointment: Elizabethtown Recreation Commission
Council is requested to make the appointment.
[Recreation Commission Members - 1.6.25.docx](#)

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 and Department Head Update Report 1.6.25.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 - January 6, 2025 Regular Meeting.docx](#)

9. CLOSED SESSION

9.1 Closed Session - ***To be Conducted at 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 and NCGS 143-318.11(a)(6) - Personnel.

10. ADJOURNMENT

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

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 6, 2025

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: January 6, 2025

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: January 6, 2025

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.

Consent Agenda Documentation provided.

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

ATTACHMENTS:

[Consent Agenda Documentation - Revised2 - 1.6.25.pdf](#)



**January 6, 2025 Town Council Meeting
Consent Agenda Items**

- A. Proposed Agenda – Agenda considered *proposed* until approved by the Board
ACTION RECOMMENDED: Approval
- B. December 2, 2024 Noon Meeting Minutes **ATTACH. #B**
ACTION RECOMMENDED: Approval
- C. December 2, 2024 7 p.m. Meeting Minutes **ATTACH. #C**
ACTION RECOMMENDED: Approval
- D. December 2, 2024 Closed Session Minutes – Noon **ATTACH. #D**
ACTION RECOMMENDED: Approval
(To Be Provided at the Evening Meeting)
- E. Monthly Financial Report **ATTACH. #E**
ACTION RECOMMENDED: Approval
- F. Budget Amendment #2025-02 **ATTACH. #F**
ACTION RECOMMENDED: Approval
- G. Tax Releases **ATTACH. #G**
ACTION RECOMMENDED: Approval

UNOFFICIAL

TOWN OF ELIZABETHTOWN
Noon Meeting
December 2, 2024 Regular Meeting

The Elizabethtown Town Council met on Monday, December 2, 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 (late arrival), 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, Fire Chief Hollis Freeman and Town Clerk Juanita Hester. There were no representatives from the Press. Ms. Brenda Clark was in attendance.

Item #1.1 Opening and Call to Order

Mayor Sylvia Campbell opened the meeting and called to order. The Mayor complimented Town Clerk Juanita Hester on being the Grand Marshal for the 12/1/2024 Elizabethtown Christmas Parade.

Mayor then 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

Regarding the Monthly Financial Report contained in the Consent Agenda items, there were questions directed to Finance Director Sharon Penny which were answered and/or explained. Action on this agenda item will be taken at the 7 p.m. meeting.

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

Town Manager Dane Rideout briefed on the purpose of the Public Hearing which will be conducted at the 7 p.m. meeting.

Item #5.1 Town Manager Update

Town Manager Dane Rideout noted he will be out of the office for the next week or two for surgery. He reminded Town Council of the 12/6/2024 Town Employee Appreciation Luncheon at Cape Fear Winery at 12:15 p.m. Passed along that the Town's Audit for FY ending 6/30/24 will be presented at the January 2025 Town Council Noon meeting and briefed on the upcoming Public meeting for the "Safe Streets for All" (SS4A) Grant. Reported that an Aviation Consultant is selected every 5 years by the Town and bid will be going out for that process.

Item #6.1 Resolution and Bid Award – Elizabethtown Wastewater Treatment Plant Upgrades

Public Works/Engineering Services Director Steve Duffy advertised for a project bid opening on November 19th and re-advertised for bid opening on November 26th. The lowest bid received was from Shook Construction Company, Inc. in the amount of \$24,681,883.20. Since the bid exceeded the available funding, the Project Engineer negotiated with the lowest bidder to reduce the scope of the work to a project within the remaining funding availability of \$11,333,350.00. A Resolution of Tentative Award will be considered at the 7 p.m. meeting for Council consideration.

ATTACH. #B

Item #6.2 Formal Acceptance of Resignation from Former Council Member Howell Clark, Jr.

Town Attorney Goldston Womble commented that the School of Government had passed along that it is a recommended practice to formally accept the Council Member resignation. Action will be taken on this agenda item at the 7 p.m. meeting.

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

Town Manager Dane Rideout noted that the ARPA grant funding received by the Town will be finished 12/31/2024.

Assistant Town Manager Pat DeVane briefed on the "Safe Streets For All (SS4A)" Public Meeting scheduled for December 12th from 6 pm – 8 pm in the Council Room. A draft of the Action Plan will be presented for public comments. Town Manager Dane Rideout commented that the next phase is planned to be completed in January or February 2025. Mr. DeVane also noted the upcoming Revisioning Workshop (Blueprint for New Town) scheduled for December 14th on the Paul R. Brown Campus.

