



**ELIZABETHTOWN
COUNCIL
REGULAR MEETING**
7:00 PM, Monday, March 3, 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 - 3.3.25.pdf](#)
4. PRESENTATIONS
 - 4.1 Town Manager Update
Council is requested to hear the update.
5. ADMINISTRATIVE MATTERS
 - 5.1 Appointment of Town Council Member to serve on the Lumber River Council of Governments Board of Directors
Council is requested to make the appointment.
 - 5.2 Appointment: Elizabethtown Planning Board and Zoning Board of Adjustment
Council is requested to make the appointment.
 - 5.3 Contract - M&C's Lawncare, LLC
Council is requested to approve the contract.
[MC Lawncare Contract for Mowing Services - 3.3.25.pdf](#)
6. OTHER BUSINESS

- 6.1 "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 - 3.3.25.docx](#)
[Peak Agenda - Department Head Update Report - 3.3.25.pdf](#)

7. OPEN FORUM

- 7.1 Open Forum
Council is requested to listen to any public concerns or comments received.
[Sign-In Sheet - Open Forum - 3.3.25.docx](#)

8. CLOSED SESSION

- 8.1 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 and NCGS 143-318.11(a)(4) - Economic Development.

9. ADJOURNMENT

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



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: March 3, 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: March 3, 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. Mayor Pro Tem Rufus Lloyd will deliver the invocation.

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: March 3, 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 - 3.3.25.pdf](#)



March 3, 2025 Town Council Meeting Consent Agenda Items

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

- B. February 3, 2025 Noon Meeting Minutes **ATTACH. #B**
ACTION RECOMMENDED: Approval

- C. February 3, 2025 7 p.m. Meeting Minutes **ATTACH. #C**
ACTION RECOMMENDED: Approval

- D. February 3, 2025 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. Tax Releases **ATTACH. #F**
ACTION RECOMMENDED: Approval

- G. Grant Project Ordinance – Vulcanair/Sovereign #42-00 **ATTACH. #G**
ACTION RECOMMENDED: Approval

UNOFFICIAL

TOWN OF ELIZABETHTOWN
February 3, 2025 Regular Meeting
Noon Meeting

The Elizabethtown Town Council met on Monday, February 3, 2025 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 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 and Mrs. Nancy Willis were in attendance as well as Bobby Kinlaw. Council Member Ricky Leinwand was out of town.

Item #1.1 Opening and Call to Order

Mayor Sylvia Campbell opened the meeting and called to order. Mayor Campbell then 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 Appointment and Oath of Office – New Town Council Member

Council Member Paula Greene, seconded by Council Member Rich Glenn, made a motion to appoint Bobby Kinlaw as the new Town Council Member to fill a vacancy on the Board (Unanimous). Town Council Member Bobby Kinlaw will be sworn in at Town Council's 7 p.m. meeting by Bladen County Clerk of Superior Court Cristin Hursey. Mayor Campbell asked that Town Council Member Kinlaw join the other board members at the meeting worktable.

Item #4.1 Approve Consent Agenda Items

Action on this agenda item will be taken at the 7 p.m. meeting.

Item #5.1 Special Presentation to Communications & Marketing Director Terri Dennison

Mayor Sylvia Campbell will present an engraved plaque at the 7 p.m. meeting to Mrs. Terri Dennison in appreciation of her work as the Town's Communications & Marketing Director since 10/28/2019.

Item #5.2 Town Manager Update

Town Manager Dane Rideout briefed on several items of importance for Town Council.

Item #6.1 Community Development Block Grant (CDBG) No. 18-D-3095 (NR-Contingency) – Grant Agreement and Funding Approval - \$4,400,000.00

Mayor Campbell asked Town Manager Dane Rideout to brief. The Grant Agreement, the Funding Approval and other grant-related documents will be presented for approval and signature at the 7 p.m. meeting. The required Public Hearings for this grant funding were conducted on August 5, 2024.

