

TOWN OF ELIZABETHTOWN
Regular Meeting
January 5, 2015

The Elizabethtown Town Council met for their regular meeting on Monday, January 5, 2015 at 7pm in the Council Chamber of the Elizabethtown Municipal Building. Those in attendance were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members, Dr. Darrell Page, Paula Greene, Herman Lewis, Ricky Leinwand and Dicky Glenn. Department Heads present included Police Chief Bobby Kinlaw, Fire Chief Byron Graham, Fire Chief Nick West, Interim Planning & Zoning Officer Joey Taylor, Public Services Director Pat DeVane and Town Manager Eddie Madden. Absent: Finance Director Jay Leatherman,

Item #1: Opening and Call to Order

Mayor Campbell called the meeting to order and recognized the Paul R. Brown Leadership Cadets to present the Pledge of Allegiance. The invocation was given by Mayor Pro Tem Rufus Lloyd. A motion was made by Council Member Paula Greene, and seconded by Council Member Ricky Leinwand to approve the agenda (Unanimous).

Item #2: Approval of Previous Minutes

Mayor Campbell presented minutes of December 1, 2014 Noon Work Session and December 1, 2014 Regular Meeting. A motion was made by Council Member Darrell Page, and seconded by Mayor Pro Tem Rufus Lloyd to approve the minutes as presented (Unanimous).

Item #3: Proposal/Recommendation for New Fire Truck

Mayor Campbell stated that Fire Chief Nick West gave a very thorough presentation at the noon work session regarding the proposed purchase of a new E-1 Fire Truck.

Item #4: Resolution #R-15-03-Recognition of East Bladen Varsity Football Team

Mayor Campbell stated that this agenda item was unanimously approved in the noon work session; however, a framed resolution was presented to Coach Robbie Priest and the East Bladen Varsity Football Team because of their outstanding winning record in the Four County Conference and also they were top seed in the State playoffs.

Mayor Campbell recognized Coach Priest and the football team to present Resolution #R-15-03, Council Members congratulated the team on a job well done. Copy of Resolution attached and incorporated herein by reference.

Item #5: Special Use Permit Request submitted by Village Greene Partners for an RV Park at Greene's Pond, Case #SU-1104148814

Mayor Campbell opened this public hearing and recognized Interim Zoning & Planning Officer Joey Taylor. Council Member Paula Greene recused herself stating that this agenda item was a conflict of interest. A motion was made

by Council Member Ricky Leinwand, and seconded by Council Member Dicky Glenn to accept Council Member Greene's request (Unanimous).

Mayor Campbell stated that Mr. Hobby Greene was the only one signed in to speak during the public hearing; therefore, Deputy Clerk Sarah Baysden will present the swearing in.

Deputy Clerk Sarah Baysden-Do you swear that the testimony that you are about to give is the whole truth, nothing but the truth, so help you God.

Hobby Greene: I do.

Interim Zoning & Planning Director: I do. Thank you Mayor and Board Members, the Planning Board Members met last month and received comments on the proposed RV Park at Greene's Pond and basically Greene's Property, LLC is planning to construct an overnight RV Park consisting of 7 to 10 places. This property is located in the ETJ, it is not in the Town Limits and uh it is appropriately zoned, RA zoning does allow a RV Park with a special use permit. That is really the basic request that the Planning Board voted unanimously. I will try to answer any questions that you might have.

Mayor Sylvia Campbell: Thank you sir. Do we have any questions for Mr. Taylor? Thank you. Hobby you can decline if you do not want to speak. Okay, we're good. If there are no other comments at this time, the public hearing is closed and Council will vote on this agenda item shortly.

Item #6: Special Use Permit Request, Case #SU-1119140303, New Institutional Construction

Mayor Campbell opened this public hearing and recognized Interim Zoning & Planning Officer Joey Taylor to present this agenda item.