Planning Director Rusty Worley reported on the Vulcan Air and Sovereign Air projects. He met with contractor Metcon. A meeting on December 3rd has been scheduled to finalize some parts of the contract.

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 Ricky Leinwand, 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 Ricky Leinwand, 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 Herman Lewis, seconded by Council Member Ricky Leinwand, made a motion to adjourn the meeting (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Juanita Hester, Town Clerk

TOWN OF ELIZABETHTOWN

Evening Meeting

December 2, 2024

The Elizabethtown Town Council met for its regular meeting on Monday, December 2, 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, Public Works Engineering Director Stephen Duffy and Town Clerk Juanita Hester. No members from the Press attended the meeting.

Item #1.1: Opening and Call to Order

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

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

Presentations of Colors and the Pledge of Allegiance were 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 Herman Lewis, the Board unanimously approved the following Consent Items as presented. A. Proposed Agenda, B. November 4, 2024 Noon Meeting Minutes, C. November 4, 2024 7 p.m. Meeting Minutes, D. November 4, 2024 Closed Session – Noon Meeting, E. November 6, 2024 Reconvened Meeting Minutes, F. Monthly Financial Report G. Tax Releases.

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

Mayor Campbell opened the public hearing and called upon Town Manager Dane Rideout to present. Town Manager noted that this is an amendment to open a block grant for construction of a light manufacturing facility in the amount of \$4,000,000. There is no match and it will supply jobs. Since there were no comments, Mayor Campbell closed the public hearing.

Item #5.1: Town Manager Update

- Assistant Town Manager Pat DeVane noted there will be 2 public meetings next week - "Safe Streets for All (SS4A)", December 12, 2024, 6:00 p.m. at Town Hall and on December 14, 2024, 10:00 a.m., at Paul R. Brown Leadership Academy, the visioning workshop. The meetings will be to identify transportation safety concerns and seek input from members of the New Town Community on projects and improvements.
- Town Planner Rusty Worley noted that the work on the Community Center building will start at the first of the year and the parking lot will start in February 2025.

Item #6.1: Resolution and Bid Award – Elizabethtown Wastewater Treatment Plant Upgrades

Mayor Sylvia Campbell noted that the bid deadline is December 31, 2024. Council Member Rich Glenn, seconded by Mayor Pro Tem Rufus Lloyd, moved to approve the Resolution of Tentative Award and Bid Award - Elizabethtown Wastewater Treatment Plant Upgrades (Unanimous). Copy attached and incorporated herein by reference.

Item #6.2: Formal Acceptance of Resignation from Former Council Member Howell Clark, Jr. Council Member Rich Glenn, seconded by Council Member Herman Lewis, made a motion to formally accept the resignation from Howell Clark, Jr. (Unanimous). Copy attached and incorporated herein by reference.

Item #7.1: "Briefly"

- Town Manager Dane Rideout briefed on the following:
- Chamber meeting December 17, 2024 at 8 a.m. at Cindy's Restaurant.
- In observance of Christmas, Town offices will be closed on December 24, 25, 26 and 27, 2024.
- In observance of New Years, Town offices will be closed on January 1, 2025.
- Council Member Herman Lewis is celebrating his birthday on December 8, 2024.
- Town Planner Rusty Worley is celebrating his birthday on December 10, 2024.
- Shout out to Terri Dennison for a great job with the Christmas parade, appreciate all the hard work.

Item #8.1: Open Forum

Mr. Hasting McGill noted that the Disc Golf Tournament had 52 participants and awesome support. He wants to bring people to the area, partnership with schools and churches.

