



**ELIZABETHTOWN  
COUNCIL  
REGULAR MEETING  
7:00 PM, Monday, April 7, 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 - Revised - 4.7.25.pdf](#)

4. PUBLIC HEARINGS

4.1 Public Hearing: Special Use Permit Request - Case Number SUP 202503 - Petitioner: Elizabethtown Christian Academy, 2605 W. Broad Street - For a Private School

**QUASI-JUDICIAL**

*Town Attorney Goldston Womble will be swearing in the witnesses for the Quasi-Judicial Hearing for the Special Use Permit Request.*

*The Petitioner has the burden of producing competent, substantial evidence tending to establish the facts and conditions for the Special Use Permit Request.*

Council is requested to follow the Public Hearing procedure below:

**HEARING PROCEDURE:**

a) Open the hearing and call upon Assistant Town Manager Pat DeVane to present the information; and

b) Solicit relevant public comments and information; and

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

***(To Be Considered in Agenda Item #5.1)***

[Public Hearing Notice - Elizabethtown Christian Academy Special Use Request - 4.7.25.pdf](#)  
[Site Map - Elizabethtown Christian Academy Special Use Request - 4.7.25.pdf](#)  
[Certification - Notice to Adjacent Property Owners - Special Use - Elizabethtown Christian Academy - 4.7.25.pdf](#)  
[Proposed Traffic Pattern - Elizabethtown Christian Academy - 4.7.25.pdf](#)  
[Highlighted Site Plan - 4.7.25.pdf](#)

- 4.2 Public Hearing: Proposed Modification of Program Activities for the Community Center Project - CDBG Grant  
Council is requested to follow the Public Hearing procedure below:

**HEARING PROCEDURE:**

- a) Open the hearing and call upon Finance Director Sharon Penny 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 - Proposed Modification of Program Activities for the Community Center Project CDBG Grant - 4.7.25.pdf](#)

- 4.3 Public Hearing: Land Transfer to Bladen's Bloomin' Agri-Industrial, Inc.  
Council is requested to follow the below-noted Public Hearing Procedure:

**HEARING PROCEDURE:**

- a) Open the hearing and call upon Town Attorney Goldston Womble to present the information; and
- b) Solicit relevant public comments and information; and
- c) Close the hearing after receiving or not any public comments.

***(To Be Considered in Agenda Item #7.1)***

[Public Hearing Notice - Land Transfer to Bladen's Bloomin' for Day Care Center - 4.7.25.pdf](#)

5. ORDINANCES/RESOLUTIONS/PROCLAMATIONS

- 5.1 Approval of Special Use Permit Application - Case Number SUP 202503 - Petitioner: Elizabethtown Christian Academy - 2605 W. Broad Street - For Private School  
Council is requested to consider one (1) of the following actions regarding the presented Special Use Permit Application:

1. Approve as presented; or
2. Impose additional conditions as part of the permit approval process; or
3. Deny the permit and state the reason(s) for denial.

- 5.2 Resolution #2025-01 - To Amend the Town's Personnel Policies Manual  
Council is requested to approve the Resolution.  
[Peak Agenda - Resolution to Amend Personnal Policy - Longevity Pay - 4.7.25.pdf](#)

- 5.3 Resolution #2025-02 - Adoption of Safety Action Plan - "Safe Streets For All (SS4A)" Grant  
Council is requested to approve the Resolution.  
[Resolution - Adoption of Safety Action Plan - Safe Streets For All Grant - 4.7.25.docx](#)



- 5.4 Resolution - To Oppose Senate Bill 314 - Bill Filed To Eliminate ETJ in Counties with Zoning Authority  
Council is requested to either approve:  
(a) Resolution #2025-03 or  
(b) Approval for Staff to proceed to send letter to Legislators letting them know that elimination of extraterritorial jurisdiction will harm cities and towns across North Carolina, as well as the residents.  
[NCLM Material - ETJ Bill - 4.7.25.pdf](#)

6. PRESENTATIONS

- 6.1 Town Manager Update  
Council is requested to hear the update.

7. ADMINISTRATIVE MATTERS

- 7.1 Approval of Joint Development Agreement - Land Transfer to Bladen's Bloomin' Agri-Industrial, Inc.  
Council is requested to approve the Joint Development Agreement for the Land Transfer to Bladen's Bloomin' Agri-Industrial, Inc.
- 7.2 Bid Award - RFP for Grant Administration Services - \$4,400,000 CDBG Grant for the Vulcanair Manufacturing Facility  
Council is requested to make the award.  
[Readvertisement - RFP - Administration Services - CDBG Funding - \\$4,400,000 - Vulcanair Project - 4.7.25.pdf](#)  
[Scoring Summary Sheet and Letter of Recommendation - RFP - CDBG Program - Vulcanair Project - 4.7.25.pdf](#)

8. OTHER BUSINESS

- 8.1 "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 - 4.7.25.docx](#)  
[Department Head Update Report - April 2025.pdf](#)

9. OPEN FORUM

- 9.1 Open Forum  
Council is requested to listen to any public concerns or comments received.  
[Sign-In Sheet - Open Forum - 4.7.25.docx](#)

10. CLOSED SESSION

- 10.1 Closed Session - ***To Be Conducted at the 7 p.m. 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.

## 11. ADJOURNMENT

### 11.1 Adjournment

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



# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** April 7, 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.

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**ATTACHMENTS:**

# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** April 7, 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.

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**ATTACHMENTS:**

# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** April 7, 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.

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**ATTACHMENTS:**

[Consent Agenda Documentation - Revised - 4.7.25.pdf](#)





**April 7, 2025 Town Council Meeting  
Consent Agenda Items**

- A. Proposed Agenda – Agenda considered *proposed* until approved by the Board  
**ACTION RECOMMENDED: Approval**
- B. February 25, 2025 Budget Retreat Meeting Minutes ATTACH. #B  
**ACTION RECOMMENDED: Approval**
- C. February 25, 2025 Budget Retreat Closed Session Meeting Minutes ATTACH. #C  
**ACTION RECOMMENDED: Approval**  
*(To Be Provided at the Evening Meeting)*
- D. March 3, 2025 Noon Meeting Minutes ATTACH. #D  
**ACTION RECOMMENDED: Approval**
- E. March 3, 2025 7 p.m. Meeting Minutes ATTACH. #E  
**ACTION RECOMMENDED: Approval**
- F. March 3, 2025 Closed Session Minutes – Noon ATTACH. #F  
**ACTION RECOMMENDED: Approval**  
*(To Be Provided at the Evening Meeting)*
- G. March 20, 2025 Special Called Meeting – Noon ATTACH. #G  
**ACTION RECOMMENDED: Approval**
- H. March 20, 2025 Special Called Closed Session - Noon ATTACH. #H  
**ACTION RECOMMENDED: Approval**  
*(To Be Provided at the Evening Meeting)*

- |                                                                                                                                                                                                     |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| I. March 31, 2025 Special Called Meeting – Noon<br><b>ACTION RECOMMENDED: Approval</b>                                                                                                              | <b>ATTACH. #I</b> |
| J. March 31, 2025 Special Called Closed Session-Noon<br><b>ACTION RECOMMENDED: Approval</b><br><i>(To Be Provided at the Evening Meeting)</i>                                                       | <b>ATTACH. #J</b> |
| K. Monthly Financial Report<br><b>ACTION RECOMMENDED: Approval</b>                                                                                                                                  | <b>ATTACH. #K</b> |
| L. Financial Goals & Policies<br><b>ACTION RECOMMENDED: Approval</b>                                                                                                                                | <b>ATTACH. #L</b> |
| M. Budget Amendment #2025-03<br><b>ACTION RECOMMENDED: Approval</b>                                                                                                                                 | <b>ATTACH. #M</b> |
| N. Tax Releases<br><b>ACTION RECOMMENDED: Approval</b>                                                                                                                                              | <b>ATTACH. #N</b> |
| O. Authorization Request for Town Manager<br>To Handle Acquisition of a Parcel of Land in<br>Support of the Community Center Project<br>Located on MLK Drive<br><b>ACTION RECOMMENDED: Approval</b> | <b>ATTACH. #O</b> |

**TOWN OF ELIZABETHTOWN  
2025 ANNUAL BUDGET RETREAT  
February 25, 2025**

The Elizabethtown Town Council met for its Annual Budget Retreat on Tuesday, February 25, 2025 at the Mac Campbell, Sr. Terminal Building, 466 Airport Road. Those attending included Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Rich Glenn, Paula Greene, Bobby Kinlaw, Ricky Leinwand and Herman Lewis. Others in attendance: Town Manager Dane Rideout, Town Attorney Goldston Womble (attended a portion of the open session and all of the Closed Session), Assistant Town Manager Pat DeVane, Planning Director Rusty Worley, Finance Director Sharon Penny, Public Works/Engineering Services Director Steve Duffy and Public Works Technician John Duffy, Fire Chief Hollis Freeman, Police Chief Mark McMichael and Town Clerk Juanita Hester. NCDOT District Engineer Ken Clark was in attendance to give presentation on NCDOT projects happening in Town.

Ms. Brenda Clark, Town resident, attended the Budget Retreat morning session. There were no representatives from the Press.

Before the 10:00 a.m. opening of the Budget Retreat meeting, Council members and staff enjoyed a variety of light refreshments and coffee.

**Welcome:**

At 10:00 a.m., Mayor Sylvia Campbell opened the meeting and welcomed everyone in attendance. She recognized new Police Chief Mark McMichael and new Town Council Member Bobby Kinlaw and welcomed them aboard. Mayor then called upon Mayor Pro Tem Rufus Lloyd to give the invocation. A request was made to keep Planning Director Rusty Worley in our prayers.

**Agenda Adoption:**

Council Member Herman Lewis, seconded by Council Member Paula Greene, moved to adopt the Budget Retreat agenda (Unanimous).

**Town Manager Updates & Project Overview:**

Town Manager Dane Rideout noted that guidance/direction was being sought from Town Council on how to prepare the upcoming Fiscal Year budget based on the material that was being presented at this meeting. The Budget Committee consists of Council Members Paula Greene, Rich Glenn and Bobby Kinlaw. Both Town Manager Dane Rideout and Planning Director Rusty Worley then gave updates on the Town projects taking place at the Airport.



### **Budget Presentation/Discussion:**

Finance Director Sharon Penny's presentation provided a snapshot of revenue and expenditures and increases for FY 25-26 that were currently known. For Assumptions/Recommendations/Discussion Items, such included for the Revenue items: An increase in grease trap fees 3% and a 3% increase in water and sewer rates to maintain pace of inflation based on recommendation from School of Government Rate Study of April 2022. For Expense items: Recommended 2% COLA. Council Member/Budget Committee Member Rich Glenn suggested a 3% COLA for employees. The remaining expense items included the purchase of three police vehicles and computers, to reinstate the frozen Police Department position and additional firefighters (three positions).

At this time, Mayor Campbell asked Mayor Pro Tem Rufus Lloyd to give the blessing before the group shared in the delicious lunch prepared by Sarah Gore Events and Catering.

### **Working Lunch Presentations:**

Ken Clark, PE, NCDOT District Engineer, Division of Highways reported that the goal for completion of the new bridge over the Cape Fear River is June 18, 2025. At the end of March 2025, bridge traffic will shift. Other updates covered traffic signal upgrades, ADA/Pedestrian improvements, Airport/Industrial Park projects and Pavement Condition projects.

### **Presentation: Fire Chief Hollis Freeman - Fire Department**

Chief Freeman's presentation included the 2024 Call Volume, Current Status of Members (33 members), the department wishes to provide a more standardized training program for new and current members, the department's capital items included refurbishment of Engine 554 and Ladder 55 (may consider replacement), the purchase of medium-duty Brush Truck or multi-purpose vehicle, Fire Department will continue to purchase Turnout Gear (4 sets of PPE Turnout Gear per year) and will look for new avenues of funding. As reported by Chief Freeman, members of the Elizabethtown Fire Department will be participating in Aircraft Firefighting training.

