

## TOWN OF ELIZABETHTOWN

### Scheduled Meeting

July 1, 2013

The Elizabethtown Town Council met for their regular meeting on July 1, 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, Ray Allen, Ricky Leinwand, Paula Greene, and Attorney Goldston Womble. Department Heads present included Public Services Director Pat DeVane, Finance Director Jan Lennon, Police Chief Bobby Kinlaw, Fire Chief Byron Graham, Zoning/Code Enforcement Officer Bryan Martin and Town Manager Eddie Madden.

Mayor Campbell recognized Mayor Pro Tem Rufus Lloyd to lead the invocation for the evening meeting.

Mayor Campbell presented the July 1, 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 #1: Approval of Previous Minutes

Mayor Campbell presented to Council, the minutes of June 3, 2013 Noon Work Session, June 10, 2013 Special Called Meeting and June 24, 2013 Special Called 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). Note: June 3, 2013 Regular Meeting minutes were approved on June 24, 2013.

#### Item #6: Resolution (#R-13-15) To Recognize Melvin's Restaurant for its 75th Anniversary in Elizabethtown

Mayor Campbell recognized and presented to Pat & Ann Melvin as well as Mr. Randy Harris a framed Resolution in which Melvin's Restaurant celebrates its 75th Anniversary. Mayor Campbell read the resolution and presented to Mr. & Mrs. Melvin and Mr. Harris and thanked them for placing Elizabethtown on the map with Melvin's Hamburgers. Mayor and Council wished much continued success in Melvin's Hamburgers & Hotdogs, LLC.

Resolution was unanimously approved by Council in the noon work session.

Resolution is attached and incorporated herein by reference.

Item #2: Anne Oglesby, LRCOG Aging Programs and Services in Bladen County

Mayor Campbell recognized Ms. Anne Oglesby of the LRCOG Aging Program and Services in Bladen County. Ms. Oglesby thanked the Mayor and Town Council for allowing her time to provide an update on her work with the Aging Programs. Ms. Oglesby presented each Council Member, a breakdown on how funding is disbursed in each County. Ms. Oglesby spoke regarding a grant that is available to integrate water/sewer infrastructure and in order to map it, she stated that her office is able to provide technical assistance in accomplishing two tasks for the Town. Ms. Oglesby presented the two task in which they included, the Town using a mapping system so that an inventory can be made of all the assets that the Town currently has such as sewer lines, liftstations, office equipment, etc. The second task would be to integrate this information into a system so the Town can see what the maintenance and other cost would be as well as ways to sustain these programs in case that grants are not available in the future. Ms. Oglesby advised that a computer system would be provided to the Town, and maps and training would be provided in helping with a Capital Improvement Plan. Ms. Oglesby reported that Elizabethtown, Tabor City and Parkton would be involved in this program. Ms. Oglesby stated that currently the program cost is \$26,150. Ms. Oglesby advised that she would be the Liaison for this program at LRCOG. Ms. Oglesby stated that she does work directly with the aging program and due to budget cuts the aging program has been hit hard. Ms. Olgesby gave a general overview of statistics and funding matters for the increasing growth of senior citizens and the cost involved a year for senior care. In addition to the statistics Ms. Oglesby stated that 90% of all older adults want to live out the remainder of their years at home, 53% of older adults need some type of transportation to do that, and 92% stated that "meals on wheels" is a factor that helps them to stay in their homes. Ms. Olgesby asked for questions and/or comments, but none were noted.

Item #3: Stevie Craig, Housing Director-To provide an update on the Elizabethtown Authority

Mayor Campbell recognized Executive Director Stevie Craig to give an update on the Joint Municipal Housing. Ms. Craig thanked the Mayor and Council for allowing her time to provide an update on Municipal Housing in Elizabethtown. Ms. Craig stated that the Housing Authority received a grade in 2011 which was rated a high performer and this will take place again this year. Ms. Craig reported that funding is at 82% versus 95% for 2012; this states that the Housing Authority has a little over \$2,600 per unit per year to keep maintenance and upkeep for day-to-day matters. Ms. Craig reported that capital funds were received and a capital project is proposed for electrical upgrades and bathroom renovations. Ms. Craig stated that a story time program takes place on site, by the Bladen County Library, which has proven to be very successful. Ms. Craig asked for questions and/or comments. Council Member Dicky Glenn asked how many units were in Elizabethtown.

Ms. Craig reported there were 26 units. Council Member Glenn asked how many were vacant. Ms. Craig stated that the units stay 100% occupied, there is rarely a vacancy and a very long waiting list does exist.

Mayor Campbell thanked Ms. Craig for a job well done with the Housing Authority.

**Item #4: Resolution #R-13-13 to Include Bloodborne Pathogen Plan in Personnel Handbook**

Mayor Campbell requested that Council consider Resolution #R-13-13 regarding the Bloodborne Pathogen Plan to be included in the Personnel Handbook. A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to approve the Resolution to include the Bloodborne Pathogen Plan in the Personnel Handbook (Unanimous). Resolution is attached and incorporated herein by reference.

**Item #5: Resolution #R-13-14 to allow the Finance Director to Open Non-Interest Bearing Bank Accounts and Capital Project Bank Accounts**

Mayor Campbell stated that a request has been made to allow the Finance Director to open non-interest bearing bank accounts and capital project bank accounts. A motion was made by Council Member Ricky Leinwand, and seconded by Mayor Pro Tem Rufus Lloyd to allow Finance Director Jan Lennon to open the new bank accounts (Unanimous).

Resolution is attached and incorporated herein by reference.

**Item #6: Resolution #R-13-15 to recognize Melvin's Restaurant for its 75th Anniversary in Elizabethtown**

This was previously approved in the opening session of the evening meeting.

**Item #7: Appointment to the Elizabethtown Housing Authority**

Mayor Campbell stated that at the June meeting, Council approved Fernando Ayala-Leon to fill a vacancy on the Housing Authority Board; however, Mr. Ayala-Leon will not be able to serve in this capacity. Mayor Campbell stated that Executive Director of the Housing Authority Ms. Stevie Craig has provided Council with the name of Ms. Jessica Graham. Mayor Campbell requested additional names, but none were noted.

A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to appoint Ms. Jessica Graham to fill the vacancy on the Housing Authority Board (Unanimous).

Item #8: Update on Removal of Awnings that are in Violation of Town Code

Mayor Campbell stated that Council discussed in the noon meeting the matter of businesses being in violation of non compliant awnings which are in violation of the Towns Code of Ordinance as well as harming the trees that are making contact with the awnings. Mayor Campbell stated that in January 2014, action will be taken on those businesses that have not brought their awnings into compliance.

Council Member Dicky Glenn asked if certified letters that previously went out to downtown businesses noted that they had until January 1st to bring their awnings into compliance. Mayor Campbell stated that the letters did note that date and business owners are aware of this matter.

Item #9: Monthly Financial Report

Mayor Campbell stated that the monthly financial report is available for each Council Members review and Finance Director Jan Lennon may answer any questions that may exist.

SUPPLEMENTAL AGENDA ITEM

Item # 6A: Proclamation: Advance Care Planning

Mayor Campbell presented to Hospice Representative Ms. Lisa Priest Clark a framed proclamation proclaiming July, 2013 as Advance-Care Planning Month in Elizabethtown. Mayor Campbell gave Ms. Clark the opportunity to tell of events or programs that may be taking place in the next several months in Bladen County.

Proclamation is attached and incorporated herein by reference.

Item #10: "Briefly"

Mayor Campbell recognized Town Manager Eddie Madden to report on items that may be of interest to Council.

- Mayor Campbell stated that a monthly performance status report from The Adams Company is attached to the agenda regarding the Tall Oaks Facility and as an update the Program Amendment for Clearance Activities includes the demolition of the former "Elizabethtown Sewing Plant" located on Cypress Street. This has been approved by Commerce and once the owners (Joseph Family) sign the

easement, a notice to proceed will be issued by The Adams Company. It is hoped that construction will begin very soon.

- Mr. Madden stated that the Dixie Youth Baseball Tournament begins Friday, July 5th in Elizabethtown at Leinwand Park.
- Mr. Madden stated that the purchase and closing of the Richard Allen Property located on Swanzy Street has been finalized by Town Attorney Goldston Womble.
- Mr. Madden stated that in the noon meeting Fire Chief Byron Graham gave an update on the fire station renovations and a written report was distributed.
- Town offices will be closed for Independence Day which is Thursday, July 4th; however, offices will re-open Friday, July 5th.
- American Red Cross Blood Drive will be at the Elizabethtown Presbyterian Church on Monday, July 8th.
- Municipal Election Filing Period begins Friday, July 5th and ends July 19th at the Board of Elections.
- Mr. Madden reported that he has been chosen to serve on the NC Association of Airports.

#### Item #11: Open Forum

Mayor Campbell asked if anyone would like to address the Board for comments and/or questions, but none were noted.

Mayor Campbell requested a motion to adjourn. A motion was made by Council Member Dicky Glenn, and seconded by Mayor Pro Tem Rufus Lloyd to adjourn (Unanimous).

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Sylvia Campbell, Mayor

ATTEST:

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Sarah L. Baysden, Deputy Town Clerk