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

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, CTC/Admin Asst/DTC

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2024-2025 EXPENDITURES

Department	Fiscal Year Budget	Actual Y-T-D as of 12-31-2024	% of Budget	Prior Year Actual-to-Date 12-31-2023
Governing Body	42,213.00	23,791	56.4%	33,076
Administration	574,927.00	275,018	47.8%	276,612
Finance	236,750.00	113,922	48.1%	136,708
Public Works	770,010.00	385,878	50.1%	375,875
Technology	86,300.00	32,320	37.5%	26,988
Public Facilities	239,876.00	168,035	70.1%	30,923
Police	1,291,354.00	635,367	49.2%	624,396
Fire	927,262.00	510,842	55.1%	559,686
Streets	10,000.00	128,911	1289.1%	54,239
Powell	287,149.00	95,980	33.4%	95,435
Street Improvement Loan Project	0.00	0	0.0%	803,890
Solid Waste	768,000.00	259,496	33.8%	229,481
Planning & Economic Develop.	143,021.00	77,331	54.1%	74,798
Recreation	34,750.00	8,033	23.1%	29,148
Farmers' Market	25,243.00	23,748	0.0%	1,108
Airport	29,920.00	6,621	22.1%	61,375
Special Appropriations	253,402.00	99,402	39.2%	79,402
Restricted Grants & Donations	110,000.00	20,455	18.6%	0
GENERAL FUND TOTAL	5,830,177.00	2,865,148	49.1%	3,493,140
WATER FUND				
Water	937,532.00	392,375	41.9%	362,513
Sewer	1,032,268.00	479,717	46.5%	361,581
Tank Maintenance & Transfer Out	100,000.00	50,000	50.0%	50,000
WATER FUND TOTAL	2,069,800.00	922,092	44.5%	774,094

REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	0.00	460,931	(652,632)	151,256
WATER FUND	0.00	243,816	257,734	
TOTAL COMBINED FUNDS	0.00	704,747	(394,898)	285,685

ATTACH. #E

ELIZABETHTOWN as of December 31, 2024

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2024-2025 REVENUES

50% of Year Completed

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 12-31-2024	% of Budget	Prior Year Actual-to-Date 12-31-2023
GENERAL FUND				
Ad Valorem & BID Taxes	1,973,465.00	1,653,897	83.8%	1,487,656
Vehicle Taxes	198,000.00	83,086	42.0%	54,641
Local Option Sales Taxes	850,000.00	214,241	25.2%	217,414
Utility Franchise Taxes	302,000.00	97,222	32.2%	86,039
ABC Revenue	105,000.00	26,250	25.0%	26,250
Powell Bill	120,000.00	135,006	112.5%	123,086
Bladen Fire District	256,909.00	67,917	26.4%	51,250
Street Improvement Loan	0.00	0	0.0%	0
Solid Waste fees	1,374,000.00	670,711	48.8%	582,360
Permits & Fees	48,635.00	26,999	55.5%	19,880
Rental Income	113,200.00	26,574	23.5%	27,490
Interest Income	180,000.00	97,334	54.1%	128,074
Salary & Admin. Reimbursements	0.00	0	0.0%	5,718
Miscellaneous Revenues	59,285.00	179,843	303.4%	30,650
Restricted Grants & Donations	110,000.00	47,000	0.0%	0
General Fund Balance Approp.	139,683.00	0	0.0%	0
TOTAL GENERAL FUND	5,830,177.00	3,326,079	57.0%	2,840,508
WATER FUND				
Water fees	871,400.00	496,597	57.0%	433,770
Sewer fees	1,053,400.00	590,564	56.1%	520,473
Miscellaneous Revenue	145,000.00	78,746	54.3%	77,585
Utility Fund Balance Approp.	0.00	0	0.0%	0
TOTAL WATER FUND	2,069,800.00	1,165,908	56.3%	1,031,828

Town of Elizabethtown
Budget Amendment #2025-02
FY 2024 - 2025

The Town of Elizabethtown Town Council, at a meeting on the 6th day of January, 2025 passed the following ordinance.

BE IT ORDAINED that the following budget amendment be approved for the fiscal year ending June 30, 2025.

ACCOUNT CLASSIFICATION	APPROVED BUDGET FY 2024-2025	Increase/ (Decrease)	APPROVED REVISED BUDGET
Revenues:			
Ad Valorem Taxes	\$ 1,911,215.00		\$ 1,911,215.00
Business District Taxes	\$ 40,500.00		\$ 40,500.00
Motor Vehicle Taxes	\$ 198,000.00		\$ 198,000.00
Interest & Penalties on Taxes	\$ 21,750.00		\$ 21,750.00
Local Option Sales Tax	\$ 850,000.00		\$ 850,000.00
Franchise Taxes	\$ 302,000.00		\$ 302,000.00
Interest on Investments	\$ 180,000.00		\$ 180,000.00
Powell Bill Funds	\$ 120,000.00		\$ 120,000.00
Other Revenue	\$ 2,062,194.00	\$ 138,162.00	\$ 2,200,356.00
Fund Balance Appropriated	\$ 144,517.81		\$ 144,517.81
 TOTAL GENERAL FUND REVENUE	 \$ 5,830,176.81	 \$ 138,162.00	 \$ 5,968,338.81
 Water Usage Charges	 \$ 870,000.00		 \$ 870,000.00
Sewer Usage Charges	\$ 1,052,000.00		\$ 1,052,000.00
Late/Reconnect Fees	\$ 85,000.00		\$ 85,000.00
Other Revenue	\$ 62,800.00		\$ 62,800.00
 TOTAL UTILITY FUND REVENUE	 \$ 2,069,800.00	 \$ -	 \$ 2,069,800.00