### **Presentation: Police Chief Mark McMichael - Police Department**

*The Test of Police Efficiency is the Absence of Crime & Disorder, not the visible evidence of police action in dealing with it.* Chief McMichael shared this statement with Council and noted the importance of it in the way he operates the Police Department. The Police Chief's presentation covered community-oriented policing, statistics of reportable crimes 2023 vs. 2024 for Group A and Group B offenses, with the Police Department Records Management System, there is an accurate view of when and where calls peak in the community, briefed on the modified investigations division schedule for enhanced support to include the key changes and the benefits of the modified schedule. Briefly noted the current fleet of department vehicles, information outlined the current years of service for the Police Department officers; how the Flock Safety system is working for the Town; and the addition of a School Resource Officer position which will be fully funded through the school system with no cost to the Town except for the provision of necessary law enforcement equipment for the new position. The department's FY

2025-2026 requests: to support a COLA and merit-based raises in order to maintain retention, three patrol vehicles, and laptop replacements for patrol.

**Presentation: Director of Public Services/Engineering Services Steve Duffy (WWTP Update/Public Works/IT)**

For IT, Steve Duffy noted that the Elizabethtown Police Department is no longer part of the County System -- on the Town's network now. He noted other IT projects for 2025 to include Telephone System Upgrade to a Software Based Platform and Surveillance and Access Control for Community Center and Airport. His presentation further outlined departmental concerns for the Public Works Department, Water Department and Wastewater concerns/projects. At this time, Steve Duffy and John Duffy gave a GIS presentation for Council which included the City Cemetery process of identification of graves. In addition, water data has been migrated into the GIS system with other projects being worked into the system to include the Lead Copper Inventory project, stormwater projects, and sign replacement. For the sign replacement project, Mr. Duffy's plan is to replace ¼ of the Town's signage each year.

**Closed Session**

A motion was made by Council Member Rich Glenn, and seconded by Council Member Ricky Leinwand, to enter into Closed Session for the purposes of NCGS 143-318.11(a)(3) – Attorney-Client Privilege and NCGS 143-318.11(a)(4) – Economic Development (Unanimous).

**Return to Open Session**

To leave Closed Session with return to Open Session, a motion was made by Council Member Bobby Kinlaw and seconded by Council Member Ricky Leinwand (Unanimous).

In Open Session, Mayor reported there was no action taken.

**Closing Remarks & Council Guidance:**

Mayor Sylvia Campbell stated this had been a great day and commented that Council Members learned a lot from the Budget Retreat presentations made.

With there being no further business to conduct, Council Member Herman Lewis, seconded by Council Member Bobby Kinlaw, made a motion to adjourn the meeting (4:00 p.m.) (Unanimous).

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Sylvia Campbell, Mayor

ATTEST:

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Juanita Hester, Town Clerk

**UNOFFICIAL**

**TOWN OF ELIZABETHTOWN**  
**March 3, 2025 Regular Meeting**  
**Noon Meeting**

The Elizabethtown Town Council met on Monday, March 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, Bobby Kinlaw, 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, 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. 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 Approve Consent Agenda Items

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

Item #4.1 Town Manager Update

Town Manager Dane Rideout noted that at the 7 p.m. meeting, Assistant Town Manager Pat DeVane will brief on "Safe Streets for All (SS4A)" Grant, and Fire Chief Hollis Freeman will provide update on the current Fire situation.

Item #5.1 Appointment of Town Council Member to serve on the Lumber River Council of Governments Board of Directors

Mayor Campbell noted there would need to be an appointment made for the Lumber River Council of Governments Board of Directors. Council Member Paula Greene passed along that the scheduled meeting dates for the LRCOG Board of Directors' doesn't work for her because she has court on Thursdays. Therefore, Council Member Bobby Kinlaw will be asked to consider serving on the LRCOG Board of Directors. Action on this agenda item will be taken at the 7 p.m. meeting.

**ATTACH. #D**



Item #5.2 Appointment: Elizabethtown Planning Board and Zoning Board of Adjustment

Mayor Campbell noted that an appointment would be needed to fill the vacancy existing on the Elizabethtown Planning Board and Zoning Board of Adjustment. Mr. Jordan Stanley is interested in serving on these boards. Action on this agenda item will be taken at the 7 p.m. meeting.

Item #5.3 Contract – M&C's Lawncare, LLC

Mayor Campbell called upon Public Works/Engineering Services Director Steve Duffy to brief. Mr. Duffy noted this is the same company that the Town used 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 (an increase from last year) for services from March 2025 to October 2028. Contract will be subject to a 2% cost of living increase, if needed. Town Manager Dane Rideout noted the Town is pleased with the work being done by M&C's Lawncare. Action on this agenda item will be taken at the 7 p.m. meeting.

Item #6.1 "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 #7.1 Open Forum

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

Item #8.1 Closed Session - *To Be Conducted at 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 and NCGS 143-318.11(a)(4) – Economic Development (Unanimous).

**RETURN FROM CLOSED SESSION TO OPEN SESSION:**

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

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Sylvia Campbell, Mayor

ATTEST:

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Juanita Hester, Town Clerk

TOWN OF ELIZABETHTOWN  
Evening Meeting  
March 3, 2025

The Elizabethtown Town Council met for its regular meeting on Monday, March 3, 2025, 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, 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, Town Clerk Juanita Hester, Fire Chief Hollis Freeman, Police Chief Mark McMichael and Public Works & Engineering Services Director Stephen Duffy. 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: Approve Consent Agenda Items

Upon a motion by Council Member Herman Lewis, seconded by Mayor Pro Tem Rufus Lloyd, the Board unanimously approved the following Consent Items as presented. A. Proposed Agenda, B. February 3, 2025 Noon Meeting Minutes, C. February 3, 2025 7 p.m. Meeting Minutes, D. February 3, 2025 Closed Session Minutes – Noon, E. Monthly Financial Report, F. Tax Releases, G. Grant Project Ordinance – Vulcanair/Sovereign #42-00.

Item #4.1: Town Manager Updates

- Assistant Town Manager Pat DeVane noted that the County paid \$68,000.00 (Local Match) for Safe Streets for All Grant. A Plan of action to approve the safety of all streets. There was a bus tour for citizens to show safety concerns. The first open house was at Paul R. Brown Leadership Academy. A draft report was received last week. It has 180 pages of graphics and maps. The final draft will be presented in March with 105 pages to review.

- Town Manager Dane Rideout noted that DOT will go after any funds for the project. The Town does not know if there will be any funds with the Federal cuts.
- Fire Chief Hollis Freeman noted that on February 24<sup>th</sup> they responded to 6 brush fires. Twenty-eight acres were burned, an unattended fire burned 15 acres, 2 storage buildings and a vehicle. Per the Forest Ranger there are 30 working fires and 400 acres burned. He asked that there be no outside burning until it rains.

Item #5.1: Appointment of Town Council Member to serve on the Lumber River Council of Governments Board of Directors

Council Member Ricky Leinwand made a motion to appoint Council Member Bobby Kinlaw to serve, seconded by Council Member Paula Greene (Unanimous).

Item #5.2: Appointment: Elizabethtown Planning Board and Zoning Board of Adjustment

Council Member Bobby Kinlaw noted that Mr. Jordan Stanley is interested in serving on the Board. He is an East Bladen High School graduate and NC State graduate. Council Member Bobby Kinlaw, seconded by Mayor Pro Tem Rufus Lloyd, made a motion to appoint Mr. Stanley to the Board (Unanimous).

Item #5.3: Contract – M & C's Lawncare, LLC

Director of Public Works & Engineering Services Stephen Duffy noted that M & C Lawncare has been performing lawn care services since last year. The Town is adding the parks and Airport to their service areas. It is a 3-year contract with a 2% COLA. Council Member Rich Glenn, seconded by Council Member Herman Lewis, made a motion to approve M & C Contract (Unanimous). Copy attached and incorporated herein by reference.

Item #6.1: "Briefly"

Town Manager Dane Rideout briefed on the following:

- Take a look at the Department Updates.
- Chamber of Commerce Member's Breakfast meeting March 18, 2025 at 8:00 am at the Farmer's Market.
- Mrs. Juanita Hester will be celebrating her birthday on March 6.
- Director of Public Works & Engineering Services Stephen Duffy will celebrate on March 25.
- Fire Chief Hollis Freeman will celebrate on March 27.

Item #7.1: Open Forum

There were no comments or concerns.

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

\_\_\_\_\_  
Sylvia Campbell, Mayor

ATTEST:

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Beverly Robinson, CTC/Admin Asst/DTC

**UNOFFICIAL**

Town of Elizabethtown  
Special Called Meeting  
March 20, 2025 at Noon

The Elizabethtown Town Council met in a Special Called Meeting on March 20, 2025 at Noon. Those in attendance included Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Rich Glenn, Paula Greene, Bobby Kinlaw, Ricky Leinwand and Herman Lewis. Also in attendance were Town Manager Dane Rideout, Town Attorney Goldston Womble, Assistant Town Manager Pat DeVane and Town Clerk Juanita Hester. Ms. Brenda Clark was in attendance.

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

Council Member Herman Lewis, seconded by Council Member Paula Greene, moved to adopt the meeting agenda (Unanimous).

Prior to the beginning of Closed Session, Mayor Campbell asked that Council Members pick up their lunch boxes that had been provided so they could eat while Closed Session was being conducted.

At this time, Council Member Bobby Kinlaw, seconded by Council Member Ricky Leinwand, moved to enter into closed session for the purpose of NCGS 143-318.11(a)(3) – Attorney-Client Privilege (Unanimous).

**RETURN FROM CLOSED SESSION TO OPEN SESSION:**

A motion was made by Council Member Paula Greene, and seconded by Council Member Herman Lewis, to return to Open Session (Unanimous).

Mayor Campbell noted there was no action taken.

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

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Sylvia Campbell, Mayor

ATTEST:

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Juanita Hester, Town Clerk

**ATTACH. #G**



**UNOFFICIAL**

Town of Elizabethtown  
Special Called Meeting  
March 31, 2025 at Noon

The Elizabethtown Town Council met in a Special Called Meeting on March 31, 2025 at Noon. Those in attendance included Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Rich Glenn, Paula Greene, Bobby Kinlaw, Ricky Leinwand and Herman Lewis. Also in attendance were Town Manager Dane Rideout, Town Attorney Goldston Womble, Assistant Town Manager Pat DeVane and Town Clerk Juanita Hester. There were no representatives from the Press or from the Public.

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

Council Member Ricky Leinwand, seconded by Mayor Pro Tem Rufus Lloyd, moved to adopt the meeting agenda (Unanimous).

Prior to the beginning of Closed Session, Mayor Campbell asked that Council Members pick up their lunch boxes that had been provided so they could eat while Closed Session was being conducted.

At this time, Council Member Rich Glenn, seconded by Council Member Bobby Kinlaw, moved to enter into closed session for the purpose of NCGS 143-318.11(a)(3) – Attorney-Client Privilege (Unanimous).

**RETURN FROM CLOSED SESSION TO OPEN SESSION:**

A motion was made by Council Member Bobby Kinlaw, and seconded by Council Member Rich Glenn, to return to Open Session (Unanimous).

Mayor Campbell noted there was no action taken.

With no further business to conduct, Mayor Pro Tem Rufus Lloyd, seconded by Council Member Herman Lewis, moved to adjourn the meeting (1:10 p.m.) (Unanimous).