Deputy Clerk Sarah Baysden: Do you swear that the testimony that you are about to give is the whole truth, nothing but the truth, so help you God.

Doug Sawiskie: I do.

Jeff Singletary: I do.

Joey Taylor: This is a special use permit request by Bladen County to construct a new jail detention facility on Smith Circle. The architect has provided original drawings and you may refer to the architect for questions. (Inaudible). The jail facility will be around 58,000 to 59,000 sq. ft. of space and associated parking, driveways, access, security, you are looking at 8 to 10 acres overall. It is all located on county owned property and it is not located in the city limits, it is contiguous to the Town boundaries and the property is zoned institutional, so it is allowed under these conditions. If you have any questions for me I will try to answer.

Mayor Campbell: Sheriff McVicker it is so good to have you with us tonight.

Two names were on the sign in sheet, that being Mr. Jeff Singletary and Mr. Doug Sawiskie...not sure about the pronunciation of that.....

Doug Sawiskie: I'm Doug Sawiskie, the architect...uh....I did not have the foresight to bring another set of site plans; however, what we've got if we move the building closer to the corner on site at Smith Circle, uh this will allow an access road (inaudible). Our facility will allow space (inaudible). As Joey explained this facility will be 58,000 sq. ft., 49,000 for the first floor, 20,000 of that is office and employee space. The second floor of this is roughly 9,000 sq. ft, it is a metal roof structure, as you can see from the elevations, it shows that the entire area and the main entrance. And uh....I guess that is the jest of it. Again parking, which has lots of parking on site, it is directly across from the (inaudible).

Mayor Campbell: Are there any questions. If not, thank you sir. Okay.

Jeff Singletary: This is something that the county has been working on and looking at for several years. The facility that we currently have is in poor shape and we needed to look at something to make a better situation.

Mayor Campbell: We certainly understand that. Thank you.

Mr. Joey Taylor: We did want to make sure that the Town understands that there will be utilities used, water/sewer and there will be some requirements, you will need to make the recommendation regarding the water/sewer matter specifically the well; otherwise, we have no problems with this request.

Mayor Campbell: We talked earlier today about the well situation, I don't know if that was an issue or not but I'm sure we can work that out. Joey please come back up if you don't mind, Mr. Lewis has a question about the.....

Council Member Herman Lewis: Uh concerning the building that will be built in that area, I know there is a deep drop off, is there a catch basin.

Mr. Joey Taylor: Since this is over 10,000 sq. ft. you have a stormwater ordinance that was adopted a few years ago. That ordinance requires that any increase in pervious surface over 10,000 sq. ft. requires a stormwater plan and best management practice is that it will have to be designed for a post design flow to the previous design, which means that no more water will run off the site, no more than what it is now.

Mayor Campbell: Any other questions from our board. Okay, I am going to close this public hearing and we will be voting on that very shortly.

Item # 7: PARTF Grant Application Submission for Tory Hole Park

Mayor Campbell opened the public hearing as it pertains to the PARTF Grant application for Tory Hole Park and Town Manager Eddie Madden was recognized to present information. Mr. Madden stated that representatives from

WK Dickson & Associates attended the noon meeting to present their proposal for the re-development of Tory Hole Park. The project is set to be submitted to the Parks & Recreation Trust Fund by the February 2nd deadline. The total project as presented is \$581,187, the local commitment is \$330,187; however, requesting \$250,000 from the PARTF. Mr. Madden reported that the Town's portion would be \$330,187 but it is expected that these funds will come from other grants such as Duke Energy and Wildlife Resources and potentially through the Tobacco Trust Fund. Mr. Madden stated that a Resolution of Support will be considered for approval by Council in order to proceed with this project. Also, Basic Facts and Assurances for Town's financial commitment is presented to convey the Boards support for the application.

Mayor Campbell asked for questions and/or comments, but none were noted; therefore, the public hearing was closed.

