

## TOWN OF ELIZABETHTOWN

### Scheduled Meeting

December 2, 2013

The Elizabethtown Town Council met for their regular meeting on December 2, 2013 at 7:00 p.m. in the Council Chamber of the Elizabethtown Municipal Building. Those in attendance were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members, Herman Lewis, Dicky Glenn, Ricky Leinwand, Paula Greene, Dr. Darrell Page and Town Attorney Goldston Womble. Department Heads present included Police Chief Bobby Kinlaw, Fire Chief Byron Graham, Zoning/Code Enforcement Officer Bryan Martin and Town Manager Eddie Madden. Those absent: Public Services Director Pat DeVane and Finance Director Jan Lennon.

#### Item #1: Opening and Call to Order

Mayor Campbell recognized Mayor Pro Tem Rufus Lloyd to lead the invocation for the evening meeting. Mayor Campbell recognized the Color Guard Cadets of the Paul R. Brown Leadership Academy to present the colors and lead in the Pledge of Allegiance.

Mayor Campbell presented the December 2, 2013 agenda and supplemental for approval. A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to approve the agenda and supplemental as presented (Unanimous).

#### Item #2: Approval of Previous Minutes

Mayor Campbell presented to Council, the minutes of November 4, 2013 Noon Work Session and November 4, 2013 Regular Meeting and November 4, 2013 Closed Session. A motion was made by Council Member Herman Lewis and seconded by Mayor Pro Tem Rufus Lloyd to approve the minutes as presented (Unanimous).

Mayor Campbell recognized Deputy Clerk Sarah Baysden to administer the Oath of Office to reappointed Council Members, Mrs. Paula Greene, Mr. Herman Lewis and Mr. Rufus Lloyd.

Item #3: Recognize Mr. Hugh Bledsoe-Recipient of the 2013 NC AWWA-WEA East Region Wastewater Treatment Plant Operation and Excellence Award

Mayor Campbell stated that Mr. Hugh Bledsoe was recognized in the noon meeting.

Item #4: Presentation of Annual Financial Audit by Mr. Bryon Scott with Thompson, Price, Scott and Adams

Mayor Campbell stated that Mr. Bryon Scott, CPA presented the financial audit for FY 2012-2013 during the noon meeting at which time motions were made by Mayor Pro Tem Rufus Lloyd and Council Member Herman Lewis; approved by a unanimous vote.

Item #5: Public Hearing: To solicit public comments for the Town of Elizabethtown Recreation Master Plan

Mayor Campbell opened the public hearing and recognized Recreation Director Bryan Martin to present the Recreation Master Plan. Mr. Martin stated that WK Dickson Representative Joel Moulin is currently finishing up a NC Parks and Recreation Trust Fund Grant application to make substantial changes to Leinwand Park. Proposed changes include the adding of parking, a tennis court, a water feature, a skate park, horseshoe pits, shuffle board, half court basketball and revamping the soccer field behind the Municipal Building.

Mayor Campbell requested comments and/or questions, but none were noted. Mayor Campbell closed the public hearing.

Item #6: Public Hearing: To solicit public comments specific to the 2014 PARTF Grant Proposal for Leinwand Park

Mayor Campbell opened the public hearing and Recreation Director Bryan Martin, was recognized to present the Recreation Master Plan. Mr. Martin stated that WK Dickson Representative Joel Moulin would present to Council updates and information on the Master Plan. Mr. Martin stated that Mr. Moulin has been working diligently on the Master Plan for the past year on Town parks and an overview will be given by Mr. Moulin.

Mr. Moulin stated that he has visited Elizabethtown on numerous occasions to gather information and evaluate for the purpose of seeing how the community uses recreation. Mr. Moulin added that Elizabethtown has a wonderful assortment of opportunities with the existing parks; therefore, the Master Plan will consist of what the Town citizens want. Mr. Moulin continued to expound on the parks as well as a survey that was distributed throughout Town for staff to get an

understanding of what Elizabethtown wants or needs. Mr. Moulin stated that input was studied from the surveys, with a total of 150 surveys collected.

Mayor Campbell asked if all the recreational activities and facilities would be contingent upon the Town being awarded the PARTF grant? Mr. Martin stated that was correct.

Mr. Moulin stated this was a \$200,000 Grant with a Local Match required \$200,000 for a total of \$400,000.

Mayor Campbell stated that Recreation Commission Chairman Mark Gillespie signed up to speak during the public hearing.

Chairman Gillespie stated that he was in support of the PARTF application and thanked the Town Council for all the support they have given in past years.

Mayor Campbell stated that there were no other individuals to sign up; therefore, the public hearing was closed.

#### Item #7: Adoption of Resolution #13-24

Mayor Campbell requested that Council consider the adoption of Resolution #13-24 in order to complete an application grant for a NC DOT Bicycle Planning Grant with a local match of \$6,000 required.

A motion was made by Council Member Darrell Page, and seconded by Mayor Pro Tem Rufus Lloyd to approve Resolution #13-24 (Unanimous). Copy of Resolution #R-13-24 is attached and incorporated herein by reference.