Item #6.2 Authorization to Terminate EDA Award #04-79-07892 for Convenience

Mayor Campbell called upon Town Manager Dane Rideout to brief on this agenda item. This is a three-year old grant. Mr. Rideout noted the urgency of getting the Town's decision back to EDA reference this grant money. The project design still has to be approved, and, in addition, there remains the design of the roads, water and sewer plus there is no stormwater collection plan in place. Action will be taken at the 7 p.m. meeting.

Item #6.3 Audit Contract – Thompson, Price, Scott, Adams & Co., P.A.

Finance Director Sharon Penny noted to Town Council that the Thompson, Price, Scott, Adams audit fee will increase with a not-to-exceed amount of \$45,500.00. The increase is due to the number of grants being administered and received by the Town. The Thompson, Price, Scott, Adams's Wilmington office will be working with the Town for the FY 2024-2025 Audit.

Action on this agenda item will be taken at the 7 p.m. meeting.

Item #6.4 Design-Build Contract with Metcon, Inc. – Vulcan Air Manufacturing Facility

Mayor called upon Planning Director Rusty Worley to brief on this agenda item. Mr. Worley reported that the Design-Build Contract with Metcon, Inc. for the Vulcan Air Manufacturing Facility in the amount of \$155,000 will be presented at the 7 p.m. meeting.

Item #6.5 Roster of Certified Firefighters and Relief Fund Board of Trustees

Mayor Campbell called upon Fire Chief Hollis Freeman to brief on this agenda item. Action will be taken at the 7 p.m. meeting.

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

Town Manager Dane Rideout will provide the "Briefly" items at the 7 p.m. meeting.

Item #8.1 Open Forum

Any concerns from citizens will be taken by Town Council at the 7 p.m. meeting.

Item #9.1 Closed Session - To Be Conducted at Noon Meeting

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

Mayor 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

February 3, 2025

The Elizabethtown Town Council met for its regular meeting on Monday, February 3, 2025, in the Council Chamber at 7:00 pm. Those present were Mayor Sylvia Campbell, Council Members Ricky Leinwand, Paula Greene, Rich Glenn, Herman Lewis, Mayor Pro Tem Rufus Lloyd, Bobby Kinlaw, 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 welcomed everyone.

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

Presentation 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: Appointment and Oath of Office – New Town Council Member

Bladen County Clerk of Superior Court Cristin Hursey swore Mr. Bobby Kinlaw in as the new Town Council Member. Mayor Campbell noted that he has been affiliated with the Town for 35 years.

Item #4.1: Approve Consent Agenda Items

Upon a motion by Council Member Ricky Leinwand, seconded by Council Member Herman Lewis, the Board unanimously approved the following Consent Items as presented. A. Proposed Agenda, B. January 6, 2025 Noon Meeting Minutes, C. January 6, 2025 7 p.m. Meeting Minutes, D. January 6, 2025 Closed Session Minutes – Noon, E. Monthly Financial Report, F. Unpaid Tax Report for 2014- 2024 – Liens on Real Property.

Item #5.1: Special Presentation to Communications & Marketing Director Terri Dennison

Mayor Campbell noted that Terri has been with the Town for 5 years and is going to Bladen Community College as the Director of Small Business Center. She was presented with a plaque.

Item #5.2: Town Manager Update

Town Manager Dane Rideout noted that he has worked with Terri for 4 years on a day-to-day basis. Town Manager noted that Terri has done a great job bringing business in Town. On behalf of the staff, she will be missed.

Public Works Engineering Director Stephen Duffy gave an update on the water issue on Martin Luther King Dr. Mr. Duffy noted the issue has been going on for a while. The leak was a value in the middle of the road that had corroded. Smith Brothers will do the paving.

Town Planner Rusty Worley noted that the Community Center is on schedule. Dirt is moving and DeVane Builders are grading. March 1, 2025 the building will start.

