

TOWN OF ELIZABETHTOWN

Scheduled Meeting

March 4, 2013

The Elizabethtown Town Council met for their regular meeting on March 4, 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 March 4, 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 the February 4, 2013 Regular Work Session, Regular Meeting minutes of February 4, 2013, Budget Planning Meeting February 18, 2013, February 4, 2013 Closed Session, February 18, 2013 Closed Session and Emergency Meeting February 28, 2013. A motion was made by Mayor Pro Tem Rufus Lloyd and seconded by Council Member Ricky Leinwand to approve the minutes as presented (Unanimous).

Item #2: Public Hearing: CDBG Program Amendment for 2010-\$168,000-Add a clearance activity to the project and adjust the budgets for all activities

Mayor Campbell opened the public hearing for the CDBG Program Amendment and Town Manager Eddie Madden was recognized. Mr. Madden stated that the Town of Elizabethtown was awarded a grant one year ago in the amount of \$168,000. This grant was to be used on the improvement and infrastructure of the Tall Oaks Senior Living Center on Gooden Street, Lower Street and the general area of Cypress Street. Mr. Madden stated that the project is nearing completion and some funds have not been used; therefore, it is requested to use the monies on a structure in close

proximity of the senior living center. Mr. Madden recognized Mr. Floyd Adams of The Adams Company who has also signed up to speak for this evening's public hearing.

Mr. Adams stated that in order to make this change to the project and use leftover funds, the Elizabethtown Town Council will decide how they wish to use these funds for the public; a formal request would be sent to the State to make those revisions. Mr. Adams reported that an amendment has been written and various items have been stated such as:

-The original project included 1,520 linear ft of sidewalk due to sidewalk issues outside of the project that is being built. Linear footage would be changed from 1,520 linear ft to 980 linear ft. The budget at that time was \$123,950, it will be changed to \$84,700. Sidewalks will remain to and from the existing sidewalk (Mercer Mill to Cypress Street).

-The original application had 110 linear ft. of drainage, work has been completed by the developer, that budget was \$27,250; this amount will be taken out of the project so the budget will be 0- (no activity).

-Add clearance activity for demolition of sewing plant on Cypress Street; the budget was originally \$0 and change budget to \$66,500. The total grant funds will not be changed, it remains at \$168,000.

Mr. Adams requested that a formal amendment be approved and forwarded to the State. Mr. Adams requested comments or questions regarding this public hearing.

Council Member Dicky Glenn asked where the sidewalks would be going in at. Mr. Adams stated that these sidewalks would be constructed along Cypress Street to Mercer Mill Road to Swanzy Street; sidewalk currently exists at the corner of Cypress and Swanzy.

Mayor Campbell requested additional questions, but none were noted. Mayor Campbell stated that no others had signed up to speak; therefore, the public hearing is closed.

Item #3: Proclamation: Multiple Sclerosis (MS) Awareness Week

Mayor Campbell stated that Council is requested to recognize Multiple Sclerosis Awareness Week by the National Multiple Sclerosis Society through the week of March 11th-17th.

A motion was made by Council Member Ray Allen, and seconded by Council Member Dicky Glenn to approve Multiple Sclerosis Awareness Week (Unanimous). Proclamation is attached and incorporated herein by reference.

Item #4: Proclamation for Cancer Prevention Day

Mayor Campbell requested that Council consider the Proclamation to declare March 7, 2013 as Cancer Prevention Day by the American Cancer Society. A motion was made by Mayor Pro Tem Rufus Lloyd, and seconded by Council Member Herman Lewis to approve the Proclamation as presented (Unanimous). Mayor Campbell presented the Proclamation to American Cancer Society Representative Rachel Urban, upon reading of same. Proclamation is attached and incorporated herein by reference.

Item #5: Presentation by Mr. Chicki Robbins and Mr. Ricky Wright of Lacy West-Thomas Insurance Agency

Mayor Campbell recognized Mr. Chicki Robbins and Mr. Ricky Wright of Lacy West-Thomas Insurance Agency to present their insurance proposals to Council. Mr. Wright stated that staff from the Town had inquired about a proposal to offer healthcare benefits to Town retirees and another matter involving, placing the Town's insurance out for bid. Mr. Wright presented to Council that upon checking with various insurance companies, it was found to be a very expensive benefit, to provide insurance to retiring employees. Mr. Wright reported that the Affordable Health Care Act would take place January 1, 2014 changing healthcare in many areas, specifically those that can retire before 65 would have healthcare benefits. In addition to healthcare, Mr. Wright and Mr. Robbins reiterated the numerous changes and uncertainties that would be taking place with the Affordable Health Care Act and conveyed to Council to delay requesting RFP's for health insurance for at least 5 months.

Mayor and Council thanked Mr. Wright and Mr. Robbins for their presentation.

Item #6: CDBG Program Amendment for 2010 Tall Oaks Senior Living Project to Add Clearance Activity and Adjust Budget for all Activity

Mayor Campbell presented the CDBG Program Amendment for Council's consideration. A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to accept the CDBG Project Program Amendment as presented (Unanimous).