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Sylvia Campbell, Mayor

ATTEST:

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Juanita Hester, Town Clerk

**ATTACH. #1**

# ELIZABETHTOWN as of March 31, 2025

## BUDGET & FINANCE SNAPSHOT

### FISCAL YEAR 2024-2025 REVENUES

75% of Year Completed

Revenue Sources	Fiscal Year Budget	Actual Y-T-D as of 3-31-2025	% of Budget	Prior Year Actual-to-Date 3-31-2024
<b>GENERAL FUND</b>				
Ad Valorem & BID Taxes	1,973,465.00	2,044,964	103.6%	1,797,589
Vehicle Taxes	198,000.00	126,024	63.6%	123,597
Local Option Sales Taxes	850,000.00	447,654	52.7%	432,796
Utility Franchise Taxes	302,000.00	171,581	56.8%	161,455
ABC Revenue	105,000.00	52,500	50.0%	52,500
Powell Bill	120,000.00	135,006	112.5%	123,085
Bladen Fire District	256,909.00	108,667	42.3%	114,882
Street Improvement Loan	0.00	0	0.0%	0
Solid Waste fees	1,374,000.00	1,012,677	73.7%	874,959
Permits & Fees	48,635.00	39,063	80.3%	41,241
Rental Income	113,200.00	38,074	33.6%	39,532
Interest Income	180,000.00	141,638	78.7%	202,914
Salary & Admin. Reimbursements	0.00	0	0.0%	5,718
Miscellaneous Revenues	197,447.00	189,194	95.8%	49,290
Restricted Grants & Donations	110,000.00	106,209	0.0%	0
General Fund Balance Approp.	139,683.00		0.0%	
<b>TOTAL GENERAL FUND</b>	<b>5,968,339.00</b>	<b>4,613,249</b>	<b>77.3%</b>	<b>4,019,558</b>
<b>WATER FUND</b>				
Water fees	871,400.00	717,128	82.3%	635,090
Sewer fees	1,053,400.00	855,387	81.2%	790,232
Miscellaneous Revenue	145,000.00	119,669	82.5%	123,019
Utility Fund Balance Approp.	0.00		0.0%	
<b>TOTAL WATER FUND</b>	<b>2,069,800.00</b>	<b>1,692,184</b>	<b>81.8%</b>	<b>1,548,341</b>

**ATTACH. #K**



## BUDGET & FINANCE SNAPSHOT

### FISCAL YEAR 2024-2025 EXPENDITURES

Department	Fiscal Year Budget	Actual Y-T-D as of 3-31-2025	% of Budget	Prior Year Actual-to-Date 3-31-2024
Governing Body	42,213.00	28,394	67.3%	40,397
Administration	578,962.00	401,335	69.3%	420,220
Finance	236,750.00	183,461	77.5%	185,804
Public Works	770,010.00	529,809	68.8%	584,384
Technology	86,300.00	66,202	76.7%	47,113
Public Facilities	239,876.00	230,372	96.0%	50,687
Police	1,304,093.00	928,351	71.2%	873,907
Fire	927,262.00	723,527	78.0%	743,486
Streets	131,388.00	128,911	98.1%	61,716
Powell	287,149.00	176,549	61.5%	146,501
Street Improvement Loan Project	0.00	0	0.0%	906,089
Solid Waste	768,000.00	402,960	52.5%	374,258
Planning & Economic Develop.	143,021.00	349,192	244.2%	111,886
Recreation	34,750.00	8,150	23.5%	40,844
Farmers' Market	25,243.00	23,988	0.0%	1,108
Airport	29,920.00	32,180	107.6%	57,375
Special Appropriations	253,402.00	100,220	39.5%	94,573
Restricted Grants & Donations	110,000.00	59,317	53.9%	0
<b>GENERAL FUND TOTAL</b>	<b>5,968,339.00</b>	<b>4,372,918</b>	<b>73.3%</b>	<b>4,740,348</b>
<b>WATER FUND</b>				
Water	937,532.00	564,402	60.2%	573,738
Sewer	1,032,268.00	685,444	66.4%	540,303
Tank Maintenance & Transfer Out	100,000.00	75,000	75.0%	75,000
<b>WATER FUND TOTAL</b>	<b>2,069,800.00</b>	<b>1,324,846</b>	<b>64.0%</b>	<b>1,189,041</b>

#### REVENUE OVER/(UNDER) EXPENDITURES

GENERAL FUND	0.00	240,332	(720,790)	185,299
WATER FUND	0.00	367,338	359,300	
<b>TOTAL COMBINED FUNDS</b>	<b>0.00</b>	<b>607,670</b>	<b>(361,490)</b>	544,599

## **Town of Elizabethtown Financial Goals & Policies**

The Town of Elizabethtown has an important responsibility to its citizens to carefully account for public funds, to manage municipal finances wisely, and to plan the adequate funding of services desired by the public, including the provision and maintenance of public facilities. The Town needs to ensure that it is capable of adequately funding and providing appropriate government services to its citizens.

Most local government decisions are ultimately driven by an entity's financial position. Effective, adopted fiscal policies help guide decision making and are essential to a local government's long-term fiscal health. According to GFOA, *"Financial policies provide written guidance for financial decision making and set strategic intent for financial management and are central to a strategic, long-term approach to financial management."* In addition, fiscal policies help to provide stability and continuity over the years as staff and elected officials change. Financial policies clarify the roles, authority, and responsibilities for essential financial management activities and decisions.

The Town promotes transparency and sound fiscal policies. These guidelines serve as the basis for the overall fiscal management of the Town's resources. The following policies provide assurances to the citizens, creditors, grantors and others interested in the Town's financial condition that the town is operated in a fiscally sound and prudent manner.

### **OBJECTIVES**

The following policies are guidelines and goals that will influence and guide the financial management practices of the Town of Elizabethtown, North Carolina. A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the foundation of sound financial management. The main objectives of these policies are:

- To align the Town's long-term financial planning with its short-term daily operations.
- To institutionalize good financial management practices thereby preventing the need to re-invent responses to recurring issues.
- To establish clear and consistent guidelines that promote long-term financial stability.
- To protect the Town from an emergency fiscal crisis by ensuring the continuance of service even in the event of an unforeseen occurrence.
- To support good bond ratings and thereby reduce the cost of borrowing.
- To direct consideration to the total financial outlook rather than single issue areas.
- To comply with the North Carolina Local Government Budget and Fiscal Control Act (LGBFCA), and best practices identified by the Government Finance Officers Association (GFOA), and Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards (GASB).

## FINANCIAL OBJECTIVES

Financial objectives are broad statements of the financial position the Town seeks to attain. The financial goals for the Town of Elizabethtown focus on the following areas:

1. Accountability
2. Budget
3. Fund Balance
4. Cash Management & Investments
5. Internal Controls
6. Revenues
7. Preaudit
8. Expenditure
9. Debt Management
10. Capital Improvement Planning

### 1. Accountability

Objective: To promote excellence in financial reporting and transparency of financial records.

- The Town will establish and maintain its accounting systems in accordance with LGBFCA, GAAP, GFOA, and GASB.
- Financial systems will be maintained to monitor operating and capital revenues, expenditures, and program performance on an ongoing basis.
- The Town will maintain a system of internal controls to provide reasonable, but not absolute assurance to the accuracy and reliability of its accounting data, promote operational efficiency, safeguard its assets against loss, and encourage adherence to prescribed managerial policies.
- Budget to actual financial reports will be presented to Town Council on a monthly basis.
- An annual audit will be conducted by an independent certified accounting firm.

### 2. Budget

Objective: To adopt a comprehensive annual budget for managing and allocating public funds.

- The Town shall adopt through ordinance a fiscally sound budget in accordance with LGBFCA.
- The basis of budgeting for all funds is modified accrual, the same basis of accounting found within the Town's audited financial statements.
- The legal level of budgetary control is at the department level within a fund and all appropriations for operating activities laps at the end of the fiscal year.

### 3. Fund Balance

Objective: To establish a minimum available fund balance of 34% for the General Fund to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.

- The purpose of the fund balance is to provide sufficient financial flexibility to meet future obligations, take advantage of opportunities, and avoid interest expense through use of excess reserves in lieu of debt.



- Contingency and reserve funds will be available for use in the event of an emergency and/or unforeseen event.
- If Available Fund Balance falls below the goal or has a deficiency, the Town will plan to adjust the budget in subsequent fiscal years to restore the balance.
- If Available Fund Balance is above the Town's goal, it may be considered as a funding source for capital needs.

#### 4. Cash Management / Investment

Objective: To ensure liquidity, safety, and returns for monies not needed for the daily operations of the Town.

- The safety of the principal is the foremost objective of the investment program.
- The Town's investment portfolio will maintain sufficient liquidity to enable the Town to meet all operating requirements by using structured maturities and marketable securities.
- The Finance Director will invest the Town's excess funds only within the legal guidelines set forth by NCGS 159-30 and subject to whatever restrictions and director the Town Council may impose.
- The Town will use a Central Depository Checking Account to maximize the availability of and mobility of cash for all funds that can be legally and practically combined.

#### 5. Internal Controls

Objective: To establish best practices to provide reasonable assurance, but not absolute, regarding the following:

- Effectiveness and efficiency of operations
- Safeguarding of assets
- Reliability of financial reporting
- Compliance with applicable laws and regulations

The Finance Director is responsible for the following:

- Ensuring a structure of internal controls is established, documented, and functioning to achieve the Town's mission and objectives.
- Implementing a structure of internal controls and proper segregation of duties to avoid mismanagement, fraud, theft, or personal use of system resources and assets.
- Ensuring staff are appropriately credentialed and trained for their financial roles.

#### 6. Revenues

Objective: To ensure (1) diversified and stable revenue sources, (2) adequate long-term funding by using specific revenue sources to fund related programs and services, and (3) funding levels to accommodate all Town services and programs equitably.

- The Finance Director will continually review and evaluate all revenue sources to ensure that income from each source is optimal.
- The Budget Manager will strive to project revenues for the annual budget within at least 10% of the actual recognized revenue at the end of each fiscal year.

- Annual projections should be conservative estimates based on patterns in growth, the underlying economy, and historical trends in collection.
- One-time or special purpose revenue shall not be used to subsidize recurring personnel, operation, and maintenance costs.
- The Town will establish all fees and charges at a level related to the cost of providing the services, or as adjusted for particular program goals.
- The Town will set enterprise fund fees at a level that fully supports the total direct and indirect cost of the activity and capital needs.

*Ad Valorem Taxes:* As prescribed by LGBFCA, revenues from the Ad Valorem Tax levy will be budgeted as follows:

- The estimated rate of collection of the annual tax levy shall not exceed the actual collection rate of the preceding fiscal year.
- The ad valorem tax rate shall be set each year based on the cost of providing general government services, paying debt service requirements as scheduled, and the supplementation of other budgeted revenues in regard to the overall budget.

*User Fees:* The Town will set fees that will maximize user charges in lieu of Ad Valorem Taxes for services that can be individually identified and where the costs are directly related to the level of service:

- To the extent possible, user charge fees for all water and sewer enterprise activities will be sufficient to finance all operating, capital, and debt service costs for said services.
- To the extent practical, any general town service provided by any town department which is of a higher level or benefits specific recipients, shall be supported by user fees designed to recover costs from such recipients.
- Fees will be reviewed annually as part of the budget development process and may be adjusted periodically to ensure that rates are current, equitable, competitive, and deemed appropriate.

*Grant Funding:* The Town will pursue opportunities for grant funding as they arise. Application will be made after the grant is determined by the Town Manager to align with the Town's programs, objectives, and goals. If funds are awarded for grants that the town has applied for, Council will review and take action to accept.

## 7. Preaudit

Objective: To ensure that obligations and expenditures comply with preaudit requirements set forth in LGBFCA.

- The terms of this policy apply to the finance officer, deputy finance officer duly appointed by the Town Council, and any employee who is responsible for initiating purchases and/or contracts or otherwise obligating public funds.
- The Town will enter into a contract or agreement, or place an order for goods or services, that is accounted for in the budget ordinance or project/grant ordinance.

## 8. Expenditures

Objective: To ensure that funds of the Town are used in a responsible and appropriate manner.

- Every expenditure transaction is expected to be supported by a documented business purpose.
- All purchases require preapproval.
- Department budgets must have adequate funds available to cover expenditures.

## 9. Debt Management

Objective: To ensure the protection of the Town's financial integrity while providing a funding mechanism to meet the Town's capital needs.

- The Town will only borrow for capital assets or improvements that cannot be funded on a pay-as-you-go basis.
- Debt is issued in accordance with NCGS 153A-165, 160A-19, and 160A-20, and under the guidance and approval of the Local Government Commission, a division of the North Carolina State Treasurer.

## 10. Capital Improvement Plan

Objective: To ensure the timely repair and replacement of aging infrastructure.

- The Town will update a Capital Improvement Plan (CIP) every year and provide a copy to the Town Council during the annual budget process.
- This plan will be a long-range plan that will forecast facility and infrastructure needs and requirements costing \$25,000 or more and equipment requirements costing \$5,000 or more for each of the next five years.
- Staff will attempt to forecast projected revenues and the resources required to finance the capital improvement plans to ensure that the plan represents projects that can be realistically funded by the Town.