ATTACH. #F

ACCOUNT CLASSIFICATION	APPROVED BUDGET FY 2024-2025	Increase/ (Decrease)	APPROVED REVISED BUDGET
Expenditures:			
Governing Body	\$ 42,213.00		\$ 42,213.00
Administration	\$ 574,927.00	\$ 4,035.00	\$ 578,962.00
Finance	\$ 236,750.00		\$ 236,750.00
Public Works	\$ 770,010.00		\$ 770,010.00
IT	\$ 86,300.00		\$ 86,300.00
Public Facilities	\$ 239,876.00		\$ 239,876.00
Police	\$ 1,291,354.00	\$ 12,739.00	\$ 1,304,093.00
Fire	\$ 927,262.00		\$ 927,262.00
Streets	\$ 10,000.00	\$ 121,388.00	\$ 131,388.00
Powell Bill	\$ 287,149.00		\$ 287,149.00
Solid Waste	\$ 768,000.00		\$ 768,000.00
Planning	\$ 143,021.00		\$ 143,021.00
Farmer's Market	\$ 25,242.81		\$ 25,242.81
Recreation	\$ 34,750.00		\$ 34,750.00
Airport	\$ 29,920.00		\$ 29,920.00
Special Appropriations	\$ 253,402.00		\$ 253,402.00
Restricted Grants & Donations	\$ 110,000.00		\$ 110,000.00
 TOTAL GENERAL FUND APPROP.	 \$ 5,830,176.81	 \$ 138,162.00	 \$ 5,968,338.81
 Water Services	 \$ 937,532.00		 \$ 937,532.00
Sewer Services	\$ 1,032,268.00		\$ 1,032,268.00
Utility Appropriations	\$ 100,000.00		\$ 100,000.00
 TOTAL UTILITY FUND APPROP.	 \$ 2,069,800.00	 \$ -	 \$ 2,069,800.00

DULY ADOPTED this 6th day of January 2025 by the Elizabethtown Town Council at Elizabethtown, North Carolina

Sylvia Campbell, Mayor

Attest: _____
Juanita Hester, Town Clerk

Dane D. Rideout, Town Manager

TOWN OF ELIZABETHTOWN
BUDGET AMENDMENT #2025-02
DETAIL

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>	<u>Justification</u>
Revenue			
10-3200-332	ABC Distribution - Law Enforcement	\$ 6,239.00	Additional distribution received
10-3500-311	Police - Miscellaneous Revenue	\$ 6,500.00	Citizen donation for police bonus pay
10-3500-331	Miscellaneous Revenue	\$ 121,388.00	DOT funds for lights at 701/87
10-3500-331	Miscellaneous Revenue	\$ 4,035.00	FY 23-24 Workers Comp premium refund
	TOTAL	<u><u>\$ 138,162.00</u></u>	
Expenditures			
10-4310-200	Police: Operations & Services	\$ 6,239.00	
10-4310-121	Police: Salary	\$ 5,298.00	
10-4310-181	Police: Employer's Social Security	\$ 405.00	
10-4310-182	Police: Employer's Retirement	\$ 797.00	
10-4510-500	Streets: Capital Outlay	\$ 121,388.00	
10-4120-396	Admin: Attorney Fees	\$ 4,035.00	
	TOTAL	<u><u>\$ 138,162.00</u></u>	

MEMORANDUM

Mayor and Town Council
Beverly Robinson, Certified Tax Collector /Deputy Town Clerk *BR*
Tax Releases
December 12, 2024