Item #7: Bid Award for Demolition and Asbestos Abatement of Old Sewing Plant on Cypress Street

Mayor Campbell recognized Town Manager Eddie Madden to present the bid award for the demolition and asbestos abatement of old sewing plant on Cypress Street. Mr. Madden reported that in bidding the project out, it was separated into two different methods of bidding, Method No. 1 (Contractor to Dispose of materials) and Method No. 2 (Town to Dispose of materials). Mr. Madden pointed out that the contractor would be responsible for all clearance activities and removal of all debris and those items considered salvageable, the Town would be responsible in removing from the property thereafter. Mr. Madden recognized Mr. Floyd Adams of The Adams Company to expound on this agenda item.

Mr. Adams felt that the Town would profit from some debris removed from the old sewing plant; therefore, these two methods were suggested. Mr. Adams added that the monies received from the salvable items would go back into the project. It is anticipated that roughly \$900 could be profited from the scrap materials. Mr. Adams stated that the job was placed for bids indicating Method #1 and Method #2. Copy of official bid tabulation is attached and incorporated herein by reference. The apparent low bidder for Method #2 is Geographic Solutions and Surveying Services, PLLC, Elizabethtown, NC for bid amount of \$65,000.

A motion was made by Council Member Dicky Glenn, and seconded by Mayor Pro Tem Rufus Lloyd to award the contract to the lowest bidder for Method No. 2 to Geographic Solutions & Surveying Services, PLLC at a price of \$65,000 subject to DCA approval and release of conditions (Unanimous).

Item #8: CDBG Relocation Benefit for Betty Reaves at 117 W. McKay Street

Mayor Campbell recognized Town Manager Eddie Madden to present this agenda item regarding the relocation benefit for CDBG recipient Ms. Betty Reaves. Mr. Madden stated that a final relocation benefit would be given to Ms. Betty Reaves at 117 W. McKay Street, the maximum benefit would be \$2,098 for relocation cost.

A motion was made by Mayor Pro Tem Rufus Lloyd, and seconded by Council Member Paula Greene to approve CDBG relocation benefit request for Ms. Betty Reaves (Unanimous). Copy of the Relocation Benefit Recommendation is attached hereto and incorporated herein by reference.

Item #9: Acceptance of 2012 Audit Report

Mayor Campbell stated that CPA Bryon Scott of Thompson, Price, Scott and Adams presented the Town's 2012 Audit Report at the noon meeting. A motion was made by Council Member Ray Allen, and seconded by Council Member Herman Lewis to approve the 2012 Audit Report as presented (Unanimous).

Item #10: Audit Contract from Thompson, Price, Scott & Adams CPA for FY ending June 30, 2013

Mayor Campbell reported that the audit contract was submitted for Council's review and approval, this contract is for the year ending of June 30, 2013. Mayor Campbell recognized Town Manager Eddie Madden for the audit contract figure. Mr. Madden stated that there was an increase of \$1,225.00. A motion was made by Council Member Ray Allen, and seconded by Council Member Herman Lewis to approve the Audit Contract from Thompson, Price, Scott & Adams CPA as presented (Unanimous). Copy of the Audit Contract is attached hereto and incorporated herein by reference.

Item #11: Asset Management Plan and Application Approval

Mayor Campbell recognized Town Manager Eddie Madden to present this agenda item regarding the Asset Management Plan and Application approval. Mr. Madden stated that the Town was selected by the NC Rural Center to participate in an Asset Management Plan; specifically for small towns. Mr. Madden stated that Lumber River Council of Government Representative Jim Perry, would present to Council a brief presentation regarding a contract to complete the Asset Management Plan. Mr. Madden stated that along with the Town of Elizabethtown, two other towns in the area would be handled by Mr. Perry, as to reduce the cost to each participating town; this would include Parkton and Tabor City. Mr. Madden stated that the total project cost is \$26,150 with 50% being funded by the NC Rural Center and the remaining cost would be split between the three towns involved, being approximately \$4,723.00. Mr. Madden recognized Mr. Perry for a brief presentation regarding the Asset Management Plan.

Mr. Perry gave a general overview of the Asset Management Plan at which time a powerpoint presentation was given.

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

A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to approve the Asset Management Plan services provided by the Lumber River Council of Governments and in conjunction with the NC Rural Center and approve application (Unanimous). Copy of the application as prepared by Mr Jim Perry is attached hereto and incorporated herein by reference.

Item #12: Recreation and Greenway Master Plan Contract with WK Dickson and Associates

Stricken from the agenda.

Item #13: Memorandum of Understanding with Cape Fear SORBA

Mayor Campbell stated that a request was made by the Cape Fear Off-Road Bicycle Association (SORBA) to establish an off-road bicycle park across from Locks Road. Mayor Campbell recognized Town Manager Eddie Madden to present this agenda item. Mr. Madden stated that the Cape Fear Off-Road Bicycle Association approached the Town regarding an off-road bicycle park, specifically this location is across from Lock Road, but referred to as the Runway Protection Zone. Mr. Madden stated that due to the terrain of the property, it makes a prime location for this type of sport and the association has agreed to maintain the trails and open this area to the general public. The SORBA group will be providing liability coverage and they have submitted a Memorandum of Understanding (MOU) for Council's consideration. Additionally, upon review of the MOU by the Town Attorney, this was also

presented to the Elizabethtown Recreation Commission and the Airport Commission and they have given their recommendation as well.