Town of Elizabethtown  
Budget Amendment #2025-03  
FY 2024 - 2025

The Town of Elizabethtown Town Council, at a meeting on the 7th day of April, 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	\$ 100,000.00	\$ 2,011,215.00
Business District Taxes	\$ 40,500.00	\$ -	\$ 40,500.00
Motor Vehicle Taxes	\$ 198,000.00	\$ 17,000.00	\$ 215,000.00
Interest & Penalties on Taxes	\$ 21,750.00	\$ -	\$ 21,750.00
Local Option Sales Tax	\$ 850,000.00	\$ 50,000.00	\$ 900,000.00
Franchise Taxes	\$ 302,000.00	\$ -	\$ 302,000.00
Interest on Investments	\$ 180,000.00	\$ -	\$ 180,000.00
Powell Bill Funds	\$ 120,000.00	\$ 15,005.00	\$ 135,005.00
Other Revenue	\$ 2,200,356.00	\$ 26,130.00	\$ 2,226,486.00
Fund Balance Appropriated	\$ 144,517.81	\$ 51,568.00	\$ 196,085.81
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 5,968,338.81</b>	<b>\$ 259,703.00</b>	<b>\$ 6,228,041.81</b>
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
<b>TOTAL UTILITY FUND REVENUE</b>	<b>\$ 2,069,800.00</b>	<b>\$ -</b>	<b>\$ 2,069,800.00</b>

**ATTACH. #M**

ACCOUNT CLASSIFICATION	APPROVED BUDGET FY 2024-2025	Increase/ (Decrease)	APPROVED REVISED BUDGET
<b>Expenditures:</b>			
Governing Body	\$ 42,213.00	\$ 2,435.00	\$ 44,648.00
Administration	\$ 578,962.00	\$ (10,891.00)	\$ 568,071.00
Finance	\$ 236,750.00	\$ (2,400.00)	\$ 234,350.00
Public Works	\$ 770,010.00	\$ (14,400.00)	\$ 755,610.00
IT	\$ 86,300.00	\$ 6,869.00	\$ 93,169.00
Public Facilities	\$ 239,876.00	\$ 35,313.00	\$ 275,189.00
Police	\$ 1,304,093.00	\$ 1,635.00	\$ 1,305,728.00
Fire	\$ 927,262.00	\$ 485.00	\$ 927,747.00
Streets	\$ 131,388.00	\$ 207,852.00	\$ 339,240.00
Powell Bill	\$ 287,149.00	\$ 15,005.00	\$ 302,154.00
Solid Waste	\$ 768,000.00	\$ -	\$ 768,000.00
Planning	\$ 143,021.00	\$ 5,750.00	\$ 148,771.00
Farmer's Market	\$ 25,242.81	\$ -	\$ 25,242.81
Recreation	\$ 34,750.00	\$ (14,950.00)	\$ 19,800.00
Airport	\$ 29,920.00	\$ 27,000.00	\$ 56,920.00
Special Appropriations	\$ 253,402.00	\$ -	\$ 253,402.00
Restricted Grants & Donations	\$ 110,000.00	\$ -	\$ 110,000.00
<b>TOTAL GENERAL FUND APPROP.</b>	<b>\$ 5,968,338.81</b>	<b>\$ 259,703.00</b>	<b>\$ 6,228,041.81</b>
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
<b>TOTAL UTILITY FUND APPROP.</b>	<b>\$ 2,069,800.00</b>	<b>\$ -</b>	<b>\$ 2,069,800.00</b>

DULY ADOPTED this 7th day of April 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 #2025-03  
DETAIL

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>	<u>Justification</u>
<b><u>Revenue</u></b>			
10-3250-301	Powell Bill Allocation	\$ 15,005.00	Adjust to actual allocation
10-3300-310	Planning & Zoning Fees	\$ 5,750.00	Adjust to actual collected to date
10-3300-395	Fire Dept. Miscellaneous Revenue	\$ 485.00	Adjust to actual collected to date
10-3500-311	Police Dept. - Miscellaneous Revenue	\$ 485.00	Adjust to actual collected to date
10-3500-332	Police Dept. - K-9 Donations	\$ 1,150.00	Adjust to actual collected to date Ballfield sign fees, metal recycle revenue, First Bank Rewards, Thriving Communities Conference
10-3500-331	Miscellaneous Revenue	\$ 6,079.00	Reimbursement
10-3000-393	Vehicle Tax Revenue	\$ 17,000.00	Adjust to anticipated collections
10-3000-424	Ad Valorem Taxes	\$ 100,000.00	Adjust to anticipated collections
10-3100-302	Local Option Sales Tax	\$ 50,000.00	Adjust to anticipated collections
10-3200-325	Sales Tax Refund	\$ 4,000.00	Adjust to actual collected Indirect Cost expense from Thrive
10-3830-480	Indirect Cost Revenue	\$ 8,181.00	Grant Subaward
10-3900-301	Fund Balance Appropriated	\$ 51,568.00	
<b>TOTAL</b>		<b>\$ 259,703.00</b>	
<b><u>Expenditures</u></b>			
10-4515-359	Powell Bill: Repairs Other	\$ 15,005.00	
10-4910-399	Planning: Services - Other	\$ 5,750.00	
10-4340-200	Fire Dept.: Operations & Services	\$ 485.00	
10-4310-352	Police Dept.: Repairs - Equipment	\$ 485.00	
10-4310-230	Police Dept.: Supplies K-9	\$ 1,150.00	
10-6120-300	Recreation: Festival Expenses	\$ 3,050.00	
10-4120-395	Admin: Employee Training	\$ 1,353.00	
10-4150-462	IT: Non-Capitalized Equipment	\$ 1,676.00	
10-4110-121	Governing Body: Salary	\$ 1,300.00	New council member salary
10-4110-451	Governing Body: Ins. - Prop. & Liability	\$ 1,135.00	Line item underbudgeted
10-4120-451	Admin: Ins. - Prop. & Liability	\$ (12,244.00)	Line item overbudgeted
10-4130-451	Finance: Ins. - Prop. & Liability	\$ (2,400.00)	Line item overbudgeted
10-4145-451	Public Works: Ins. - Prop. & Liability	\$ (14,400.00)	Line item overbudgeted
10-4190-451	Public Facilities - Ins. - Prop. & Liability	\$ 35,313.00	Line item underbudgeted
10-44150-451	IT: Ins. - Prop. & Liability	\$ 5,193.00	Line item underbudgeted
10-4510-451	Streets: Ins. - Prop. & Liability	\$ 7,852.00	Line item underbudgeted
10-4510-500	Streets: Capital Outlay	\$ 200,000.00	Lights on bridge
10-6120-451	Recreation: Ins. - Prop. & Liability	\$ (18,000.00)	Line item overbudgeted M & R on multiple hangar doors at airport
10-6150-351	Airport: M & R Buildings	\$ 27,000.00	
<b>TOTAL</b>		<b>\$ 259,703.00</b>	

## MEMORANDUM

Mayor and Town Council  
Beverly Robinson, Certified Tax Collector /Deputy Town Clerk *NR*  
Tax Releases  
March 6, 2025

	Account No.
<b>2024 William Moschetti</b>	<u>550531</u>
Reason Not In City Limits	
Release Value \$ 38,540.00	
Personal Property	
Tax Released	\$ 248.58
Late List \$ 248.58	\$ 24.86
<b>2024 Kemosabe Properties</b>	508481
Reason \$ 73,830.00	
Release Value Sold To #559249	
Real Property	
Tax Released	\$ 476.20
<b>2024 Bladen Insurance Agency</b>	5012883
Reason Corrected Value	
Release Value \$ 24,103.00	
Personal Property	
Tax Released	\$ 155.46
Late List \$ 155.46	\$ 15.56
<b>2019 Peanut Patch/McCall Farms</b>	542056
Reason Less Than A Dollar	
Release Value \$ 87.00	
Personal Property	
Tax Released	\$ 0.54
<b>Council is requested to grant the above tax releases</b>	<u><u>\$ 921.20</u></u>

### Discovery

<b>2024 Daniel Beard &amp; Spouse</b>	559249
Reason Discovery	
Value \$ 73,830.00	
Real Property	
Tax	\$ 476.20
<b>2024 Donald Wayne</b>	544058
Reason Discovery	
Value \$ 5,000.00	
Personal Property	
Tax	\$ 32.25

ATTACH. #N

# MEMO

To: Mayor and Town Council

From: Dane D. Rideout, Town Manager

Date: April 2, 2025

Re: Authorization Request - Proposed Modification of Program Activities for CDBG  
Funding – Community Center Project

---

In reference to the above matter, approval is needed from Town Council for authorization to be given to Town Manager Dane Rideout to handle the acquisition of a parcel of land in support of the Community Center project located on MLK Drive, Elizabethtown, N.C.

# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** April 7, 2025

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Public Hearing

**AGENDA SECTION:** PUBLIC HEARINGS

**SUBJECT:** Public Hearing: Special Use Permit Request - Case Number SUP 202503 - Petitioner: Elizabethtown Christian Academy, 2605 W. Broad Street - For a Private School  
**QUASI-JUDICIAL**

*Town Attorney Goldston Womble will be swearing in the witnesses for the Quasi-Judicial Hearing for the Special Use Permit Request. The Petitioner has the burden of producing competent, substantial evidence tending to establish the facts and conditions for the Special Use Permit Request.*

**BACKGROUND:** Assistant Town Manager Pat DeVane may be called upon to present this agenda item.

**Copy of Public Hearing Notice, Site Map, Certification of Notices mailed to adjoining property owners, Proposed Traffic Pattern and Site plan provided.**

**SUGGESTED ACTION:** Council is requested to follow the Public Hearing procedure below:

**HEARING PROCEDURE:**

- a) Open the hearing and call upon Assistant Town Manager Pat DeVane to present the information; and
- b) Solicit relevant public comments and information; and
- c) Close the hearing after receiving or not any public comments.  
*(To Be Considered in Agenda Item #5.1)*

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**ATTACHMENTS:**

Public Hearing Notice - Elizabethtown Christian Academy Special Use Request - 4.7.25.pdf  
Site Map - Elizabethtown Christian Academy Special Use Request - 4.7.25.pdf

Certification - Notice to Adjacent Property Owners - Special Use - Elizabethtown Christian Academy - 4.7.25.pdf

Proposed Traffic Pattern - Elizabethtown Christian Academy - 4.7.25.pdf

Highlighted Site Plan - 4.7.25.pdf



"Fayetteville Observer"  
Publication Dates:  
3/14 and 3/21, 2025

TOWN OF ELIZABETHTOWN  
NOTICE OF PUBLIC HEARING

**Proposed Special Use Permit, Town of Elizabethtown, North Carolina.** Pursuant to NCGS 160A-364, 385 and 386, the Town of Elizabethtown will conduct a public hearing on Monday, April 7, 2025 at 7:00 p.m. in the Elizabethtown Municipal Building. Town Council will consider the following:

**Special Use Permit**

**Petitioner:** Elizabethtown Christian Academy

**Case Number:** SU 202503

**Tax Map #:** 0027147

**Location:** 2605 W. Broad Street, Elizabethtown, NC 28337

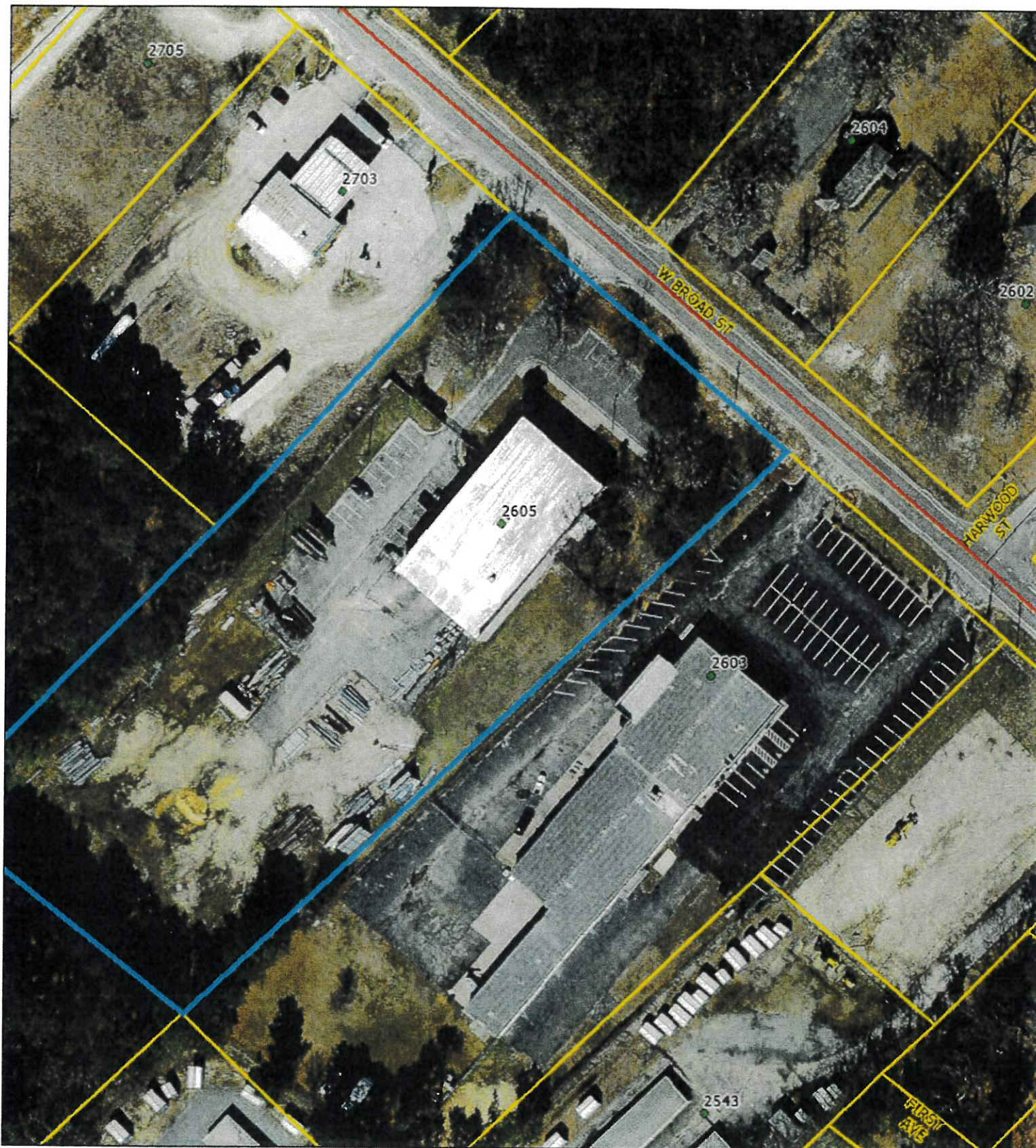
**Request:** Private School

All interested citizens are invited to attend this hearing and present comments on the above petition. **Citizens desiring to speak are required to place their name on the sign-up sheet before agenda adoption.** Changes may be made in the advertised proposal that reflect information presented at the hearing. Those who choose to view a copy of the Special Use Permit Application may do so during regular business hours at the Elizabethtown Municipal Building located at 805 West Broad Street in Elizabethtown, NC.

Publication Dates

LWLM0256475





**Owner:** LEEROY LLC  
**PIN:** 130216838550  
**Parcel #:** 27147  
**Physical Address:**  
**Deeded Acres:** 3.32  
**Account #:** OwnerID  
**Deed Book:** 0818  
**Deed Page:** 1119  
**Plat Book:** 295  
**Plat Page:** 545

BLADEN COUNTY GIS



0 40 80 160 240 Feet

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March 5, 2023

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**TOWN OF ELIZABETHTOWN**  
**PLANNING & COMMUNITY DEVELOPMENT**  
**P.O. Box 700 – Elizabethtown, N.C. 28337**  
**Telephone: 910/862-2066**

**CERTIFICATION OF NOTICE TO PROPERTY OWNERS**

I, Rusty Worley, Planning Director, do hereby certify to Town Council of the Town of Elizabethtown, that in accordance with the provisions of G.S. 160A-384, the owner(s) of the property involved in the zoning classification action(s) described below and the owner(s) of the parcels of land adjoining the property involved in the zoning classification action(s) described, received a notice of the Public Hearing by first class mail.

**Case Number:** SU 202503

**Petitioner:** Elizabethtown Christian Academy

**Property Owner:** Leeroy LLC

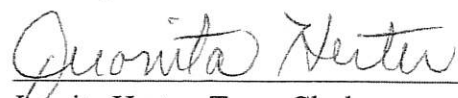
**Zoning Classification Action(s):** Special Use Permit Request

OWNER NAME	OWNER ADDRESS	CITY	STATE	ZIP CODE
Leeroy LLC	370 Douglas Avenue	Chillicotte	OH	45601
Bladen Rentals LLC	2703 West Broad St.	Elizabethtown	NC	28337
Bobby Guyton Revocable Trust	P.O. Box 566	Elizabethtown	NC	28337
St. Christopher Episcopal Church	2602 West Broad St.	Elizabethtown	NC	28337
Hilton-DeVane Enterprises, Inc.	P.O. Box 2107	Elizabethtown	NC	28337

  
\_\_\_\_\_  
Rusty Worley, Planning Director

3-14-25  
\_\_\_\_\_  
Date

I, Juanita Hester, Town Clerk for the Town of Elizabethtown, do certify that the above- described notifications were mailed on March 14, 2025 and the property was posted with the Public Hearing information.

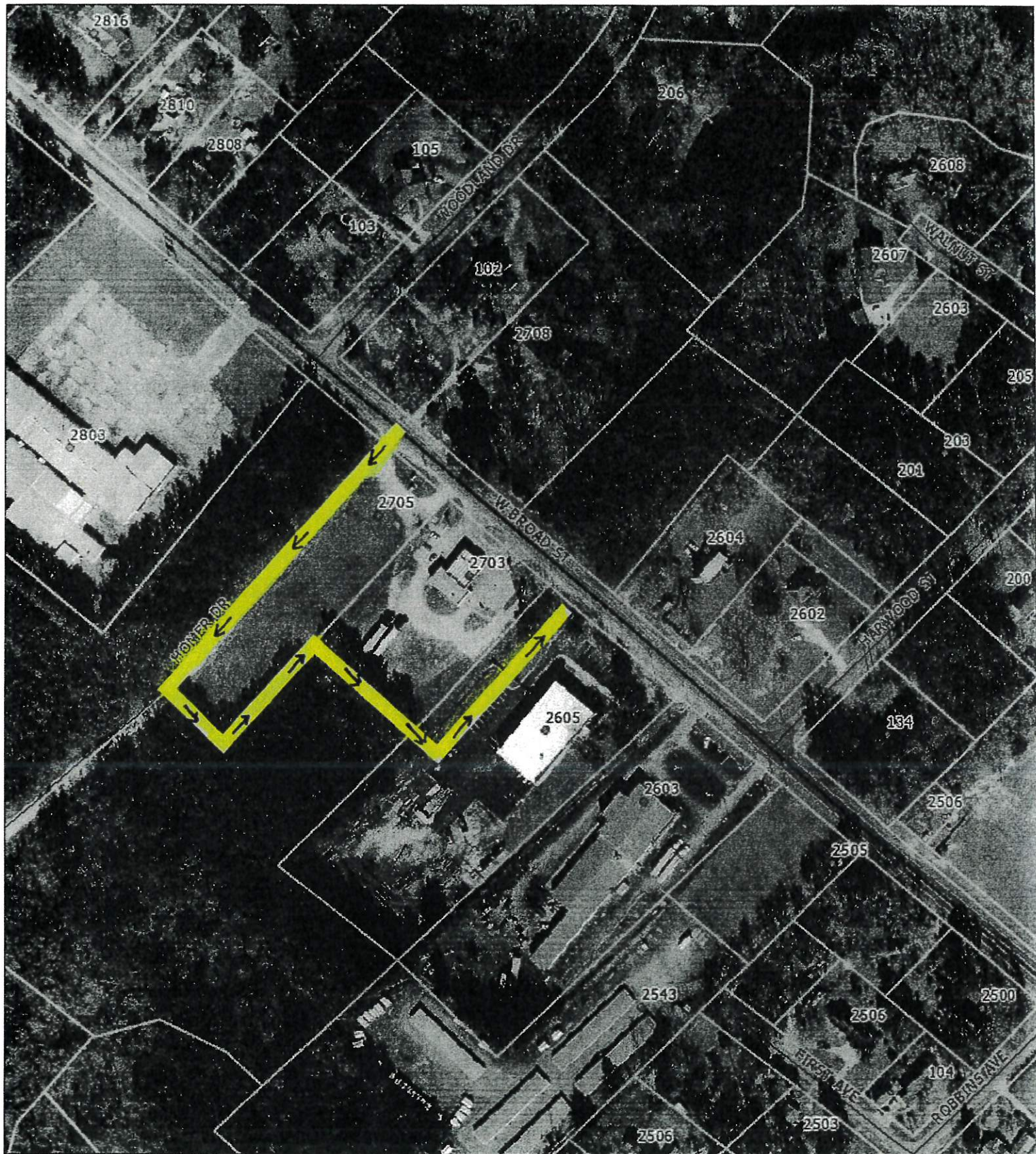
  
\_\_\_\_\_  
Juanita Hester, Town Clerk

3/14/2025  
\_\_\_\_\_  
Date

## Elizabethtown Christian Academy Proposed Traffic Pattern

Students and faculty will enter the school by turning on to Homer Street off of Broad Street and then turning into the proposed driveway leading to the rear of the school with drop off and pickup of elementary students at the back of the facility and middle school and high school students will be dropped off and picked up at the side of the facility and all traffic will exit back on to Broad Street through the existing drive. This proposed traffic plan has been verbally approved by the DOT.





BLADEN COUNTY GIS



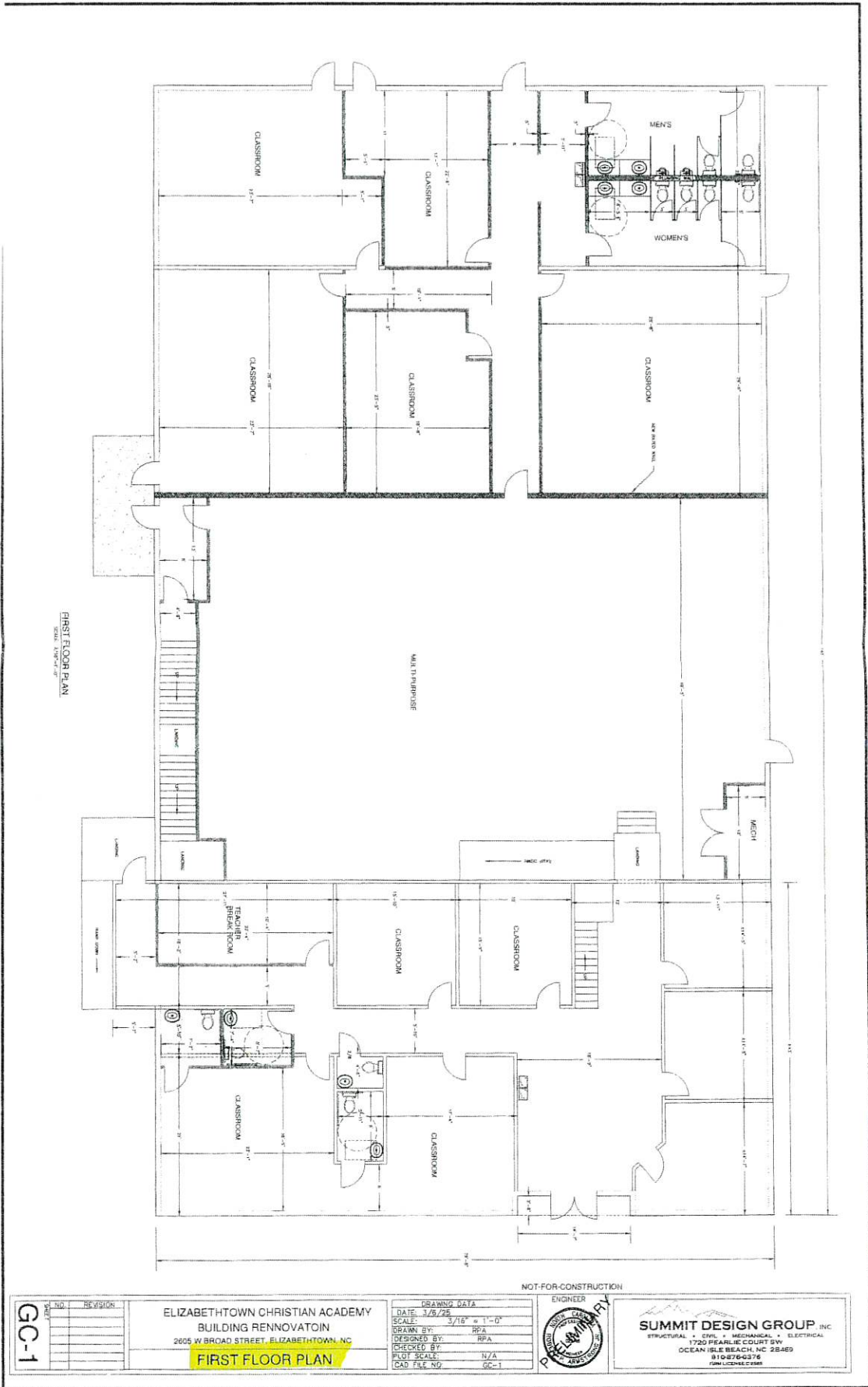
95 190 380 570 Feet

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actual survey. The map(s)  
should NOT be used in sales  
or conveyances.