2024 James Lewis

Account No. _____

0542551

Reason Only .33 Acres In City Limits

Release Value \$99,205.00

Real Property

Tax Released \$ 639.87

2024 DSI Equipment LLC

0552147

Reason Release Late List Added In Error

Release Value \$ 25,879.84

Personal Property

Late List Release \$ 2,587.98

Council is requested to grant the above tax releas \$3,227.85

Discovery

2024 David Kilpatrick

0555627

Reason Discovery

Value \$ 1,175.00

Personal Property

Tax \$ 7.58

2024 David Kilpatrick

0555627

Reason Discovery

Value \$ 3,000.00

Personal Property

Tax \$ 19.35

2024 David Kilpatrick

0555627

Reason Discovery

Value \$ 9,000.00

Personal Property

Tax \$ 58.05

2024 David Kilpatrick

0555627

Reason Discovery

Value \$1,787.00

Personal Property

Tax \$ 11.53

ATTACH. #G

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Public Hearing

AGENDA SECTION: PUBLIC HEARING

SUBJECT: Public Hearing - 2020 Elizabethtown CDBG-NR Program Close-out

BACKGROUND: Josh Outlaw, P.E., The ADAMS COMPANY will be in attendance to present the 2020 CDBG-NR Program Close-Out information. There will be no other program documents for Town Council approval.

Copy of the 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, P.E., 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 Elizabethtown CDBG-NR Program Close-Out - 1.6.25.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 January 6, 2025 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



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Audit Presentation for FY Ending 6/30/2024 - **Noon Meeting**

BACKGROUND: At the Noon Work Session, Auditor Bryon Scott will present the Audit Report for FY ending 6/30/2024. Acceptance/approval of the Audit Report will take place at the 7 p.m. meeting.

Finance Director Sharon Penny will distribute a printed copy of the Audit Report at the Noon meeting.

SUGGESTED ACTION: Council is requested to hear the Audit Report presentation from Mr. Bryon Scott at the Noon Work Session.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 6, 2025

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:

January 6, 2025

SUBMITTED BY:

Juanita Hester

ITEM TYPE:

Request

AGENDA SECTION:

PRESENTATIONS

SUBJECT:

Christmas Tree Grove Contribution Presentation

BACKGROUND:

Every year, the Town does host a Christmas Tree decorating contest as part of the Christmas events held at the Farmers Market. Nine businesses and organizations decorate a tree based upon that year's theme. This year, nine trees were decorated, making the common area of the Farmers Market much more festive. The money raised through reserving a tree and from votes is given to a local charity. This year \$200 was raised for "Families First". Executive Director Vicki Pait and Crissie Cox will be in attendance at the Noon meeting to accept the \$200 check for "Families First". Mayor Sylvia Campbell will make the check presentation.

SUGGESTED ACTION:

Council is requested to hear the presentation.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Acceptance/Approval of the Audit Report for Fiscal Year ending 6/30/2024

BACKGROUND: Mr. Bryon Scott, CPA, with Thompson, Price, Scott, Adams & Company presented the Audit at the Noon meeting. Acceptance/Approval of Audit Report will be considered at the 7 p.m. meeting.

SUGGESTED ACTION: Council is requested to accept/approve the Audit Report for Fiscal Year ending June 30, 2024.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Water and Sewer Bid for Corporate Airpark

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

Provided is copy of the Cost Estimate from Hickman Utilities in the amount of \$219,711.22 for the water and sewer work at the Corporate Airpark. Mr. Worley reports this was by an informal bid process. Bill Worley & Sons and Columbus Utilities did not respond.

Estimate copy provided.

SUGGESTED ACTION: Council is requested to make approval of the Cost Estimate from Hickman Utilities.

ATTACHMENTS:

[Estimate - Hickman Utilities - Water and Sewer Bid - Corporate Airpark - 1.6.25.pdf](#)

Hickman Utilities INC

Estimate

263 Singletary Millpond Rd
Bladenboro, NC 28320

Date	Estimate #
12/12/2024	1287

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

Project

Description	Qty	Rate	Total
SEWER			
Airport Industrial Park			
8" Ductile iron pipe	520	124.07	64,516.40
Manhole polycrrete	1	17,617.60	17,617.60
Manhole #1	1	4,300.00	4,300.00
Package lift station (this price is for 48x72 did not have specs)	1	55,000.00	55,000.00
Force main	900	11.00	9,900.00
misc.gravity sewer assoc.		770.00	770.00
WATER			
2" Blow off	1	1,930.50	1,930.50
Water services	3	933.00	2,799.00
8" SDR21	940	37.59	35,334.60
2" SDR21	300	7.75	2,325.00
8" Gate valve and assoc.	3	2,998.52	8,995.56
Hydrant.assembly	1	8,615.42	8,615.42
8" 11.25 bend	2	553.57	1,107.14
8" 45	2	605.00	1,210.00
8" Tee	1	930.00	930.00
8"x2" MJ cap	1	420.00	420.00
8" Plug	1	440.00	440.00
Testing and supplies		3,500.00	3,500.00
NOTE- If C900 is used instead of ductile iron pipe the price will be \$29,505.00 less			
NOTE- If a regular concrete manhole with coal tar epoxy is used instead of polycrrete the price will be \$12,100.00 less			
NOTE-I did not add the tax amount because of the possibility of using the C900 pipe and concrete manhole but will be added on final invoice			
We look forward to serving you.		Total	\$219,711.22