Item #6.1: Community Development Block Grant (CDBG) No. 18-D-3095 (NR-Contingency) – Grant Agreement and Funding Approval - \$4,400,000.00

Council Member Rich Glenn, seconded by Mayor Pro Tem Rufus Lloyd, made a motion to approve Community Development Block Grant (CDBG) No. 18-D-3095 (NR-Contingency) – Grant Agreement and Funding Approval - \$4,400,000.00 (Unanimous). Copy attached and incorporated herein by reference.

Item #6.2: Authorization to Terminate EDA Award # 04-79-07892 for Convenience

Council Member Rich Glenn, seconded by Council Member Paula Greene, made a motion to approve Authorization to Terminate EDA Award #04-79-07892 for Convenience (Unanimous).

Item #6.3: Audit Contract – Thompson, Price, Scott, Adams & Co., P.A.

Finance Director Sharon Penny noted that the Audit for June 30, 2025 will increase around \$16,500.00. The audit will be from the Wilmington, NC office. Council Member Herman Lewis, seconded by Council Member Bobby Kinlaw, made a motion to approve Audit Contract – Thompson, Price, Scott, Adams & Co., P.A. (Unanimous). Copy attached and incorporated herein by reference.

Item #6.4: Design-Build Contract with Metcon, Inc. – Vulcan Air Manufacturing Facility

Mayor Pro Tem Rufus Lloyd, seconded by Council Member Ricky Leinwand, made a motion to approve Design-Build Contract with Metcon, Inc. – Vulcan Air Manufacturing Facility (Unanimous). Copy attached and incorporated herein by reference.

Item #6.5: Roster of Certified Firefighters and Relief Fund Board of Trustees

Mayor Pro Rufus Lloyd, seconded by Council Member Rich Glenn, moved to approve Roster of Certified Firefighters and Relief Fund Board of Trustees (Unanimous) Copy attached and incorporated herein by reference.

Item #7.1: "Briefly"

Town Manager Dane Rideout briefed on the following:

- Town offices will be closed February 17, 2025 in observance of Presidents' Day.
- Town's Annual Budget Retreat February 25, 2025 at the Airport Terminal Building at 10:00 a.m.
- MCAB meeting February 27, 2025 at the Farmers Market at 6:00 p.m.

Item #8.1: Open Forum

There were no comments or concerns.

With no further business to conduct, Council Member Bobby Kinlaw, seconded by Council Member Paula Greene, moved to adjourn (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Beverly Robinson, CTC/Admin Asst/DTC

ELIZABETHTOWN as of January 30, 2025

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2024-2025 REVENUES

58% of Year Completed

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 1-30-2025	% of Budget	Prior Year Actual-to-Date 1-31-2024
GENERAL FUND				
Ad Valorem & BID Taxes	1,973,465.00	1,977,568	100.2%	1,730,305
Vehicle Taxes	198,000.00	83,086	42.0%	91,144
Local Option Sales Taxes	850,000.00	288,885	34.0%	286,961
Utility Franchise Taxes	302,000.00	97,222	32.2%	86,039
ABC Revenue	105,000.00	52,500	50.0%	52,500
Powell Bill	120,000.00	135,006	112.5%	123,086
Bladen Fire District	256,909.00	81,500	31.7%	61,500
Street Improvement Loan	0.00	0	0.0%	0
Solid Waste fees	1,374,000.00	784,997	57.1%	679,419
Permits & Fees	48,635.00	30,924	63.6%	33,005
Rental Income	113,200.00	29,128	25.7%	31,615
Interest Income	180,000.00	113,771	63.2%	178,602
Salary & Admin. Reimbursements	0.00	0	0.0%	5,718
Miscellaneous Revenues	197,447.00	171,819	87.0%	39,226
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	5,968,339.00	3,893,405	65.2%	3,399,120
WATER FUND				
Water fees	871,400.00	575,758	66.1%	501,177
Sewer fees	1,053,400.00	690,833	65.6%	606,883
Miscellaneous Revenue	145,000.00	92,353	63.7%	92,022
Utility Fund Balance Approp.	0.00	0	0.0%	0
TOTAL WATER FUND	2,069,800.00	1,358,944	65.7%	1,200,082