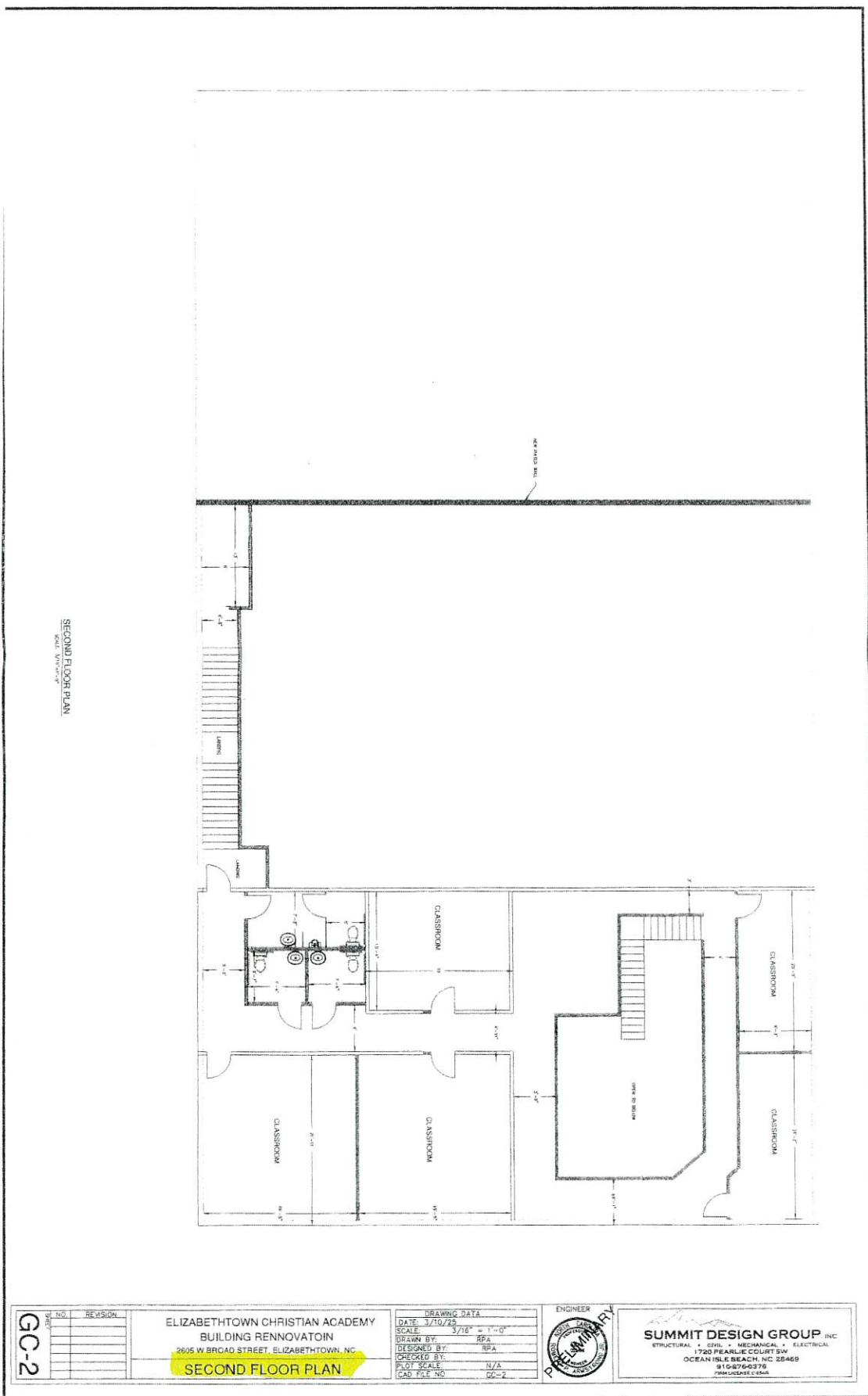
March 31, 2025

Generated by <https://gis.bladenco.org>









# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** April 7, 2025

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Public Hearing

**AGENDA SECTION:** PUBLIC HEARINGS

**SUBJECT:** Public Hearing: Proposed Modification of Program Activities for the Community Center Project - CDBG Grant

**BACKGROUND:** Finance Director Sharon Penny may be called upon to present this agenda item.

**Copy of Public Hearing Notice provided.**

**SUGGESTED ACTION:** Council is requested to follow the Public Hearing procedure below:

**HEARING PROCEDURE:**

- a) Open the hearing and call upon Finance Director Sharon Penny 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 - Proposed Modification of Program Activities for the Community Center Project CDBG Grant - 4.7.25.pdf

**PUBLIC NOTICE  
TOWN OF ELIZABETH-  
TOWN**

The Town of Elizabethtown will hold a **Public Hearing** on **April 7, 2025 at 7:00 PM** at **Town Hall, 805 West Broad Street, Elizabethtown, NC**, to discuss a proposed modification of program activities for the **Community Development Block Grant (CDBG)** funding the construction of the **MLK Community Center**.

The purpose of this hearing will also include consideration for a budget revision to ensure the efficient use of grant funds. Residents and stakeholders are encouraged to attend and provide input.

To request accommodations for persons with disabilities, please contact Finance Director, Sharon Penny at the Town of Elizabethtown at (910) 862-3979, Ext. 2012.

Publication Dates  
LWLM0264610

# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** April 7, 2025

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Public Hearing

**AGENDA SECTION:** PUBLIC HEARINGS

**SUBJECT:** Public Hearing: Land Transfer to Bladen's Bloomin' Agri-Industrial, Inc.

**BACKGROUND:** Town Attorney Goldston Womble may be called upon to present this agenda item.

As part of the Land Transfer, Town Attorney Womble has prepared the Joint Development Agreement for Council consideration in Agenda Item #7.1. *The Joint Development Agreement will be provided on Monday.*

**Copy of the Public Hearing Notice for this Land Transfer provided.**

**SUGGESTED ACTION:** Council is requested to follow the below-noted Public Hearing Procedure:

**HEARING PROCEDURE:**

- a) Open the hearing and call upon Town Attorney Goldston Womble to present the information; and
  - b) Solicit relevant public comments and information; and
  - c) Close the hearing after receiving or not any public comments.
- (To Be Considered in Agenda Item #7.1)***

---

**ATTACHMENTS:**

Public Hearing Notice - Land Transfer to Bladen's Bloomin' for Day Care Center - 4.7.25.pdf

**TOWN OF ELIZABETHTOWN  
NOTICE OF PUBLIC HEARING**

The Town of Elizabethtown proposes to convey land in the Ben Greene Industrial Park, owned by the Town, for an economic development project pursuant to North Carolina General Statute 158-7.1. The Town Council intends, subject to public comment at the public hearing for which notice is hereby given, to approve conveyance of a fee simple interest in an approximately 1.69 acre tract of land off of Aviation Parkway at the Ben Greene Industrial Park. The conveyance will be made to Bladen's Bloomin' Agri-Industrial, Inc., which will construct a day care center on the tract. The Town Council has determined that the value of the interest, subject to the covenants and restrictions to encumber the premises, is \$25,000 an acre. This facility will generate property tax revenues, sales tax revenue, water/sewer revenue and other income to the city over the next 10 years in an amount at least sufficient to return to the city the fair market value of the property. The Town Council believes this project will stimulate and stabilize the local economy and result in the creation of a substantial number of new, permanent jobs in the city.

The Elizabethtown Town Council will hold a public hearing on the city's proposed conveyance of this tract of land at 7:00 p.m. on Monday, April 7, 2025, in the Elizabethtown Municipal Building, 805 W. Broad Street, Elizabethtown, NC 28337. The Council invites all interested persons to attend and present their views.

March 28 2025  
LWLM0266800

# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** April 7, 2025

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Request

**AGENDA SECTION:** ORDINANCES/RESOLUTIONS/PROCLAMATIONS

**SUBJECT:** Approval of Special Use Permit Application - Case Number SUP 202503 - Petitioner: Elizabethtown Christian Academy - 2605 W. Broad Street - For Private School

**BACKGROUND:** Assistant Town Manager Pat DeVane may be called upon to answer any questions that Council may have regarding this agenda item.

**SUGGESTED ACTION:** Council is requested to consider one (1) of the following actions regarding the presented Special Use Permit Application:

1. Approve as presented; or
2. Impose additional conditions as part of the permit approval process; or
3. Deny the permit and state the reason(s) for denial.

---

**ATTACHMENTS:**



# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** April 7, 2025

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Resolution

**AGENDA SECTION:** ORDINANCES/RESOLUTIONS/PROCLAMATIONS

**SUBJECT:** Resolution #2025-01 - To Amend the Town's Personnel Policies Manual

**BACKGROUND:** Finance Director Sharon Penny presents an amendment to the Town's Personnel Policies Manual. The amended language is for Article 11 - Section 18. Longevity Pay. Mrs. Penny may be called upon to present this agenda item.

**Copy of Resolution and amended Policy provided.**

**SUGGESTED ACTION:** Council is requested to approve the Resolution.

---

**ATTACHMENTS:**

Peak Agenda - Resolution to Amend Personnal Policy - Longevity Pay - 4.7.25.pdf

**Town of Elizabethtown**  
**Resolution to Amend the**  
**Town of Elizabethtown Employee Personnel Policies Manual**

**#R-2025-01**

**WHEREAS**, the Town of Elizabethtown Finance Director Sharon Penny wishes to amend the Town's Employee Personnel Policies Manual as follows:

*Article II. Section 18. Longevity Plan*

**WHEREAS**, the amendment language is attached as **Exhibit "A"**; and

**WHEREAS**, the Town Council of the Town of Elizabethtown has determined it is in the best interest of the Town to include this adopted policy in the Town's Personnel Policies Manual; and

**NOW, THEREFORE, BE IT RESOLVED**, that the amendment as outlined in **Exhibit "A"** be adopted by this resolution.

Adopted this the 7<sup>th</sup> day of April, 2025.

---

Sylvia Campbell, Mayor

ATTEST:

---

Juanita Hester, Town Clerk

Town of Elizabethtown

Employee Personnel Policies Manual (Revised May 2017)

Policy Effective 4/7/2025

#### Article II - Section 18. ~~Service Bonus Discretionary Payments~~ Longevity Pay

Longevity pay plays a vital role in employee retention by recognizing and rewarding long-term commitment and dedicated service. It reinforces the value the Town places on experienced, reliable employees and encourages continued loyalty and engagement. By providing financial incentives tied to years of service, longevity pay not only acknowledges individual contributions but also fosters a stable and motivated workforce, which is essential to maintaining institutional knowledge and high-quality public service.