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Appointment: Relief Fund Board of Trustees Appointed by Local Government

BACKGROUND: Town Manager Dane Rideout may be called upon to present this agenda item.
This month, the terms of office for both Relief Fund Trustees appointed by Local Government expire. Mr. Wayne Edge serves a one-year term and Mr. Larry Richards serves a two-year term.

Copy of Relief Fund Board of Trustees along with N.C.G.S governing these appointments provided.

SUGGESTED ACTION: Council is requested to make these two appointments.

ATTACHMENTS:

[Relief Fund Board of Trustees - Revised - 1.6.25.pdf](#)

[NCGS - Local Firefighters' Relief Fund Board of Trustees - 1.6.25.pdf](#)

Relief Fund Board of Trustees

Elizabethtown Fire Department

2023 Certification Date	Certified By
1/2/2024	Hollis W. Freeman

Board Trustees elected by Fire Department

Trustee #1

Powell Cross
203 Woodhouse Drive
Elizabethtown, NC 28337
pjcross2360@gmail.com
(910) 876-2360

Trustee #2

Byron Graham
P. O. Box 1145
Elizabethtown, NC 28337
bgraham@elizabethtownnc.org
(910) 990-6355

Board Trustees appointed by Local Government

Trustee #3

Wayne Edge
2202 First Avenue
Elizabethtown, NC 28337
j.wedge@hotmail.com
(910) 991-2662

Trustee #4

Larry Richards
93 Gibson Dairy Rd.
Elizabethtown, NC 28337
etown232@gmail.com
9106454917

Board Member appointed by Insurance Commissioner

Trustee #5

Giles Clark
P. O. Box 997
Elizabethtown, NC 28337
rnwest@elizabethtownnc.org
(910) 876-1945

Tuesday, January 2, 2024 12:11 PM

§ 58-84-30. Trustees appointed; organization.

For each county, town or city complying with and deriving benefits from the provisions of this Article, there shall be appointed a local board of trustees, known as the trustees of the local Firefighters' Relief Fund, to be composed of five members, two of whom shall be elected by the members of the local fire department who are qualified as beneficiaries of such fund, two of whom shall be elected by the mayor and board of aldermen or other local governing body, and one of whom shall be named by the State Fire Marshal. Their selection and term of office shall be as follows:

(1) The members of the fire department shall hold an election to elect two representatives to the board to serve at the pleasure of the members of the department. The elected representatives may serve until their resignation or until the department holds an election to replace them. Board members elected pursuant to this subdivision shall be either (i) residents of the fire district or (ii) active or retired members of the fire department.

(2) The mayor and board of aldermen or other local governing body shall appoint two representatives to the board to serve at the pleasure of the governing body. Board members appointed pursuant to this subdivision shall be residents of the fire district.

(3) The State Fire Marshal shall appoint one representative to serve as trustee who shall serve at the pleasure of the State Fire Marshal. The member appointed pursuant to this subdivision shall be either (i) a resident of the fire district or (ii) an active or retired member of the fire department.

All of the above trustees shall hold office for their elected or appointed time, or until their successors are elected or appointed, and shall serve without pay for their services. They shall immediately after election and appointment organize by electing from their members a chairman and a secretary and treasurer, which two last positions may be held by the same person. The treasurer of said board of trustees shall give a good and sufficient surety bond in a sum equal to the amount of moneys in his hand, to be approved by the State Fire Marshal. The cost of this bond may be deducted by the State Fire Marshal from the receipts collected pursuant to G.S. 58-84-10 before distribution is made to local relief funds. If the chief or chiefs of the local fire departments are not named on the board of trustees as above provided, then they shall serve as ex officio members without privilege of voting on matters before the board. (1907, c. 831, s. 6; C.S., s. 6068; 1925, c. 41; 1945, c. 74, s. 1; 1947, c. 720; 1949, c. 1054; 1973, c. 1365; 1985, c. 666, s. 64; 1987, c. 174, ss. 1, 5; 2007-246, s. 3; 2012-45, s. 2; 2014-64, s. 1(a); 2016-51, s. 3; 2023-151, s. 11.35(a).)