ATTACH. #E

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2024-2025 EXPENDITURES

Department	Fiscal Year Budget	Actual Y-T-D as of 1-30-2025	% of Budget	Prior Year Actual-to-Date 1-31-2024
Governing Body	42,213.00	26,135	61.9%	35,166
Administration	578,962.00	306,949	53.0%	325,798
Finance	236,750.00	128,921	54.5%	150,306
Public Works	770,010.00	422,565	54.9%	441,599
Technology	86,300.00	44,126	51.1%	29,178
Public Facilities	239,876.00	178,747	74.5%	33,536
Police	1,304,093.00	730,435	56.0%	711,946
Fire	927,262.00	576,569	62.2%	622,920
Streets	131,388.00	128,911	98.1%	40,142
Powell	287,149.00	145,703	50.7%	111,321
Street Improvement Loan Project	0.00	0	0.0%	906,089
Solid Waste	768,000.00	259,873	33.8%	279,325
Planning & Economic Develop.	143,021.00	93,866	65.6%	87,004
Recreation	34,750.00	8,033	23.1%	29,418
Farmers' Market	25,243.00	23,748	0.0%	1,108
Airport	29,920.00	6,621	22.1%	57,375
Special Appropriations	253,402.00	99,402	39.2%	79,402
Restricted Grants & Donations	110,000.00	38,863	35.3%	0
GENERAL FUND TOTAL	5,968,339.00	3,219,466	53.9%	3,941,633
WATER FUND				
Water	937,532.00	442,867	47.2%	426,866
Sewer	1,032,268.00	529,239	51.3%	429,866
Tank Maintenance & Transfer Out	100,000.00	58,333	58.3%	58,333
WATER FUND TOTAL	2,069,800.00	1,030,439	49.8%	915,065

REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	0.00	673,939	(542,513)	363,576
WATER FUND	0.00	328,505	285,017	
TOTAL COMBINED FUNDS	0.00	1,002,444	(257,496)	648,593

MEMORANDUM

Mayor and Town Council
Beverly Robinson, Certified Tax Collector /Deputy Town Clerk *BR*
Tax Releases
February 10, 2025

	Account No.
2019 David Smith	5012521
Reason Discovery Abated	
Release Value \$10,810.00	
Real Property	
Tax Released	\$ 66.48
2021 David Smith	5012521
Reason Discovery Abated	
Release Value \$ 10,810.00	
Real Property	
Tax Released	\$ 66.48
2022 David Smith	5012521
Reason Discovery Abated	
Release Value \$ 230.00	
Real Property	
Tax Released	\$ 1.41
2018 Federal Express Corporation	542879
Reason Less Than A Dollar	
Release Value \$ 2.00	
Personal Property	\$ 0.01
Tax Released	
Council is requested to grant the above tax releases	<u>\$ 134.38</u>

GRANT PROJECT ORDINANCE
VULCANAIR/SOVEREIGN AEROSPACE
(PROJECT ALMOND)
TOWN OF ELIZABETHTOWN
#42-00

Be it ordained by the Elizabethtown Town Council that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: The purpose of this ordinance is to establish a budget for design, sitework, and construction in the corporate airpark in preparation for Vulcanair and Sovereign Aerospace. The total grant allocation for the Town of Elizabethtown is \$6,800,000.

Section 2: The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the Department of Transportation and the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete this project:

NCDOA – State Economic Development Fund	<u>\$6,800,000.00</u>
TOTAL REVENUES	<u>\$6,800,000.00</u>

Section 4: The following amounts are appropriated for this project:

Engineering Services (Design)	\$500,000.00
Compliance Audit Fee	\$1,500.00
Building Construction	\$1,000,000.00
Site Prep	<u>\$5,345,957.00</u>
 TOTAL APPROPRIATIONS	 \$6,800,000.00

Section 5: The finance officer is hereby directed to maintain within the Grant Project Fund sufficient detailed accounting records to provide the accounting to the grantor agency required by the grant agreement.

