

TOWN OF ELIZABETHTOWN
Scheduled Work Session
August 3, 2015

The Elizabethtown Town Council met for their regular work session on Monday, August 3, 2015 at 12:00 noon in the Council Chamber of the Elizabethtown Municipal Building. Those in attendance were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members, Ricky Leinwand, Herman Lewis, Paula Greene, Darrell Page and Dicky Glenn. Department Heads present included Fire Chief Nick West, Finance Director Jay Leatherman, Planning Technician Billie Sue Hall, Police Chief Bobby Kinlaw, Public Services Director Pat DeVane, and Town Manager Eddie Madden.

Mayor Campbell stated that Council would consider for approval, July minutes in the evening meeting and Finance Director Jay Leatherman would present Tax Releases, Monthly Financial Report and Unpaid Fiscal Years' Tax Report and Order for Tax Collection in the evening meeting.

Resolution #R-15-18 Declaring Service Weapon and Badge Carried by Police Chief Bobby Kinlaw as Surplus Property and Award to Him Upon His Retirement-Mayor Campbell requested that Council consider for approval in the noon meeting to present a resolution declaring retiring Police Chief Bobby Kinlaw his handgun and badge as surplus property. A motion was made by Council Member Herman Lewis, and seconded by Mayor Pro Tem Rufus Lloyd to approve Resolution #R-15-18 as presented (Unanimous). Copy of resolution are attached and incorporated herein by reference.

Resolution #R-15-19 To Honor Retiring Police Chief Bobby Kinlaw with the Presentation of His Service Weapon and Badge-Mayor Campbell requested that Council consider approving the presentation of retiring Police Chief Bobby Kinlaw his Service Weapon and Badge. A motion was made by Council Member Dicky Glenn, and seconded by Mayor Pro Tem Rufus Lloyd to approve the formal presentation of awarding Chief Kinlaw's Service Weapon and Badge during the evening meeting (Unanimous). Copy of resolution and agreement are attached and incorporated herein by reference. Copy of resolution attached and incorporated herein by reference.

Resolution #R-15-20 Authorizing Utility Account Grant Application for Airport Industrial Park Taxiway Access Project (Phase I)-Mayor Campbell recognized Town Manager Eddie Madden to present Resolution #R-15-20. Mr. Madden stated that the Town of Elizabethtown presented a pre-application to the NC Department of Commerce in the spring for Phase I of the Airport Taxiway Project. Mr. Madden stated further that the Town is to submit the final application so that the project can get underway; the amount of the grant is \$417,000. Mr. Madden stated that other funding for the project is being provided by the NC Division of Aviation and from the Golden Leaf Foundation for a total project amount of \$1.2 million.

Resolution #R-15-21 In Memory and Honor of Mr. J.C. Batchelor, Jr. for His Long-Term Service on the Elizabethtown Planning Board and Board of Adjustment-Mayor Campbell stated that Resolution #R-15-21 would be presented to the family of Mr. J.C. Batchelor, Jr. for his long-term service on the Planning Board and Board of Adjustment. A motion was made by Council Member Dicky Glenn, and seconded by Mayor Pro Tem Rufus Lloyd to approve Resolution as presented (Unanimous). Copy of resolution is attached and incorporated herein by reference.

Resolution #R-15-22 Treatment of Small Underpayments or Overpayments of Property Taxes-Mayor Campbell recognized Town Manager Eddie Madden to present this agenda item as it pertains to property taxes. Mr. Madden stated that North Carolina General Statutes authorizes Local Governments to adopt a resolution that eliminates the need to collect small underpayments or refund small overpayments which are considered a \$1.00 or less.

Approve Policy for Plain Clothes Reimbursement for Police Department Employees-Mayor Campbell recognized Police Chief Bobby Kinlaw to present this agenda item as it pertains to reimbursement of cost to plain clothes officers in the Police Department. Chief Kinlaw requested that Council consider approving a written policy for reimbursement for plain clothes to certain officers that typically do not wear standard issued uniforms. The total annual reimbursement of cost would be provided in the amount of \$750.00.

Contract with The Wooten Company to Perform Updates to Sign Regulations in the Elizabethtown Zoning Ordinance-Mayor Campbell recognized Town Manager Eddie Madden to present this agenda item as it pertains to sign regulation updates. Mr. Madden stated that The Wooten Company submitted a proposal to provide professional services to update the Town's sign ordinance. Mr. Madden stated that Mr. Blair Chambers would be representing The Wooten Company in the evening meeting in which the contract would be presented to Council for approval.

Update on Code Enforcement Matters and Provide Direction to Staff for Property Located at 1501 West Broad Street-Mayor Campbell recognized Town Manager Eddie Madden to present updates on progress of code enforcement on various properties in Elizabethtown. Mr. Madden stated that a list of properties in Elizabethtown is in violation of the Town's Code of Ordinance. Specifically, Mr. Madden presented concerns with property located at 1501 W. Broad Street; as this dwelling was once landmark property and staff is seeking guidance from Council. After much discussion on this matter, Council agreed to discuss further in the evening meeting and give direction as to code enforcement.

Appointment to Planning Board-Mayor Campbell stated that with the passing of Planning Board Member J.C. Batchelor, a vacancy exist. The vacant seat expires on June 30, 2016; therefore, it is requested that Council name a person for the remainder of Mr. Batchelor's term. Council Members submitted the names of Willis Guy and James Lewis. Mayor Campbell stated that she would contact Mr.

Guy and Mr. Lewis to verify they are willing to serve in this capacity.

Reschedule September Meeting-Mayor Campbell requested that Council reschedule the September Council meeting as the regular schedule date falls on the Labor Day Holiday. Mayor Campbell requested that the meeting be moved to Tuesday, September 8th.

Real Property Donation from Dr. Ray Cross-Mayor Campbell stated that Dr. Ray Cross is offering to donate .22 acres of property to the Town, the property is adjacent to Leinwand Park. Town Manager Eddie Madden stated that this can be utilized during the park renovation project and incorporated into the park master plan. Mr. Madden stated that the property has been surveyed and appraisal performed; donation value is \$3,200. Mayor Campbell gratefully accepted the donation on behalf of the Town of Elizabethtown.

Mayor Campbell asked if there was further business, but none was noted.

Sylvia Campbell, Mayor

ATTEST:

Sarah L. Baysden, Deputy Town Clerk