#### Item #8: Adoption of the Recreation Master Plan

Mayor Campbell requested that Council consider the adoption of the Recreation Master Plan as previously presented.

A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to approve the adoption of the Recreation Master Plan (Unanimous). Copy of Resolution #R-13-24 is attached and incorporated herein by reference.

#### Item #9: Request to appear before Council by Mr. Mike Cogdell and others regarding a Community and Public Safety Concern

Mayor Campbell recognized Mr. Mike Cogdell regarding a matter in the Town of Elizabethtown.

Mr. Cogdell thanked the Mayor and Council for allowing him to speak regarding his concerns with policing that was going on at a piece of rental property that he owns, in which a business is currently occupying. Mr. Cogdell conveyed his concern in which his tenants have had certain things to happen that included the Elizabethtown Police Department. Mr. Cogdell felt that the presence of the Police was hindering his tenants business and it was conveyed that the Police needed to move on away from his area. Mr. Cogdell stated that he did seek legal counsel regarding this matter and he was told to approach Town Council to try and reach some type of agreement.

Mayor Campbell stated to Mr. Cogdell that the purpose of the Police canvassing this area was due to neighbors in the area requesting that the Town provide additional police protection on Martin Luther King, Jr. Drive due to excessive crime.

Mayor Campbell requested that Police Chief Bobby Kinlaw meet with Mr. Cogdell and hopefully come to some type of an agreement pertaining to excessive police protection on Martin Luther King, Jr. Drive.

Item #10: Request to appear before Council by Ms. Ann Gaddis regarding posting photos of local farmers in the Farmers Market

Mayor Campbell recognized Ms. Ann Gaddis in which she requested to appear before Council regarding the placing of old photos of farmers in the farmer's market.

Ms. Gaddis thanked Mayor Campbell and Council for allowing her to speak regarding photos that she would like to see in the farmer's market. Ms. Gaddis stated that her dad was a big farmer several years ago and sold local fresh vegetables to a variety of grocery stores and side markets within the county. As a tribute, she felt that relatives would like to display pictures of farmers from years gone by.

Mayor Campbell stated that Sarah Baysden is the Liaison for the Farmers Market and requested that Ms. Baysden and Ms. Gaddis meet and possibly work on a project that would display "old" photos of farmers from the area.

Item #11: Approve Contract with Robert Segal, CPA

Mayor Campbell recognized Town Manager Eddie Madden to present this agenda item regarding a contract in which Mr. Robert Segal, CPA submitted to the Town of Elizabethtown.

Mr. Madden stated that Mr. Robert Segal has requested that the Town consider his services in which he is a Non-personnel Expense Reduction and Revenue Enhancement Consultant. Mr. Segal would review paperwork to improve cash flow by making specific recommendations and is dedicated to research and analysis for expense reduction and revenue enhancement. Mr. Madden stated that Mr.

Segal works with about 200 + City and County Governments to identify revenue resources and is the only CPA firm in North Carolina devoted exclusively to these types of services. Mr. Segal's contract is for a 2 year period and if this contract is approved, Mr. Segal is prepared to begin this week. Mr. Segal is endorsed by the NC League of Municipalities and the County Commissioners Association. They are set up to be independent in their work and know exactly what they are looking for. Mr. Madden stated that once findings have been brought to the Commissioner's attention, the contract calls for an equal division of that revenue.

A motion was made by Council Member Council Member Herman Lewis, and seconded by Council Member Darrell Page to approve the contract with Mr. Robert Segal (Unanimous). Letter of Agreement attached and incorporated herein by reference.

#### Item #12: Authorize the Private Party Sale of a Leaf Collector Located at Public Services

Mayor Campbell stated that previously the Public Services Leaf Collector was approved to be sold via GovDeals.com; however, it did not sell at the requested \$3,500 minimum. It is requested by Public Services Director Pat DeVane to sell the Leaf Collector at a reduced cost.

A motion was made by Mayor Pro Tem Rufus Lloyd, and seconded by Council Member Paula Greene to authorize sale of Leaf Collector at a reduced cost as a Private Party sale (Unanimous). Resolution #R13-25 Authorizing the Disposition by Private Sale is attached and incorporated herein by reference.

#### Item #13: Code Enforcement: Authorize Bryan Martin to proceed with Code Enforcement Action

Mayor Campbell stated that Council is requested to give authorization to Code Enforcement Officer Bryan Martin to proceed with code enforcement action. Mayor Campbell stated that Mr. Martin had displayed in the noon meeting a montage of blighted areas that included dilapidated homes.

A motion was made by Council Member Ricky Leinwand, and seconded by Council Member Herman Lewis to authorize Mr. Martin to proceed with code enforcement (Unanimous). List of properties for code enforcement to abate is attached and incorporated herein by reference.

#### Item #14: Final Change Order #6 for the Elizabethtown Fire Department

Mayor Campbell recognized Town Manager Eddie Madden to highlight items presented in Change Order #6. Mr. Madden stated that Architect Terry Cox presented to staff the final change order for the Fire Station Renovation project which included the following;

- Fresh air make-up air duct in the Laundry Room and relocate old return vent
- Frame Railings and Gate around attic access

Mr. Madden stated that a total of \$2,523.20 was submitted on the change order and as a note this was required by the building inspection office.