Section 6: Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7: The Finance Officer is hereby directed to report annually on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8: The Budget Officer is hereby directed to report the financial status of the project to the governing board on at least a quarterly basis.

Section 9: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer, and to the Clerk to Town Council to be kept by them for their direction in the disbursement of funds.

Adopted this 3rd day of March 2025.

Sylvia B. Campbell, Mayor

Juanita Hester, Town Clerk

ATTACH. #G



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: March 3, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: PRESENTATIONS

SUBJECT: Town Manager Update

BACKGROUND: Assistant Town Manager Pat DeVane will provide an update on the "Safe Streets For All (SS4A)" Grant project.

SUGGESTED ACTION: Council is requested to hear the update.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: March 3, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Appointment of Town Council Member to serve on the Lumber River Council of Governments Board of Directors

BACKGROUND: Town Manager Dane Rideout may be called upon to present this agenda item. A Town Council Member will need to be appointed to serve as an alternate member on the Lumber River Council of Governments Board of Directors. Council Member Paula Greene serves as the Town's primary representative on the LRCOG Board of Directors. The Board meets on a monthly basis.

SUGGESTED ACTION: Council is requested to make the appointment.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: March 3, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Appointment: Elizabethtown Planning Board and Zoning Board of Adjustment

BACKGROUND: Town Manager Dane Rideout may be called upon to present this agenda item. There is one existing vacancy on the Planning Board and Zoning Board of Adjustment. Mr. Jordan Stanley has expressed an interest in serving on these boards. For the Planning Board, the term of office will expire on 7/1/2028 and for the Zoning Board of Adjustment, term expires 12/7/2026.

SUGGESTED ACTION: Council is requested to make the appointment.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: March 3, 2025

SUBMITTED BY: Juanita Hester

ITEM TYPE: Request

AGENDA SECTION: ADMINISTRATIVE MATTERS

SUBJECT: Contract - M&C's Lawncare, LLC

BACKGROUND: Director of Public Works & Engineering Services Steve Duffy may be called upon to present the lawn care and mowing services contract from M&C's Lawncare, LLC. This company has been performing the lawn care and mowing services for the Town since last year. The areas of service have been expanded to include the areas around the Airport Terminal and hangars, Tory Hole Park in its entirety and Greene's Lake. The contract amount is \$100,000.00 for services from March 2025 to October 2028. Contract will be subject to a 2% cost of living increase, if needed.

Copy of Contract and Grass Cutting Areas provided.

SUGGESTED ACTION: Council is requested to approve the contract.

ATTACHMENTS:

[MC Lawncare Contract for Mowing Services - 3.3.25.pdf](#)

CONTRACT

M&C'S LAWN CARE, LLC
117 Pine Street
WHITEVILLE, NORTH CAROLINA 28472
(910) 840-7359

March 3, 2025

Town of Elizabethtown
Attn: Public Works Department

To Whom it May Concern:

The undersigned, having familiarized himself with the attached properties (West/Center/East) in Bladen County, hereby contracts with the Town of Elizabethtown the amount of \$100,000.00 for lawn services from March 2025 to October 2028 which includes mowing, weed eating, edging (as needed), picking up trash and blowing grass debris off parking lots, catch basins, and sidewalks. Contract will be subject to a 2% cost of living increase, if needed.