For employees who have successfully completed their initial probationary period of employment, the Town may provide a ~~discretionary service bonus pay~~ longevity pay supplement, based on annual review, with the recommendation of the Town Manager and approved by the Town Council. ~~These supplements~~ Longevity pay ~~are is~~ to provide financial recognition of ~~regular~~ permanent full-time or part-time (20 hours per week or more) employees for specified years of faithful service ~~who have at least one year of total service with the Town of Elizabethtown and who participate in the Local Government Employees' Retirement System, or the Law Enforcement Officers' Retirement System.~~ Eligible part-time employees will be paid on a pro-rated basis. Temporary employees (full or part-time) are not eligible for service bonus payments. Any change of appointment to temporary status will cause an employee to become ineligible for longevity pay. ~~Supplements~~ Payments are based on the employment anniversary reached as of June 30<sup>th</sup> each calendar year.

~~The service bonus supplement payment~~ Longevity pay is not considered a part of annual base pay for classification and pay purposes, nor is it to be recorded in personnel records as a part of annual salary. ~~Service bonus payments~~ Longevity pay will be subject to all applicable payroll deductions including but not limited to: Retirement System deduction, Social Security deduction, and State and Federal income taxes. ~~Service bonus payments~~ Longevity pay made to employees in error or in violation of the requirements, whether the fault of the Town or the employee, must be returned to the Town. ~~Temporary employees (full or part-time) are not eligible for service bonus payments. Any change of appointment to temporary will cause an employee to become ineligible for service bonus pay. Regular, part-time employees, working at least twenty (20) hours per week and who are participating in the Local Government Employees' Retirement System, or the Law Enforcement Officers' Retirement System, are eligible for service bonus payments based on their pro-rated work schedule.~~

Service Bonus Longevity Pay amounts shall be as follows:

Years of Town Service*	Pay Rate**
<del>6 months but less than 1 year</del>	<del>\$50.00</del>
1 year but less than 5 years	1.0%
5 years but less than 10 years	2.0%
10 years but less than 15 years	3.0%
15 or more years	<del>3.5%</del> 4%

*\*Years of continuous service with the Town of Elizabethtown calculated as of June 30<sup>th</sup> each calendar year.*

*\*\*Percentage of Service Bonus is based on annual salary excluding any earned overtime or any other financial benefit received.*

- Longevity payments are automatic and will be paid on Thursday, the week prior to Thanksgiving holiday, unless the Town Council does not include an appropriation in the annual budget ordinance.
- Employees that leave employment after June 30 but prior to payment of longevity in November will be paid their earned longevity with their last paycheck.
- Employees that leave employment with the Town of Elizabethtown and later return to work will start over as if they did not have prior service with the Town for longevity pay purposes.



# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** April 7, 2025

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Resolution

**AGENDA SECTION:** ORDINANCES/RESOLUTIONS/PROCLAMATIONS

**SUBJECT:** Resolution #2025-02 - Adoption of Safety Action Plan - "Safe Streets For All (SS4A)" Grant

**BACKGROUND:** Assistant Town Manager Pat DeVane may be called upon to present this agenda item.

**Copy of Resolution for Adoption of Safety Action Plan provided.**

**SUGGESTED ACTION:** Council is requested to approve the Resolution.

---

### ATTACHMENTS:

[Resolution - Adoption of Safety Action Plan - Safe Streets For All Grant - 4.7.25.docx](#)



**TOWN OF ELIZABETHTOWN**

**RESOLUTION TO ADOPT THE SAFETY ACTION PLAN FUNDED BY THE “SAFE STREETS FOR ALL (SS4A)” GRANT**

**Resolution #2025-02**

**WHEREAS**, the United States Department of Transportation (USDOT) launched the “Safe Streets for All (SS4A) program to support local, regional, and Tribal initiatives to prevent roadway fatalities and serious injuries; and

**WHEREAS**, the Town of Elizabethtown, N.C. was awarded funding through the SS4A grant program in 2023 to develop a *Safety Action Plan*; and

**WHEREAS**, the Town, in coordination with planning and engineering professionals, local stakeholders, and members of the public, completed the development of a data-driven, equity-focused *Safety Action Plan*; and

**WHEREAS**, the *Safety Action Plan* outlines specific strategies, projects, and policy recommendations to improve roadway safety for all users, including pedestrians, cyclists, and motorists; and

**WHEREAS**, adoption of the *Safety Action Plan* demonstrates the Town’s commitment to improving public safety and supports eligibility for future implementation funding through the SS4A program and other funding sources; and

**WHEREAS**, the Town Council finds that adoption of the *Safety Action Plan* is in the best interest of public health, safety, and welfare.

**NOW, THEREFORE, BE IT RESOLVED** by the Town of Elizabethtown Town Council as follows:

1. The *Safety Action Plan*, as presented and on file with the Assistant Town Manager, is hereby adopted in its entirety.
2. The Town Manager, or his designee, is authorized to submit the adopted Plan to the U.S. Department of Transportation in fulfillment of the SS4A grant requirements.

**BE IT FURTHER RESOLVED** that this *Action Plan* is in support of North Carolina Vision Zero, the North Carolina Strategic Highway Safety Plan Update: 2024 North Carolina Strategic Highway Safety Plan Emphasis Area Action Plans; and the 2023 North Carolina Department of Transportation (NCDOT) Vulnerable Road Users Safety Assessment which intend to reduce fatalities and serious injuries on North Carolina’s roadways with the ultimate goal of reducing fatalities and serious injuries by half by 2035, moving towards zero by 2050.

The Town Clerk shall certify the passage and adoption of this Resolution and enter it into the Minute Book.

Passed and adopted this 7<sup>th</sup> day of April, 2025 passed by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

---

Sylvia Campbell, Mayor

ATTEST:

---

Juanita Hester, Town Clerk

# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** April 7, 2025

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Resolution

**AGENDA SECTION:** ORDINANCES/RESOLUTIONS/PROCLAMATIONS

**SUBJECT:** Resolution - To Oppose Senate Bill 314 - Bill Filed To Eliminate ETJ in Counties with Zoning Authority

**BACKGROUND:** Assistant Town Manager Pat DeVane may be called upon to present this agenda item.

**Copy of NCLM material listing important considerations regarding ETJ provided.**

**SUGGESTED ACTION:** Council is requested to either approve:  
(a) Resolution #2025-03 or  
(b) Approval for Staff to proceed to send letter to Legislators letting them know that elimination of extraterritorial jurisdiction will harm cities and towns across North Carolina, as well as the residents.

---

**ATTACHMENTS:**  
[NCLM Material - ETJ Bill - 4.7.25.pdf](#)

# EXTRATERRITORIAL JURISDICTION

## Why It Matters

Since the post-World War II residential development boom, North Carolina and other states have authorized cities to enact what was then called “perimeter zoning” and is today known as extraterritorial jurisdiction.

ETJ authority came about due to chaotic and unregulated development along the urban fringe, with incompatible uses endangering both the health and property values of those living inside municipal boundaries. Today, with counties adopting their own land-use policies, questions have arisen about the continued importance of extraterritorial jurisdiction. In some ways, ETJ has become a more important planning tool than ever before, especially in fast-growing areas where taxpayer-funded resources for infrastructure must be carefully apportioned to meet the needs of residents.



**Here are some important considerations regarding ETJ and why it continues to be a crucial planning tool in many cities and towns:**

- A community's land-use planning tools, including ETJ, are vital as infrastructure investments are made that pave the way for economic growth.
- The maximum size of an ETJ is determined by a municipality's population. The extraterritorial area may extend up to one mile from the city limits for cities with populations of less than 10,000. Extension to up to two miles and three miles, based on population, is allowed with county approval.
- A city may only extend its extraterritorial jurisdiction after mailed notice to residents and a public hearing process.
- Residents of ETJs do not pay municipal taxes. They do receive proportional representation on city planning boards and boards of adjustment.
- Several municipalities across North Carolina enter into interlocal agreements, carefully negotiated and planned among each other and the county government, to set their ETJs. These agreements allow each to anticipate service needs for the future. Some of these have been memorialized into local legislative acts.
- Protecting homes and businesses from incompatible uses continues to be an important feature of ETJs. As of 2022, at least 14 counties in North Carolina had no zoning restrictions, with several others being only partially zoned. Tourism communities are especially vulnerable to incompatible uses.

# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** April 7, 2025

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Request

**AGENDA SECTION:** PRESENTATIONS

**SUBJECT:** Town Manager Update

**BACKGROUND:** Town Manager Dane Rideout will provide updates on the Vulcanair project and the Community Center project.

**SUGGESTED ACTION:** Council is requested to hear the update.

---

**ATTACHMENTS:**

# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** April 7, 2025

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Request

**AGENDA SECTION:** ADMINISTRATIVE MATTERS

**SUBJECT:** Approval of Joint Development Agreement - Land Transfer to Bladen's Bloomin' Agri-Industrial, Inc.

**BACKGROUND:** Town Attorney Goldston Womble may be called upon to answer any questions about this Joint Development Agreement for the Land Transfer to Bladen's Bloomin' Agri-Industrial, Inc. conveying a 1.69 acre tract of land for construction of a day care center.

Council is requested to approve the Joint Development Agreement for the Land Transfer subject to any restrictions and conditions that may be placed on the real property. Town Attorney Womble will handle the legal documents for this conveyance.

**SUGGESTED ACTION:** Council is requested to approve the Joint Development Agreement for the Land Transfer to Bladen's Bloomin' Agri-Industrial, Inc.

---

**ATTACHMENTS:**



# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** April 7, 2025

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Request

**AGENDA SECTION:** ADMINISTRATIVE MATTERS

**SUBJECT:** Bid Award - RFP for Grant Administration Services - \$4,400,000  
CDBG Grant for the Vulcanair Manufacturing Facility

**BACKGROUND:** Town Manager Dane Rideout may be called upon to present this agenda item. After a Re-advertisement of the RFP for Administration Services for the CDBG grant, the bid opening was held on April 3, 2025 at 10:00 a.m., and three (3) proposals were received. The firm with the most CDBG-NR Grant Administration experience is Insight.

**Copy of RFP, Scoring Summary Sheet and Letter of Recommendation provided.**

**SUGGESTED ACTION:** Council is requested to make the award.

---

### ATTACHMENTS:

Readvertisement - RFP - Administration Services - CDBG Funding - \$4,400,000 - Vulcanair Project - 4.7.25.pdf

Scoring Summary Sheet and Letter of Recommendation - RFP - CDBG Program - Vulcanair Project - 4.7.25.pdf

**TOWN OF ELIZABETHTOWN  
RE-ADVERTISEMENT REQUEST FOR PROPOSALS FOR  
GRANT ADMINISTRATION SERVICES**

The Town of Elizabethtown is seeking professional services for the preparation and administration of a Community Development Block Grant (CDBG) application in the Neighborhood Revitalization program offered by the NC Department of Commerce. The project is anticipated to include housing-related activities as developed during the application process. The grant request is anticipated to be an amount up to \$4,400,000. The project is expected to take place over 30 months. Professional services will be contingent upon successful award of the grant project.

The Town of Elizabethtown is soliciting proposals for application preparation and grant administrative services to assist the Town in the administration and management of this project in compliance with all applicable requirements under the North Carolina State CDBG Program. The fee for grant application and administration services will be paid with CDBG funds.

**Scope of Services:**

Grant Application Preparation Services shall include meetings with the Town to determine the needs and requirements as related to the activities of the grant. The scope of work shall include development of the application, site visits as needed, preparation of the proposed budget, intake of application information, development of application forms and documents, assistance with preparation of public hearing notices and attendance at public hearings if necessary, gathering of all necessary application attachments and forms, adherence to compliance applicable areas such as: Labor Standards, Equal Opportunity and Property Acquisition, annual performance reporting requirements, as well as the assimilation of project documents for on-site monitoring visits and final project close-out.

Grant Administration Services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the following CDBG compliance areas:

1. Environmental Review Preparation and Release of Funds and other Funding Conditions.
2. Citizen Participation Plan.
3. Fair Housing Plan and Assistance with required quarterly fair housing activities.
4. Equal Employment and Procurement Plan/Policy.
5. Section 3 Plan.
6. Section 504 Plan, including grievance procedure.
7. Language Access Plan.
8. Residential Anti-Displacement and Relocation Assistance Plan.
9. Labor Standards, as necessary.
10. Assistance with procurement of other professional services.
11. Inspections, work write-up/bid document preparation, bidding/award assistance, and construction management services.
12. Assistance with project files in local government's office.
13. Assistance to the Town in conducting all necessary public hearings/meetings.
14. Completion of all required reports and documentation, including annual performance reports.
15. Assistance with Financial Reimbursement forms.
16. Preparation of grant close-out documents.