A motion was made by Council Member Dicky Glenn, and seconded by Mayor Pro Tem Rufus Lloyd to approve Change Order #6 as presented (Unanimous). Copy of Change Order #6 is attached hereto and incorporated herein by reference.

#### Item #15: Appointment to Firemen's Relief Board

Mayor Campbell presented two appointments to the local board of trustees to the Firefighters' Relief Fund, they are as follows:

- Mr. Wayne Edge
- Mr. Jack Cross

A motion was made by Council Member Dicky Glenn, and seconded by Mayor Pro Tem Rufus Lloyd to approve reappointed members, Mr. Edge and Mr. Cross to the Firefighters' Relief Fund Board (Unanimous).

#### Item #16: Annual Certification of Firefighters

Mayor Campbell stated that a supplemental was distributed to the Council Members of all eligible firefighters which must be presented for approval; as required by NC General Statute 58-86-25. The annual roster of firefighters indicates those who are eligible for the line of duty death benefit as well as Pension Fund credit.

A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to approve the annual certification of firefighters list (Unanimous). Copy of Annual Certification attached and incorporated herein by reference.

#### Item #17: Budget Amendment No. 2014-05

Mayor Campbell recognized Town Manager Eddie Madden to present Budget Amendment No. 2014-05, they are as follows:

Expenditures

Ins. Coverage-Slingsby Street	\$308.10
Subscription-ECivis	\$1,750.00
Tree Replacements-D/T	\$5,404.93
Appraisal-Swanzy/Morehead	\$ 400.00
Comprehensive Master Plan. Rec	\$4,776.00
Total	\$12,639.03

Revenues

Fund Balance Approp.	\$7,463.03
Recreation FB Approp.	400.00
Recreation FB Approp.	\$4,776.00
Total	\$12,639.03

A motion was made by Mayor Pro Tem Rufus Lloyd, and seconded by Council Member Ricky Leinwand to approve Budget Amendment No. 2014-05. Copy of Budget Amendment is attached and incorporated herein by reference.

Item #18: Tax Releases

Mayor Campbell presented Tax Releases as submitted by Tax Clerk Beverly Robinson, they are as follows:

2013 Britt's Service, Inc. 0529962

Reason per Amended Listing

Released Value \$134.00

Personal Property Parcel #2914486.001

Tax Released \$0.83

2013 DeLage Landen Operational 5009780

Reason Corrected Value

Released Value \$1,414.00

Personal Property

Tax Released \$8.70

Total \$9.53

2013 Britt's Services Inc 0529962

Reason Per Amended Listing

Personal Property Parcel #2914486.003

Increased Value \$8,448.00

Tax Increased \$51.98

Late List \$ 5.19

2013 Britt's Services Inc. 0529962

Personal Property Parcel #2914486.002

Increased Value \$817.00

Tax Increased \$5.02

Late List \$0.50

2013 St. James Fire Baptized Holiness 5012560

Reason Exemption Removed

Real Property

Value \$25,800.00

Tax \$158.67

Total \$221.34

A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to approve the Tax Releases as submitted (Unanimous).

Item #19: Monthly Financial Report

Mayor Campbell and Council reviewed the monthly financial report in the noon meeting, and questions may be forwarded to Finance Director Jan Lennon.

Item #20: "Briefly"

Mayor Campbell recognized Town Manager Eddie Madden to present upcoming events.

- Holiday Shopping Village and 5K Road Race will take place at the Cape Fear Farmer's Market on Saturday, November 30th at 8am.
- Elizabethtown Christmas Parade is scheduled for Sunday, December 1st at 3pm.
- The Elizabethtown Fire Department will host a "Cookies with Santa" event on Sunday, December 15th at the fire station.
- Town Offices will be closed on Tuesday, December 24th, 25th and 26th for the Christmas Holiday and Wednesday, January 1st for New Year's.

Numerous attachments are included in the agenda packet for Town Council's reading.

Item #21: Open Forum

Mayor Campbell requested anyone that would like to speak during open forum to approach Council regarding their concern(s).

A gentleman stood up and stated that the Town needed to take some precautions on Peanut Road, Newkirk and Dunham Street because foot traffic is heavy and he was concerned that someone was going to be killed or seriously injured.

Town Manager Eddie Madden conveyed to the gentlemen that Newkirk extension is partially inside the Town and a portion is not; however, the DOT has a grant that includes Safe Routes To School which is a Federal Program to construct a sidewalk along the Newkirk extension. Mr. Madden stated that this would tie the Middle School in as well as the new Military School.

Mayor Campbell conveyed that the Town continuously looks for grant funds that will help the Town to install sidewalks. Mayor Campbell asked for additional comments or concerns, but none were noted.

Item #22: Closed Session

Closed Session did not take place.

Mayor Campbell requested a motion to adjourn. A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to adjourn (Unanimous).

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Sylvia Campbell, Mayor

ATTEST:

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Sarah L. Baysden, Deputy Town Clerk