Item #8: Special Use Permit Approval for Village Greene Partners for RV Park at Greene's Pond, Case #SU-1104148814

Mayor Campbell requested that Council consider this Special Use Permit for approval. A motion was made by Council Member Ricky Leinwand, and seconded by Mayor Pro Tem Rufus Lloyd to approve this special use permit as presented (Unanimous). Council Member Paula Greene was recused.

Item #9: Special Use Permit Approval for Bladen County Detention Center on Smith Circle, Case #SU-1119140303

Mayor Campbell requested that Council consider this Special Use Permit for approval. A motion was made by Mayor Pro Tem Rufus Lloyd, and seconded by Council Member Herman Lewis to approve as presented (Unanimous). As a note, Town Manager stated that the special recommendations regarding water/sewer, wells, grease traps, etc, these matters will be worked out before permits are issued. These matters were presented to Council before construction permits; next month Council will consider for approval findings, as requested for Special Use Permits. Copy attached and incorporated herein by reference.

Item #10: Resolution #R-15-01-Appreciation for and Recognition of Fire Chief Byron Graham

Mayor Campbell stated that Fire Chief Byron Graham would be retiring on January 30, 2015. Mayor Campbell presented a framed resolution to Chief Graham for his many years of service to the Town of Elizabethtown. Mayor and Council Members conveyed their best wishes to Chief Graham. Copy of Resolution attached and incorporated herein by reference.

Item #11: Resolution #R-15-02 Support for the PARTF Application for Tory Hole Park and Approval of Basic Facts and Assurances for the Project

Mayor Campbell requested that Council consider this Resolution for approval as well as consider for approval Basic Facts and Assurances for the project. A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to approve the resolution for the PARTF application and approve Basic Facts and Assurances (Unanimous). Copy of Resolution attached and incorporated herein by reference.

Item #12: Resolution #R-15-04 Adopting Policy for Mutual Assistance with Bladen County Sheriff's Department

Mayor Campbell recognized Police Chief Bobby Kinlaw to present this matter as it pertains to mutual assistance with the Bladen County Sheriff's Department. Chief Kinlaw stated that in the past when assisting for mutual aid, it did require Council approval. Chief Kinlaw stated that this has changed and now Council can approve for Mutual Assistance with Other Law Enforcement Agencies without having to get approval before the crisis occurs.

A motion was made by Council Member Darrell Page, and seconded by Mayor Pro Tem Rufus Lloyd to approve the resolution for mutual aid assistance with Bladen County Sheriff's Department. (Unanimous). Council Member Paula Greene requested that the motion be amended to include any other Sheriff Departments.

Council Member Darrell Page amended his motion to reflect that mutual aid be given to Bladen County Sheriff's Department and any other Sheriff Departments, seconded by Mayor Pro Tem Rufus Lloyd (Unanimous). Copy of Resolution attached and incorporated herein by reference.

Item #13: Amend Capital Improvement Plan to include Tory Hole Park Project Estimates

Mayor Campbell requested a motion to consider approving the amended Capital Improvement Plan in the amount of \$580,187. A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to approve the amending of the CIP Plan as presented (Unanimous). Copy attached and incorporated herein by reference.

Item #14: Lift Station Proposal for 2608 Walnut Street

Mayor Campbell recognized Public Services Director Pat DeVane to present this agenda item. Mr. DeVane stated that 2608 Walnut Street has been connected to a liftstation; however, the liftstation is in need of repairs or replacement. The Town has assisted the homeowners with some repairs with the understanding that the homeowner would reimburse the Town; these invoices remain to be unpaid. The homeowner states that he is not responsible for the liftstation and the Town has no agreement between the homeowner and the Town referencing that the Town is responsible. Mr. DeVane stated that the liftstation has now exceeded its use of life and the Town has been asked for a solution to possibly replace the liftstation which will cost approximately \$5,500.

A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to approve the recommendation by Public Services Director (Unanimous).

Item #15: Approval of Special Use Permit Order for Taylor Manufacturing

Mayor Campbell requested a motion to consider approving the Order for Taylor Manufacturing, which is routine to state the facts from the Special Use in which Council approved in the January meeting.

A motion was made by Council Member Ricky Leinwand, and seconded by Mayor Pro Tem Rufus Lloyd to approve this Order with Taylor Manufacturing

(Unanimous). Copy attached and incorporated herein by reference.

Item #16: Approve Specifications for New Fire Truck

Mayor Campbell stated that Fire Chief Nick West presented specifications for the proposed purchase of a new fire truck. Mayor Campbell asked for questions and/or comments. Town Manager Eddie Madden stated that Council initially approved up to \$385,000 for a replacement truck, the new truck as proposed by the fire department, is \$424,897 which is a difference of \$39, 897. Mr. Madden stated that the fire district reviewed this and asked to participate in half of the \$385,000. Mr. Madden stated that the Town's portion would be \$19,948.50; this was budgeted for FY 2014-15 in Debt Set-Off of \$40,000 on this truck. Mayor Campbell requested that upon the approval of the specifications also include that Bladen County will be forthcoming with their portion of the funds. A motion was made by Council Member Paula Greene, and seconded by Council Member Darrell Page to approve the specifications for the fire truck and sign a contract for the purchase, in that the overage of \$39,897 in what was previously agreed on, will be subject to a 50/50 split between the County and Town (Unanimous).

Item #17: Approve Letter to be Sent to Owners of 138 South Poplar Street Pertaining to an Oversized Awning

Mayor Campbell stated that it is requested that a letter be sent to property owners at 138 S. Poplar Street regarding an oversized awning. Town Manager Eddie Madden stated that several existing awnings were encroaching on Town property at which time these awnings were touching numerous trees that were planted on the newly-renovated sidewalks. Mr. Madden stated that the Council amended their ordinance and asked those businesses with oversized awnings to reduce the size of their awning. Currently, all have come into compliance with this request with the exception of one location which is 138 S. Poplar Street. Mr. Madden stated that a facade grant was offered to offset the cost in bringing the awnings into compliance and all have used this facade grant but one property owner, that being 138 S. Poplar Street. Mr. Madden stated that Council would need to decide how this matter should be resolved. Mr. Madden stated that a letter was drafted to the property owner, urging them to comply with the amended ordinance and accept the Town's offer for a facade grant.

A motion was made by Council Member Herman Lewis, and seconded by Council Member Ricky Leinwand to approve the letter (Unanimous). Copy attached and incorporated herein by reference.

Item #18: Tax Releases

Mayor Campbell stated that the following tax releases have been submitted for Council's approval, they are as follows:

2014 Martha Lewis	5009991
Reason	Only .33 Acres in City Limits
Released Value	\$110,201.00
Real Property	
Tax Released	\$677.74

2014 Cit Finance LLC	5013765
Reason	Remove Late List
Released Value	\$13.23
Personal Property	
Tax Released	
Late List	\$1.32
2014 Cit Finance LLC	5013675
Reason	Remove Late List
Released Value	\$3,107.45
Personal Property	
Tax Released	
Late List	<u>\$310.75</u>
Grand Total Tax Releases	\$989.81

A motion was made by Council Member Ricky Leinwand, and seconded by Council member Herman Lewis to approve the tax releases as submitted (Unanimous).

Item #19: Monthly Financial Report

Mayor Campbell presented the monthly financial report, in the absence of Finance Director Jay Leatherman. A motion was made by Mayor Pro Tem Rufus Lloyd, and seconded by Council Member Dicky Glenn to approve the financial report as presented (Unanimous)

Item #20: Approval of FY 15-16 Budget Calendar

Mayor Campbell stated that the Budget Retreat has been set for March 17th and the location will be Vineland Golf Course Clubhouse at White Lake. Mayor Campbell requested that Council consider adopting the Budget Calendar for FY 15-16.