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Appointment: Elizabethtown Recreation Commission

BACKGROUND: Town Manager Dane Rideout may be called upon to present this agenda item. Council will need to make appointment to fill the existing vacancy. The term of office will expire on January 6, 2029. Mr. Hasting McGill has expressed an interest in serving as a Recreation Commission member.

Copy of the Recreation Commission members provided.

SUGGESTED ACTION: Council is requested to make the appointment.

ATTACHMENTS:

[Recreation Commission Members - 1.6.25.docx](#)

**TOWN OF ELIZABETH TOWN
RECREATION COMMISSION**

Members Serve 4-Year Terms

Clarence Butler

Clint Hester

Mark Gillespie – *Chairman*

Joe Luther

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 6, 2025

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 and Department Head Update Report 1.6.25.pdf](#)

To: Mayor and Town Council
From: Dane Rideout, Town Manager
Subj: "Briefly"
Date: January 6, 2025 Regular Meeting

The following items are provided as information to Council:

- The Department Head Update Report is provided as a separate attachment.
- The Elizabethtown Airport/Economic Development Commission will be meeting on Tuesday, January 14, 2025 at 7:30 a.m. at Airport Terminal Building.
- The Martin Luther King, Jr. Parade is scheduled for Monday, January 20, 2025 at 11:00 a.m. Parade line-up will be at the Municipal Building.
- In observance of Dr. Martin Luther King, Jr. Day, the Town offices will be closed on January 20, 2025.
- The Chamber of Commerce's Annual Meeting (Awards Gala) is scheduled for February 1, 2025 from 6 pm – 10 pm at Cape Fear Winery.
- The Town's Annual Budget Retreat is set for February 25, 2025 at the Airport Terminal Building.



FOR THE MONTH OF JANUARY

1/04 – Thomas Howell, Public Works
1/05 – Beverly Robinson, CTC/Admin. Asst./Deputy Clerk
1/05 – Cameron Kinlaw, Firefighter
1/20 – John Duffy, Public Works



**Department Head Updates
January 2025**

COMMUNICATION AND MARKETING

Terri Dennison

SAFE STREETS FOR ALL PLAN MOVES FORWARD

Residents who attended Public Meeting #2 of the Safe Streets for All program reviewed the data collected on transportation and safety issues in Elizabethtown, heard what counter measures could be employed, and then provided input on the prioritization of the main transportation corridor. The public meeting was held at the Elizabethtown Town Hall on Thursday, December 12. Seven major transportation corridors were identified from the data, surveys and the physical audit.

The proposed 7 corridors are:

- Peanut Plant Road from Broad St. to the HWY 87 bypass.
- Martin Luther King Drive from Broad St. to HWY 87.
- Mercer Mill Road from Poplar St. (HWY 701) over HWY 87 to Church Dr.
- King Street from Peanut Plant Rd. to S. Lower St.
- Swanzy Street from Peanut Plant Rd. to David St.
- Poplar Street (HWY 701) from Route 53 over the Cape Fear Bridge to the HWY 87 Bypass.
- West and East Broad Street from Harwood St. to Gibson Dairy St.

CHRISTMAS EVENTS AND PROMOTIONS

Christmas in Elizabethtown stretched over 2 months with activities and promotions designed to celebrate the Holiday Season and to attract visitors to our local shops and Downtown. The Marketing Department schedules, coordinates and promotes these events with assistance from other Town Departments and local businesses.



Some of the highlights were:

- 13 retail businesses participated in the Christmas Open House promotion on Sunday, November 3. T. Dennison arranged to provide shuttle service between Smellie Bloomers, Whimsical Florist and the Downtown Shops.
- The Farmer's Market was decorated by Public Works and Marketing staff in time for the first Christmas at the Farmer's Market event on Saturday, Nov. 30.
- Seventy-five entries paraded down Broad and Poplar Streets on Sunday, December 1, including 6 Shriners brigades that were sponsored by local businesses. A record crowd lined the streets waiting to see Santa Claus.
- A large crowd gathered around the Courthouse for the Christmas Tree lighting following the parade.

Each Saturday from November 30 to December 21, a different themed event was held at the Farmers Market as part of Christmas at the Farmers Market.