The services will not include the disbursement or account of funds distributed by the Town's financial officer, legal advice, fiscal audits, or assistance with activities not related to the CDBG project.

**Submission Requirements:**

Submissions provided for the Town shall include at a minimum:

1. Experience with similar CDBG-NR grant administration; experience with HUD requirements. Proposal must identify the firm name, address, phone number and primary contact. Include at least three (3) references.
2. Qualifications, knowledge, and technical expertise with administration of CDBG Grant Administration. Include resumes of individuals performing key functions.
3. Capacity for performance to perform required tasks in a timely manner according to the Town's grant administration deadlines, given current workload and staff.
4. Hourly Rates of Key Personnel and Not-to-Exceed Fee Estimate (include a separate cost for grant application preparation services).
5. Documentation of compliance with state and federal debarment/eligibility requirements.
6. Documentation of Section 3 business status.

**Proposal Evaluation Criteria:**

**"Fayetteville Observer"**

**Publication Date:**

**Re-Advertisement**

**3/7/2025**

Respondents will be evaluated according to the following factors: << Click here to print a printer friendly version >>

1. Firm Experience with similar CDBG-NR Grant Administration - 25 points
2. Qualifications, Knowledge and Technical Expertise of Key Personnel - 25 points
3. Availability & Capacity of the Consultant to Perform Tasks in a Timely Manner - 20 points
4. Hourly Rates and Not-to-Exceed Fee Estimate - 20 points
5. Documentation of Debarment Compliance & Eligibility Requirements - 5 points
6. Qualifications as a Section 3 Business - 5 points

All questions should be submitted no later than 3 PM, 2 April 2025.

Proposals should be submitted to the Town Manager no later than 3 PM, 2 April 2025, at 805 West Broad Street, Elizabethtown, NC 28337. For more information, you may also contact Sharon Penny, (910) 862-3979 Ext. 2012.

Upon completion of the review, a recommendation will be made to the Town Governing Body for approval on 7 April 2025.

The Town of Elizabethtown is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, historically underutilized businesses, and certified/registered Section 3 business concerns.

This information is available in Spanish and any other language upon request. Please contact Sharon Penny, (910) 862-3979 Ext. 2012 or at 805 West Broad Street, Elizabethtown, NC 28337 for accommodations for this request.

*Esta información está disponible en español a en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Sharon Penny, (910) 862-3979 Ext. 2012 o en 805 West Broad Street, Elizabethtown, NC 28337 de alojamiento para esta solicitud.*

March 7 2025  
LWLM0252827

**RFPs**  
**EVALUATION OF RFP's RECEIVED**  
**ADMINISTRATION SERVICES**  
**COMMUNITY DEVELOPMENT BLOCK GRANT-NR (CDBG) FUNDING - \$4,400,000**  
**VULCANAIR PROJECT**

April 3, 2025 at 10:00 AM  
~~3:00 p.m.~~

*Scoring Summary Sheet*

Consultant	Firm's Experience With Similar CDBG-NR Grant Administration (25 Points)	Qualifications, Knowledge, Technical Expertise of Key Personnel (25 Points)	Availability & Capacity of Consultant to Perform Tasks in Timely Manner (20 Points)	Hourly Rates & Not-to-Exceed Fee Estimate (20 Points)	Documentation of Debarment Compliance & Eligibility Requirements (5 Points)	Qualifications as a Section 3 Business (5 Points)	Total Score
Summit	32	42	36	58	15	0	183
Colliers	70	55	51	52	15	0	243
Insight	73	64	59	48	15	15	274

Town Manager Dane Rideout will Evaluate the Qualifications and Submit Recommendation to Town Council on 4/7/2025.

By: *[Signature]* Date: 3 APR 25  
Dane D. Rideout, Town Manager



805 West Broad Street  
Post Office Box 700  
Elizabethtown, NC 28337

TOWN OF  
**ELIZABETHTOWN**  
TOWN MANAGER

Office (910) 862-2066  
Fax (910) 862-7117  
[www.elizabethtownnc.org](http://www.elizabethtownnc.org)  
Email [drideout@elizabethtownnc.org](mailto:drideout@elizabethtownnc.org)

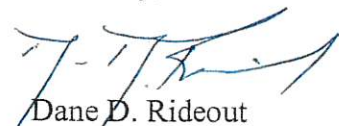
April 3, 2025

Mayor Sylvia Campbell  
and Town Council Members

RE: Letter of Recommendation for Award of RFP's Received for  
Administration Services – CDBG Funding - \$4,400,000 – Vulcanair Project

Please accept this Letter of Recommendation for award of the RFP for the Grant Administration Services to assist the Town in the administration and management of this project in compliance with all applicable requirements under the NC State CDBG Program. After review of the three received proposals, the Town Manager recommends award be made to Insight, a Planning and Development firm.

Sincerely,



Dane D. Rideout  
Town Manager

# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** April 7, 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 - 4.7.25.docx](#)

[Department Head Update Report - April 2025.pdf](#)



**To:** Mayor and Town Council

**From:** Dane Rideout, Town Manager

**Subj:** “Briefly”

**Date:** April 7, 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 April 15, 2025 at 8 a.m. at the Farmer’s Market.
- In observance of Easter, the Town offices will be closed on Friday, April 18<sup>th</sup> and Monday, April 21<sup>st</sup>.
- The White Lake Water Festival is scheduled for Saturday, May 17<sup>th</sup> at 10:00 a.m. and preparation will be made for Town Council to participate in the parade.



**FOR THE MONTH OF APRIL**

**04/07 – Dwight Davis – P/T Grapple Truck Operator**

**04/08 – Walter Czartoszewski – Tractor Operator**

**04/11 – Pat DeVane – Assistant Town Manager**

**04/15 – Allston Freeman – P/T Firefighter**

**04/24 – Santanna Edwards – Deputy Finance Director**

**04/28 – Dane Rideout, Town Manager**



**Department Head Updates  
April 2025**

## **FIRE DEPARTMENT**

*Hollis Freeman*



### **Call Report for March**

Total Fires - 10

Total EMS Calls - 39

Special Responses - 2

Service Calls - 6

Other Type Incidents - 15

Total Calls - 72

Fire Inspections Completed – 28

## **POLICE DEPARTMENT**

*Mark McMichael*

Total Calls	308
Reports taken	63
Arrests	12
Collisions	13
Citations	36
Warnings	9
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 6 water service line leak repairs, and 2 sewer line repairs completed. The staff installed 0 MTUs, as there are none in inventory. There are still +150 MTUs needing replacement. +216 manual meter reads/re-reads for billing and  $\pm 20$  Cut-offs/Cut-ons related to the billing operations.

Staff is no longer flushing the McDonalds manhole everyday as Hickman Utilities has installed the new manhole and pipe replacement. A pump was installed at MLK Lift Station as well as Locks Road. They are both back in service after being rebuilt by Charles Underwood. At this point both pumps are performing well. A replacement hydrant is on order for the hydrant in front of Johnson & Johnson's law office as a result of problems encountered during the recent fire near Pine Street.

Staff received Fire Hydrant Operation and Maintenance Training from the Meuller representative just days before the issue near Pine Street. Dillon Hemingway has completed his training course for C-Distribution for the Public Water System and will be eligible to take his exam in May. Mrs. Sherry Lanier hit a home run by passing the Wastewater Grade 4, which is the highest level of certification on the wastewater treatment side of operations. This is no small feat and Sherry should be congratulated for her accomplishment. Way to go Sherry!!!





### **Wastewater Treatment Plant - Hugh Bledsoe**

#### **WWTP March 2025 Updates**

- 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 February, no violations.
- Average flow through the WWTP was 542,000 gallons per day for March, 54,000 gallons per day more than February. Recorded 3.3 inches of rain for the month.
- Pulled quarterly Toxicity Testing samples and split with Hughy White from Fayetteville DEQ Office.
- Participated in the monthly construction meeting for the new headworks.
- Coordinated semiannual sludge hauling event with McGill Environmental, removed 15 trailer loads of biosolids.
- Purchased a new grit auger gearbox to replace the one that failed, had to get another type as original is obsolete. MKS to provide a new mounting bracket to install.
- Attended a MCFBA meeting at Cross Creek Reclamation Facility in Fayetteville.

#### **Opportunities**

- Screenings Press experienced catastrophic failure and is out of service while repairs are being made. Removed damaged parts and carried to Smithco for repairs. Screenings being removed by hand.
- Looking for a replacement SBR Blower for #1 SBR Blower that had a failure. The cost for a new replacement is around \$20K. Rebuilt drive end of failed blower and placed back in service.
- Influent step screen is damaged and needs repairs, it is operational but not working as efficiently as it should.

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

Public work continues to work hard on maintaining our town. They finished mulching the beds on 701 and with the help of Tracy operating the tractor and grapple removed a lot of debris from Tory Hole Park. Pinecones and straw have been removed from Lloyd Park and the entrance of Greens Lake. The Pier at Lock and Dam and several bridges at Tory Hole Park have been pressured washed due to high water levels. They continue maintaining the many flower beds throughout town by hand weeding and spraying. Trash pickup as well as maintaining the bathrooms at our parks and town hall is part of their daily responsibilities. Greg changed out the lights at the farmers market to all LED fixtures. He also repaired some leaks at Lock and Dam as well as repairing two toilets, one at the Crisis center and the other at Greens Lake. He also replaced the mirror and rehung a stall door in the women's bathroom outside the crisis center. Greg, with assistance from Will Lee

rehung one of the gates at Lloyds parked and painted three handicap parking areas and replaced the handicap signs at two parking areas next to the courthouse and one on Broad Street.



#### **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 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 April.

**Town Clerk**  
***Juanita Hester***

- Assisted with providing information for Public Record Requests received during the month of March 2025.
- The follow-ups, distribution of documents and publication of the approvals for the March 3, 2025 Town Council meeting were handled by the Clerk.
- Prepared meeting minutes for the 2/25/2025 Budget Retreat, the 2/25/25 Closed Session, the 3/3/2025 Town Council Noon meeting, the 3/3/25 Closed Session, 3/20/25 Noon Special Called Meeting, 3/20/25 Closed Session, the 3/31/25 Noon Special Called Meeting and the 3/31/25 Closed Session.
- Weekly Friday Memos were prepared and distributed to Council Members and Department Heads.
- Prepared Staff Meeting Outline for the April 7, 2025 Town Council meeting for the Town Manager's review.
- Prepared Public Hearing Notices of the April 7<sup>th</sup> Town Council meeting for Special Use Permit Request for Elizabethtown Christian Academy, Program Activity Modification for the CDBG Funding for the Community Center Project and Land Transfer to Bladen's Bloomin' for the Day Care Center.
- For the Special Use Permit Request from Elizabethtown Christian Academy, Clerk prepared and mailed the Notice of 4/7/25 Public Hearing to adjacent property owners and the Petitioner. In addition, the Certification of the mailing was prepared for inclusion in the agenda packet material.
- Clerk prepared the Notice for the 3/31/25 Town Council Special Called Meeting at Noon, posted and distributed.
- April 1, 2025 Elizabethtown Airport/Economic Development Commission meeting notice was prepared by the Clerk, posted and distributed.
- In coordination with the Town Manager, Assistant Town Manager and Finance Director, the Clerk prepared the agenda material for the 4/7/2025 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 3/12/2025, Clerk made notification to Mrs. Theresa Lloyd at Paul R. Brown Leadership Academy of the April 7, 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:** April 7, 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.

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### ATTACHMENTS:

[Sign-In Sheet - Open Forum - 4.7.25.docx](#)





## TOWN OF ELIZABETHTOWN

### Open Forum Session

*April 7, 2025 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:** April 7, 2025

**SUBMITTED BY:** Juanita Hester

**ITEM TYPE:** Request

**AGENDA SECTION:** CLOSED SESSION

**SUBJECT:** Closed Session - *To Be Conducted at the 7 p.m. 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.

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**ATTACHMENTS:**

# Item Cover Page

## COUNCIL AGENDA ITEM REPORT

**DATE:** April 7, 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.

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**ATTACHMENTS:**