A motion was made by Mayor Pro Tem Rufus Lloyd, and seconded by Council Member Herman Lewis to approve the Budget Calendar (Unanimous). Copy attached and incorporated herein by reference.

Item #21: Offer from DOT to Purchase Real Property Due to the Acquisition of Right-of-Way and Damages-Blueberry Hill Area

Mayor Campbell stated that an offer was made to the Town from NCDOT to purchase property which is the Blueberry Hill area on Hwy 701 in the amount of \$55,000.

A motion was made by Council Member Herman Lewis, and seconded by Mayor Pro Tem Rufus Lloyd to approve the offer from NCDOT (Unanimous). Copy of offer attached and incorporated herein by reference.

Item #22: Appointment to the Zoning Board of Adjustment

Mayor Campbell stated that a vacant seat on the Zoning Board of Adjustment was in need of filling, Mr. Mark Gillespie agreed to fill that seat. A

motion was made by Council Member Herman Lewis, and seconded by Council Member Ricky Leinwand to appoint Mark Gillespie to fill Zoning Board of Adjustment seat (Unanimous).

Item #23: Contract with WK Dickson-Amendment No. 1-Automatic Meter Reading Project

Mayor Campbell recognized Town Manager Eddie Madden to present this agenda item as it pertains to the AMR Project. Mr. Madden stated that this agenda item was presented in the noon work session and additional information was presented after a telephone call to WK Dickson Representative Angie Mettlen. Mr. Madden stated that the increase, per Ms. Mettlen, was that this project was started in October, 2009 and this was a two year project and it has now turned into a five year project. The fee was based on the expectation that the project would be completed in that time frame. A grant was received from the NC Rural Center for \$500,000, at that time it was sufficient to cover the entire cost of the project; however, through the bidding process, in order to replace every meter in town, the scope of the project also needed to be expanded. Ms. Mettlen conveyed to Mr. Madden that a lot of this work she had worked on, was done at no additional cost. Mr. Madden stated that an increase is requested of \$6,500. Mr. Madden conveyed to Council that Ms. Mettlen has been very instrumental from start to finish on this project and a lot of time has been put into this project. Mr. Madden conveyed to Council that this project is still coming in under budget.

A motion was made by Council Member Herman Lewis, and seconded by Council Member Darrell Page to approve the increase in the lump sum fee to WK Dickson of \$6,500 (Unanimous). Copy of contract attached and incorporated herein by reference.

Item #24: "Briefly"

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

-Mr. Madden stated that the Kick-Off Meeting for the Comprehensive Bike Plan is scheduled for January 8th at 5:30pm in the Council Chamber at Town Hall.

-Town offices will be closed on Monday, January 19th in observance of Martin Luther King Day. Council has been invited to ride in the parade which begins at 11am.

-Copy of NCLM Municipal Advocacy Goals is provided.

-Code Enforcement has been issued to property owners on Dunham Street, they have been notified of the violation.

-Mr. Madden will present to Golden Leaf Foundation on January 15th projects concerning the Industrial Park/Elizabethtown Airport. This will be the second round which consist of a Q&A session.

-Mr. Madden stated that the benefit for Wounded Warriors would take place at the Brown's Creek Bike Park for an 8k Run on April 18th.

Item #25: Open Forum

Mayor Campbell opened the meeting to anyone wishing to speak at this time.

Fire Chief Roy West recognized several that participated in providing their input

into the specifications for the new fire truck.

Item #26: Closed Session

Mayor Campbell requested that Council enter into closed session in accordance to NCGS 143.318.11(a)(3) Attorney-Client Privilege and NCGS 143.318.11(a)(5) Real Estate-212 S. Pine Street.

A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to enter into closed session (Unanimous).

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

Sylvia Campbell, Mayor

ATTEST:

Sarah L. Baysden, Deputy Town Clerk