Nine Christmas trees were decorated by local businesses and organizations as part of the Christmas Tree Grove at the Farmers Market as a fundraiser for Families First. The "Old Fashion Christmas Tree" decorated by vendor Betty Tatum won the popularity vote.



WINTER 2024-25 NEWSLETTER RELEASED IN TIME FOR HOLIDAY SEASON

The newsletter was mailed to residents and businesses on November 22 and was posted on the website on December 2. It included stories on:

Holiday Events in Elizabethtown

Update on the Live, Work Play Community

Wastewater Treatment Plan Upgrades See Some Challenges Due to Inflation

Upcoming meetings for Safe Street for All and the Revitalization of Newtown.

SUBSCRIBERS TO UPDATES	127	Up 9 from October
TOWN MANAGER UPDATE – October	No report	
FACEBOOK	4934 followers	Up 2% from October
Elizabethtown NC	2043	
Town of Elizabethtown	2891	
INSTAGRAM	52	

PRESS RELEASES & NEWS POSTS

11/21/24: Lots of Christmas Events Planned in Bladen County. Published – Bladen Online, Bladen Journal, WECT, Allevents.com, VisitNC. Social Media results: Reach 4,700, Engagements 73, Shares 48

11/23/24: Annual Parade and Tree Lighting Celebrates Christmas in Elizabethtown. Published – Bladen Online, Bladen Journal, Greater Fayetteville Business Journal, whitelakenc.com, allevents.com. Social Media results: Reach 738, Engagement 0, Shares 0.

12/2/24: Safe Streets for All Public Meeting #2. Published – Bladen Online, Bladen Journal, WECT, NewsBreak. Social Media results: Reach 212, Engagement 0, Shares 0.

12/2/24: Visioning Workshop for Blueprint to Revitalize New Town. Published - Bladen Online, Bladen Journal, WECT, NewsBreak.

12/12/24: Elizabethtown Celebrates Employees. Published - Bladen Online, Bladen Journal, Newsbreak.

12/18/24: Safe Streets for All Plan Moves Forward. Published - Bladen Online, Bladen Journal, WECT, NewsBreak.

FIRE DEPARTMENT

Hollis Freeman



Call Report for December

Total Fires- 6

EMS Calls- 45

Special Responses- 1

Service Calls- 2

Other Incidents- 11

Total Calls for November- 65

Fire Pre-Plans- 113

Fire Inspections Completed- 12

POLICE DEPARTMENT***Mark McMichael***

Total Calls	318
Reports taken	50
Arrests	14
Collisions	21
Citations	45
Warnings	23
Truck Route	10

TOWN CLERK***Juanita Hester***

- On 12/9/2024, Clerk made notification to Mrs. Theresa Lloyd at Paul R. Brown Leadership Academy of the January 6, 2025 Town Council Meeting so that advance preparation could be made for the Cadets to attend the meeting for presentation of the Colors.
- One Public Records Request received from Deltek requesting information for the Elizabethtown Community Center project. Planning Director Rusty Worley approved the release of the requested project information.
- The follow-ups and distribution of executed documents as approved at the 12/2/2024 Town Council meeting was handled by the Clerk.
- Prepared meeting minutes for the 12/2/2024 Noon meeting and the 12/2/2024 Noon Closed Session Meeting minutes.
- Weekly Friday Memos were prepared and distributed to Council Members and Department Heads.
- Prepared Staff Meeting Outline for the January 6, 2025 Town Council meeting for the Town Manager's review.
- Clerk prepared the "Christmas and New Year's" Holiday notice for publication in the "Bladen Journal" and such was posted 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 1/6/2025 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.
- Made notification to Mr. Arthur Bullock that Mayor Campbell and Town Council would participate in the Martin Luther King Day Parade on January 20, 2025.

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: OPEN FORUM

SUBJECT: Open Forum

BACKGROUND: Three (3) Minutes Per Citizen.....Should State Name/Address.

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

ATTACHMENTS:

[Sign-In Sheet - Open Forum - January 6, 2025 Regular Meeting.docx](#)

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: CLOSED SESSION

SUBJECT: Closed Session - *To be Conducted at 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 and NCGS 143-318.11(a)(6) - Personnel.

ATTACHMENTS:

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: January 6, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADJOURNMENT

SUBJECT: Adjournment

BACKGROUND: With no further business to conduct, the meeting will be adjourned.

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

ATTACHMENTS: