

TOWN OF ELIZABETHTOWN

Scheduled Meeting

January 7, 2013

The Elizabethtown Town Council met for their monthly meeting which was scheduled for Monday, January 7, 2013 at 7:00 pm in the Council Chamber of Town Hall.

Present: Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members Herman Lewis, Dicky Glenn, Paula Greene, Ray Allen, Town Manager Eddie Madden, Deputy Clerk Sarah Baysden and Town Attorney Goldston Womble. Department Heads that were present, Public Services Director Pat DeVane, Finance Director Jan Lennon, Fire Chief Byron Graham, Police Chief Bobby Kinlaw and Zoning / Code Enforcement Officer Bryan Martin. Absent: Council Member Ricky Leinwand

Mayor Campbell recognized Mayor Pro Tem Rufus Lloyd to give the invocation.

Mayor Campbell presented the January 7, 2013 agenda as well as supplemental for approval. A motion was made by Council Member Dicky Glenn, and seconded by Council Member Ray Allen to approve the agenda as presented, a supplemental was not submitted (Unanimous).

Item #1: Approval of Previous Minutes

Mayor Campbell presented to Council, the minutes of December 6, 2012 Re-Scheduled Work Session and December 6, 2012 Re-Scheduled Meeting. A motion was made by Mayor Pro Tem Rufus Lloyd and seconded by Council Member Dicky Glenn to approve the minutes as presented (Unanimous).

Item #2: Public Hearing: Interim Bank Financing Bids for Fire Station Renovation Project

Mayor Campbell opened the public hearing and recognized Town Manager Eddie Madden to present the Public Hearing for Interim Bank Financing Bids. Mr. Madden stated that in order to get the renovations underway for the Fire Department, bids for financing were requested from various financial institutions. Mr. Madden reported that the grant and loan for the fire station will be funded by the USDA, but they require interim financing during the construction period. Mr. Madden advised that

three bids were received, which include First Citizens Bank, BB & T Governmental Financing and First Community Bank. Mr. Madden stated that BB & T Governmental Financing had a slightly higher interest rate than First Citizens Bank but the difference between the two institutions, there is not enough to offset the additional fees required by the other institutions. Therefore, it is staff's recommendation that the bid award be made to BB & T Governmental Finance at a rate of 1.97% for 24 months for a total expense of \$670 for legal fees and recording.

Mayor Campbell asked for questions or comments, but none were noted. The public hearing was closed.

Item #3: Resolution #R-13-01-Recognition of the East Bladen High School Football Team

Mayor Campbell recognized the East Bladen Football Team in which the Mayor read and presented a framed Resolution commending the team for an outstanding 2012 football season. Coach Robbie Priest and the entire football team presented Mayor Campbell with an Eagle's Football Helmet. Council Members congratulated the team on a job well done. Resolution #13-01 received a unanimous vote of approval at the noon meeting. Copy of the signed Resolution is attached hereto and incorporated herein by reference. The Town purchased McDonald's gift cards for the players.

Item #4: Declare Surplus Property through GovDeals.com

Mayor Campbell presented Resolution #R-13-02 in which two items that include a 1988 CASE Tractor and a Band Saw to be placed on GovDeals.com. A motion was made by Council Member Dicky Glenn, and seconded by Mayor Pro Tem Rufus Lloyd to declare the CASE Tractor and Band Saw as surplus and authorize the sale through GovDeals.com (Unanimous). Copy of approved Resolution #R-13-02 is attached and incorporated herein by reference.

Item #5: Accept Bank Financing Bids

Mayor Campbell presented the best bid for the interim financing of the Fire Department renovations in which BB & T was the best bid for the interim financing at 1.97% for 24 months with \$670 in legal fees and recording. A motion was made by Council Member Paula Greene, and seconded by Council Member Herman Lewis to accept the BB & T Governmental Finance Bid (Unanimous).

Item #6: Award Fire Station Renovation Project Bids

Mayor Campbell presented this agenda item regarding the awarding of the project bid for renovations to the Fire Department and Sovereign Design Build, LLC was the lowest bid in the amount of

\$378,500. Mayor Campbell recognized architect Terry Cox to present additional information and answer questions regarding the project bid.

Mayor Campbell stated that there was a question regarding the generator, if it was possible to keep the same generator instead of purchasing another one.

Mr. Cox stated that there was a cost for replacing the existing generator. To purchase one large enough to handle both buildings, it would also change the electric service to one service for the entire project rather than having an existing generator plus the new generator. The generator and the work that goes with it, could probably be done in the future for about the same amount of work that is required at this time.

Mayor Campbell asked if this was definitely something that could wait.

Mr. Cox stated that it was.

Council Member Herman Lewis asked for Mr. Cox's opinion on purchasing the generator now or waiting until later.

Mr. Cox stated that the engineers reviewed and tried to make the existing generator ample for the expansion, but they felt it would not meet policy code's. The building is suffering from age and trying to operate on the existing generator, it would not serve the capacity of the project. The engineers did look at another possible option and that was to place a center generator on the little addition, but the best solution for the future, is to have the one generator with the automatic transfer switch as opposed to the existing one where you have to manually switch over.

Town Manager Eddie Madden requested that Mr. Cox explain alternate bid #2.

Mr. Cox stated that alternate bid #2 was based on the new structure, it was being rendered as existing one story, with brick. In the background there was a higher metal building and it was realized that over the years, wear and tear would take its course; therefore, painting the metal on this building would be involved. Mr. Cox conveyed to Council that in studying this project, the question was, where do you stop and start the renovation cost, keeping the budget in mind.

Council Member Dicky Glenn asked what the cost would be for the painting. Mr. Cox stated that it would cost approximately \$7,000.

Mayor Campbell asked for additional questions or comments, but none were noted.

A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to award the lowest and best bid to Sovereign Design Build, LLC and include the generator and painting but not spend the money for it at this time (Unanimous).

Item #7: Woodhouse Drive Extension

Mayor Campbell presented to Council Members the request that comes from Mike and Sigi Hoffman regarding the maintaining of Woodhouse Drive. The Mayor stated that the Town does maintain Woodhouse Drive which is several yards short of reaching the Hoffman's home which is a newly built structure. Mayor Campbell recognized Mrs. Hoffman to speak on behalf of this request.

Ms. Hoffman stated that she and her husband moved to Elizabethtown and built a new home on Woodhouse Drive (307 Woodhouse Drive). However, in building the new home, the road that fronts their structure is in poor condition and was unable to know who is responsible for the maintenance.

The Petition as submitted by the Hoffman's is attached incorporated herein by referene. The request was to add approximately 160 feet of road at the end of Woodhouse Drive to the Town's maintenance system. The Town currently maintains Woodhouse Drive with the exception of the section that was requested by the Hoffman's. The section under consideration does not meet current standards of a Town maintained street and must be improved before it can be added to the Town's maintenance program. The petitioner requested that the town be responsible for all the associated costs of improving the road. An estimate was provided in the amount of \$11,760. The petition containe signatures of most, but not all, of the property owners in the subdivision.

Mayor Campbell asked for questions or comments for Mrs. Hoffman, but none were noted.

Council Member Glenn asked Public Services Director Pat DeVane if this area Mrs. Hoffman is talking about, is in the City Limits.

Mr. DeVane stated that he did not know.

Councilman Glenn asked if Mr. DeVane knew when the original road was put in and was it all put in at one time or put in as sections.

Mr. Powell Cross spoke as a citizen, as he is somewhat familiar with Woodhouse Drive and he stated that it was put in by sections, and then paved to the bottom of the hill.

Mayor Campbell asked Mr. Cross, if he knew who had paved the section of road that went to the bottom of the hill. Mr. Cross stated that he did not know.

Council Member Glenn conveyed his concern for this area and requested additional information for the next Council meeting.

A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to table this agenda item until further information is obtained (Unanimous).

Item #8: Cross Plaza Drainage Issue

Mayor Campbell recognized Mr. Powell Cross regarding the drainage issue to property that is owned by Mr. Cross's family.

Mr. Cross stated that the drains were used to catch rain water that comes off of the roof and then flows out front of the building; however, the drain line is no longer in front of the building and has not been since the downtown renovations were completed. Mr. Cross stated that rain water was backing up in the building and upon investigation; they found that the drain line was no longer in front of the building.

Mayor Campbell asked for questions or comments regarding this matter.

Council Member Dicky Glenn asked if there were drains on the backside of the building. Mr. Cross stated that there are two (2) drains on the backside, one on each side. Mr. Cross stated that if you were facing the Cross Plaza building, a drain was once located on the left hand corner.

A motion was made by Council Member Dicky Glenn, and seconded by Mayor Pro Tem Rufus Lloyd to have Public Services Director Pat DeVane to get with the builders and Mr. Cross to see what can be worked out (Unanimous).

Item #9: Budget Amendment #2013-04

Mayor Campbell recognized Town Manager Eddie Madden to present Budget Amendment #2013-04. Mr. Madden briefly reported on the following budget amendment items:

EXPENDITURES

Scada System Upgrade	\$41,011.00
Microsoft Server & Router	947.94
Smoke & CM Detectors	1,000.00
Fire Pump Purchase	7,000.00
Total	\$49,958.94

REVENUES

Fund Balance Appropriated	\$ 947.94
Capital Reserve Transfer	41,011.00

Grant Check-Health Dept.	1,000.00
Grant Check-Bladen County	3,500.00
Match-NC Dept. Insurance	3,500.00
Total	\$49,958.94

A motion was made by Council Member Dicky Glenn, and seconded by Council Member Ray Allen to approve Budget Amendment #2013-04 as presented (Unanimous). Copy of the signed Budget Amendment is attached hereto and incorporated herein by reference.

Item #10: Tax Releases

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

2012 1st Citizen's Bank 5013678
Reason No late list
Released value
Real Property
Tax Released \$253.18

2012 Lessie McDowell L/E 0525837
Reason Not in City Limits
Released Value \$34,730.00
Real Property
Tax Released \$213.59

2012 Bladen Bloomin Agri-Indus Inc 0529865
Reason Not in City Limits

Released Value \$470,462.00

Personal Property

Tax Released \$2,893.34

2012 Sara Lee 5012863

Reason Doubled Billed with 0528738

Released Value \$2,261.00

Personal Property

Tax Released \$13.91

2012 USCOC of Great NC LLC 5012913

Released Value \$98,109.00

Personal Property Parcel 2861697

Tax Released \$603.37

2012 USCOC of Greater NC LLC 5012913

Reason Wrong Value

Released Value \$33,188.00

Personal Property Parcel 2861698.01

Tax Released \$204.10

2012 USCOC of Greater NC LLC 5012913

Reason Wrong Value

Released Value \$50,442.00

Personal Property Parcel 2861697.02

2012 USCOC of Greater NC LLC 5013213

Reason Not in City Limits

Released Value \$106.00

Personal Property

Tax Released \$0.65

2012 T-Mobile South LLC 5013213

Reason Wrong Value

Released Value \$21,770.00

Personal Property

Tax Released \$133.89

2012 Charles M. DeVane III 5013272

Reason Wrong Value

Released Value \$7,780.00

Real Property

Tax Released \$47.85

Grand Total Released \$4,674.09

A motion was made by Mayor Pro Tem Rufus Lloyd, and seconded by Council Member Dicky Glenn to approve the tax releases as presented (Unanimous).

Item # 11: Set Date for Budget Planning Meeting

Mayor Campbell stated that previously a date of January 28, 2013 was scheduled for the first Budget Planning meeting; however, there were conflicts that could not be avoided and Council will need to plan another date for this meeting. Town Manager Eddie Madden submitted two dates for the first Budget Planning meeting and they were February 11th and February 18th. Mayor Campbell conveyed to Council that the Town Retreat would take place at the same time. Council Members agreed that February 18, 2013 would be the scheduled date for the Budget Planning meeting and Town Council Retreat.

Item #12: Approve Fiscal Year 2013-2014 Budget Calendar

Mayor Campbell requested that council consider approving FY 2013-14 Budget Calendar as presented. A motion was made by Mayor Pro Tem Rufus Lloyd, and seconded Council Member Herman Lewis to approve the FY 2013-14 Budget Calendar (Unanimous). Copy of Budget Calendar is attached and incorporated herein by reference.

Item #13: NCLM Advocacy Goals Conference 2013-Appointment of Voting Delegates

Mayor Campbell presented the NCLM Advocacy Goals Conference that will take place on Thursday, January 24, 2013 in Raleigh and appointment of a Voting Delegate is needed if any Council Members are interested in attending. Council Member Ray Allen agreed to attend the Advocacy Goals Conference.

A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to appoint Council Member Ray Allen to serve as a voting delegate for the NCLM Advocacy Goals Conference (Unanimous).

Item #14: CDBG-Just Compensation-Unit 09-05 Located at 113 W. McKay Street

Mayor Campbell recognized Town Manager Eddie Madden to present this agenda item regarding the CDBG-Just Compensation. Mr. Madden stated that as the Town approaches the end of this project, there is one piece of property that the Board will need to consider. This pertains to Unit #09-05 and the owner is Ms. Sandra Baldwin at 113 W. McKay Street. Mr. Madden reported that the property is eligible for acquisition and the cause of value is rate at \$5,000 and two appraisals are required before a value can be determined. Mr. Madden stated that the two appraisers are Lacy Wilson Properties and Heritage Appraisal Service. The average appraised value for property and structure was \$16,500 and the average structure value was \$12,500. Mr. Madden advised that if Council approve and authorize the offer, it is recommended that the average value be determined and then it will be negotiated between the two appraisers.

Mayor Campbell asked for questions and/or comments, but none were noted. A motion was made by Mayor Pro Tem Rufus Lloyd, and seconded by Council Member Dicky Glenn to approve the Just Compensation for Unit 09-05 at 113 W. McKay Street \$16,500 (Property & Structure)(Unanimous). Copy of the recommendation from Program Administrator Floyd Adams is attached and incorporated herein by reference.

Item #15: "Briefly"

Mayor Campbell recognized Town Manager Eddie Madden to briefly report on upcoming events. Mr. Madden presented the following upcoming events.

-The NC Association of ABC Boards encourages Council Members to attend an "ABC 101" educational meeting on Tuesday, January 15th at 10am at the Cumberland County Library. An RSVP is requested. Mr. Madden advised that he would be attending as well as the Mayor.

-Small Town Main Street meeting will take place on Thursday, January 17th at 7pm in the Council Chamber of Town Hall.

-Town Offices will be closed on Monday, January 21st in observance of Martin Luther King, Jr. Day.

-The Martin Luther King, Jr. Parade will take place in downtown Elizabethtown on January 21st at 11am. Mr. Madden stated that Council Member have been invited to participate in the parade. Mayor Campbell requested that Council Members ride in the Elizabethtown Police Cruiser for the parade.

-2013 NC Main Street Conference will take place in Salisbury, NC from January 30th to February 1st. Mr. Madden, Dr. Darrell Page and Dustin Kornegay will be attending the conference.

Item #16: Open Forum

Mayor Campbell stated that this portion of the meeting allows citizens the opportunity to approach Council with questions or concerns; however, no one had any comments or questions.

Mayor Campbell asked for additional questions or comments; however, no one came forward. A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to adjourn (Unanimous).

Sylvia Campbell, Mayor

ATTEST:

Sarah L. Baysden, Deputy Town Clerk