M&C's Lawncare, LLC

Matthew Merritt, owner

Grass Cutting Tally Sheet 2025

Townhall
Leinwand park
Crisis center
Skate Park
Lloyd Park
Johnson Park
Water Tower Cromartie
Lift Station Cromartie
Veeder Root
Moultrie Lane
Well #5 hwy 242
Well #4 Smith Circle
Well #3 Palt St.
Locks Rd. Lift station
Bike Park
Lock & Dam
Industrial Entrance
EBHS lift station
Water Tower Dewitt St.
Sidewalks Broad St., 701, Swanzy, Mercer Mill, MLK
Corner Of Cypress & Mercer Mill
Greens Lake - Entirety
Public Works
Farmers Market
Corner of MLK&King
Lot Beside Crisis Center
MLK Park
MLK Lift Station
Tory Hole Park - Entirety
River Hill
701 Entrance
Cemetery
Queen/Cypress St. L/S
Lower St. L/S
Well #1
Swanzy St. L/S
Glenwood L/S
Airport Terminal & Hangers



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: March 3, 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 - 3.3.25.docx](#)

[Peak Agenda - Department Head Update Report - 3.3.25.pdf](#)

To: Mayor and Town Council
From: Dane Rideout, Town Manager
Subj: "Briefly"
Date: March 3, 2025 Regular Meeting

The following items are provided as information to Council:

- The Department Head Update Report is provided as a separate attachment.
- The Chamber of Commerce's Member Breakfast meeting is scheduled for March 18, 2025 at 8 a.m. at the Farmer's Market.



FOR THE MONTH OF MARCH

03/05 – Thomas Morgan Johnson, III - P/T Firefighter
03/06 – Juanita Hester - Town Clerk
03/19 – James Smith – P/T Firefighter
03/25 – Steve Duffy – Dir. Public Works/Engineering Services
03/25 – Garrick Bailey – P/T Firefighter
03/27 – Hollis Freeman – Fire Chief



**Department Head Updates
March 2025**

FIRE DEPARTMENT

Hollis Freeman



Call Report for February

Total Fires - 8

Total EMS Calls - 35

Special Responses - 3

Service Calls - 2

Other Type Incidents - 12

Total Calls - 60

Fire Inspections – 20

Total Training Hours – 255 Combined Hours For All Members

POLICE DEPARTMENT – No Report

Mark McMichael

Total Calls	
Reports taken	
Arrests	
Collisions	
Citations	
Warnings	
Truck Route	

PUBLIC WORKS – Stephen Duffy & Delana Faircloth

Water Resources (Water, Wastewater & Stormwater) –Sherry Lanier, Ricky Smith, Nick Huffman & Dillon Hemingway

All routine daily sampling, testing, monitoring, and documentation requirements were completed for both the drinking water and wastewater conveyance operations. There were 5 water service line leak repairs and 2-3 sewer line repairs completed. The staff installed 0 MTUs, as there are none in inventory. There is still ± 150 MTUs needing replacement. ± 180 manual meter reads/re-reads for billing and ± 20 Cut-offs/Cut-ons related to the billing operations.

Staff are still flushing McDonalds every other day. Hickman Utilities is planning on starting the repair job in early March. They are currently awaiting delivery of the manhole. A pump on the Harwood Lift Stations was returned to service after being rebuilt by PDA Services. To this point the pump is performing well. KB Power has been contracted to perform inspections and annual preventative maintenance on all Town-owned generators. There are several generators that are going to require various levels of service to return them to reliable service levels. As the inspections are completed we will determine a priority list for the necessary repairs.



Wastewater Treatment Plant - Hugh Bledsoe

- Routine sampling and testing to maintain compliance with NPDES requirements.
- Made adjustments to the WWTP operations as needed to gain optimum treatment efficiency.
- Submitted monthly electronic discharge monitoring reports to NCDEQ for January.
- Average flow through the WWTP was 488,000 gallons per day for February, 33,000 gallons per day more than January. Recorded 1.9 inches of rain for the month.
- Performed preventative maintenance on all the Equalization and Grit Blowers.
- Completed WWTP Operations annual report.
- Completed Collection System annual report.
- Completed annual reports for Land Application for State and EPA.
- Assisted with a Collections System Inspection by DEQ.
- Arranged for the removal of the 5 empty ton containers that held Chlorine and Sulfur Dioxide gas after 3 years on site.
- Participated in the preconstruction conference for the new headworks.
- Pulled annual sludge samples and shipped to lab.
- Replaced a failed exhaust blower for the sludge blower enclosure.
- Arranged a sludge removal event for March, digester level high.
- Decanted approximately 50,000 gallons of effluent from the SBR Sludge Basin to gain more storage space.