Mr. Madden advised that the agreement is a one year contract; therefore, it can be considered for renewal each year thereafter.

Mayor Campbell asked if there would be an expense to the Town. Mr. Madden stated that the Town would not be obligated to give money towards this project whatsoever. Mayor Campbell asked for additional questions and/or comments, but none were noted.

A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to approve the MOU regarding the Cape Fear Off-Road Bicycle Association (SORBA)(Unanimous).

Item #14: Budget Amendment - #2013-06

Mayor Campbell recognized Town Manager Eddie Madden to present the Budget Amendment for the month of March. Mr. Madden gave the following regarding budget amendments, they are as follows:

Expenditures:	
Sewer Tap-McKoy	\$2,800.00
Storm Drain Wk-Fire Station	\$6,950.00
Faircloths Tree Service	\$1,220.00
Sutton Contracting	\$1,593.00
Ever's Fencing	\$3,500.00
Services: St. Resurface	\$42,000
Service: Other	\$1,205.00
Sutton Contracting	\$2,800.00
Capital Outlay-Powell Bill	\$17,791.00
Total	\$79,859.00

Revenues

Fund Balance Appropriated	\$3,500.00
Transfer from Powell Bill Res.	\$63,796.00
Rec. FB Approp.	\$2,813.00
Revenue-McKoy Sewer Tap	\$2,800.00
Transfer FB-for Storm Drain	\$6,950.00
Total	\$79,859.00

A motion was made by Council Member Dicky Glenn, and seconded by Mayor Pro Tem Rufus Lloyd to approve Budget Amendment #2013-06 as presented (Unanimous). Budget Amendment is attached and incorporated herein by reference.

Item # 15: Tax Releases

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

2011 Star Pizza 0516722

Reason Out of Bus.

Released Value \$17,818.00

Personal Property Parcel 2766133

Tax Released \$109.58

2011 Star Pizza 0516722

Reason Out of Bus.

Released Value \$843.00

Personal Property Parcel 2766133.01

Tax Released \$5.18

late list 0.52

2011 Star Pizza 0516722

Reason Out of Bus.

Released Value \$148.00

Personal Property Parcel 2766133.02

Tax Released \$0.91

late list 0.09

2012 Star Pizza 0516722

Reason Out of Bus.

Released Value \$15,810.00

Personal Property Parcel 2836867

Tax Released \$97.23

late list 9.72

2012 Star Pizza 0516722

Reason Out of Bus.

Released Value \$738.00

Personal Property Parcel 2836867.01

Tax Released \$4.54

late list 0.45

2012 Star Pizza	0516722
Reason	Out of Bus.
Released Value	\$148.00
Personal Property	Parcel 2836867.02
Tax Released	\$0.91
late list	0.09
2012 Brenda Brown	5011035
Reason	House Removed from Parcel
Released Value	\$16,000
Real Property	
Tax Released	\$98.40
Grand Total Released	\$327.62

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

Item #16: Schedule Meeting Date for Capital Improvement (CIP) Project

Mayor Campbell stated that a meeting date be scheduled for the CIP, which is an annual budget process. A date was scheduled for Monday, March 18, 2013 from 12:00 to 2:00 pm at Town Hall in the Council Chamber.

Item #17: "Briefly"

Mayor Campbell recognized Town Manager Eddie Madden to give a brief update on upcoming events.

-Mr. Madden reported that a meeting took place with Mr. David Clark and Mrs. Hope Campbell (property owners) as well as Police Chief Bobby Kinlaw to discuss possible crime prevention methods for Bo's Shopping Center.

-Mr. Madden advised that a letter was received from NC House of Representative Ken Waddell regarding legislative matters.

-A blood drive will take place at the Elizabethtown Presbyterian Church on Monday, March 11th from 2:00 to 6:30pm.

-A Small Town Main Street Meeting is scheduled for Thursday, March 21st at 7pm at Town Hall.

-Mr. Madden reported that the MCAB meeting for this month will take place in Bladenboro at the Historical Building on Tuesday, March 26th.

-Mr. Madden stated that Town Hall Day is scheduled for Wednesday, March 27th in Raleigh at the Quorum Center and anyone interested in attending will need to let staff know in order to be registered.

-Town offices will be closed on Good Friday, March 29th.

-Mr. Madden requested that Council mark their calendar for Kid's Appreciation Day which takes place on Saturday, May 4th behind Town Hall.

-Mr. Madden reminded Council Members that he would be attending the ICMA Southeast Regional Summit on March 7th and 8th in Asheville.

Item #18: Open Forum

Mayor Campbell opened the meeting to anyone wishing to speak regarding a concern, to make comments or that may have questions, none were noted.

Item #19: Closed Session

Mayor Campbell stated there would be no Closed Session.

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

Sylvia Campbell, Mayor

ATTEST:

Sarah L. Baysden, Deputy Town Clerk