Opportunities

- Had a power failure during the recent ice storm – tree limbs across power lines. Relocating the power to underground would prevent this.
- Having electrical issues with the SBR controls, both decanters failed during power issues. Sections of wiring may need to be replaced. Cannot replace PLC components as they are obsolete.
- Grit Remover experienced catastrophic failure and is out of service until repairs or replacement are made.
- Need to locate a replacement SBR Blower for #1 SBR Blower that had a failure. The cost for a new replacement is around \$20K.
- Influent composite sampler failed, Mr. Taylor replaced both thermostats and the control board. Sampler is still non-operational. Using old sampler pump and small refrigerator until repairs are made.
- Influent step screen is damaged and needs repairs, it is operational but not working as efficient as it should.

Facilities Management – Greg Taylor & John Duffy & Public Services - Walter Czartoszewski, Joseph Ramsey, Steven Batton & Will Lee

It seems we just got through with Christmas and the short month of February has already come and gone. Public works has been working hard on getting our parks ready for the spring with continued limb pickup and mulching the left-over leaves. We have been put behind with the crazy weather but have started on cleaning up flower beds around townhall and Broad St. During the rain and ice and cold nasty weather we refurbished several of our tables at the farmers market and will continue until all have been done and a fresh coat of paint. Greg also assisted as well as Tracy with the tables. He also replaced the hot water heater at Leinwand park and worked on A/C units at the airport and farmer's market. He will also start replacing twenty of the light fixtures at the farmers' market, which will be LED. He also sold several items on GovDeals which totaled \$2670. He will be selling several more vehicles in the weeks to come.



Fleet Maintenance - Tracy *Priest*

Mr. Priest serviced 2 mowers, 0 small equipment and other items, 1 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 also assisted with snow and ice storm clean up and worked on a repairing the sewer line at the Public Works Garage.

The Street Sweeper was returned to service after receiving considerable repairs. Mr. Priest also participated in herbicide and pesticide training to maintain his certification for functions in the Town.

EV Charging Station – *Farmers Market*

Update to be provided in March.

Town Clerk

Juanita Hester

- On February 7, 2025, Clerk renewed annual Entity Registration for the Town's System for Award Management (SAM.gov).
- Received Deltek Public Records Request for "Safe Streets For All Grant (SS4A)" – Clerk submitted requested information on 2/12/2025.
- Clerk prepared the Annual Budget Retreat notice for the newspaper and posting to the Town's website as well as the preparation of the Retreat binder material.
- The follow-ups, distribution of documents and publication of the approvals for the 2/3/2025 Town Council meeting were handled by the Clerk.
- Prepared Holiday Notice for 2/17/25 Presidents' Day for posting and distribution.
- Prepared meeting minutes for the 2/3/2025 Town Council Noon meeting as well as the 2/3/2025 Noon Closed Session.
- Weekly Friday Memos were prepared and distributed to Council Members and Department Heads.
- Prepared Staff Meeting Outline for the March 3, 2025 Town Council meeting for the Town Manager's review.
- In coordination with the Town Manager, Assistant Town Manager, Finance Director and Planning Director, the Clerk prepared the agenda material for the 3/3/2025 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.
- On 2/10/2025, Clerk made notification to Mrs. Theresa Lloyd at Paul R. Brown Leadership Academy of the March 3, 2025 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: March 3, 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.

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 - 3.3.25.docx](#)



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: March 3, 2025

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 and NCGS 143-318.11(a)(4) - Economic Development.

ATTACHMENTS:



Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE: March 3, 2025

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: