TOWN OF ELIZABETHTOWN
Scheduled Work Session
May 4, 2015

The Elizabethtown Town Council met for their regular work session on Monday, May 4, 2015 at 12:00 noon in the Council Chamber of the Elizabethtown Municipal Building. Those in attendance were Mayor Sylvia Campbell, Mayor Pro Tem Rufus Lloyd, Council Members, Ricky Leinwand, Herman Lewis and Dicky Glenn. Department Heads present included Fire Chief Nick West, Public Services Director Pat DeVane, and Town Manager Eddie Madden. Absent: Council Members Paula Greene and Dr. Darrell Page. Department Heads absent: Finance Director Jay Leatherman, Planning Technician Billie Sue Hall and Police Chief Bobby Kinlaw.

Presentation: Mayor Campbell presented new employee Meredith Merritt with a lapel pin and welcomed her to her new position in the Finance Department as Accountant Technician I.

Budget Presentation for FY 2015-16-Mayor Campbell recognized Town Manager Eddie Madden to present the proposed Budget of FY 2015-2016. Mr. Madden gave a brief overview of the proposed budget which included a 2% increase in Water/Sewer Rates and a 1.5% COLA. Mr. Madden conveyed to Council that the revaluations recently completed by Bladen County were inconclusive; therefore, the Town continues to wait on this information. Mr. Madden also mentioned numerous code enforcement issues that were taking place throughout the Town and particularly demolitions that were in the process of taking place and demolitions pending. Mr. Madden also stated that there would be increases to different services within the Town that would be noted on the Fee Schedule.
Mr. Madden asked for questions and/or comments, but none were noted. Mr. Madden reminded Council that FY Budget 2015-2016 would be presented for Council's approval in a Public Hearing in June.

Powerpoint Presentation from NC Council of Governments Conference on April 27th in Raleigh-Town Manager Eddie Madden recently attended a State Conference for the NC Association of Regional Councils of Governments in which a very impressive Powerpoint presentation was made depicting the Downtown Renovations in Elizabethtown as well as the newly designed Brown's Creek Bicycle Park, Leinwand Parks new addition on Swanzy Street which will include a skate park and volleyball court, etc. Mr. Madden presented the same powerpoint presentation for Council in the noon meeting.

Pastor Jason Williams-Proposal for a Half Marathon in Downtown Elizabethtown-Mayor Campbell stated that Pastor Jason Williams would be attending the evening meeting in which he would present information as it pertains to a 5k event in downtown Elizabethtown and a half marathon.

Special Use Permit Order Approval-4C Holding, LLC Case #SU0218157266,

located at 404 S. Poplar Street- Mayor Campbell stated that in the April meeting, Council approved the Special Use Permit for 4C Holding, LLC for the purpose of a new construction. As required by the zoning ordinance, Council must adopt its "Finding of Facts" and approve the Order. Mr. Madden stated that this would be presented in the evening meeting for Council's consideration.

Resolution #R-15-07 to Amend Personnel Policy-Chapter 2-Substance Abuse/Drug Policy Revisions-Mayor Campbell stated that this agenda item would be removed from the agenda as additional information is needed from the Town Attorney in order to present.

Resolution #R-15-08-Increased Loan Amount for Downtown Collection System Project-Mayor Campbell recognized Town Manager Eddie Madden to present this agenda item as it pertains to Downtown Collection System Project. Mr. Madden stated that Council approved the low bid with alternates for the Downtown Collection System project but as a result of the increase in the scope of the project, the Town needs additional approval from the LGC to increase loan amount. Mr. Madden requested that Council adopt the Project Budget and approve the resolution in the evening meeting.

Proclamation Recognizing National Police Week for 2015 from May 10-16-Mayor Campbell stated that Council will be requested to adopt the Proclamation that honors law enforcement officers across America including the Elizabethtown Police Officers. The Proclamation designates May 15th as Peace Officers' Memorial Day in honor of all fallen officers. Council is requested to consider in the evening meeting.

Audit Contract with Thompson, Price, Scott, Adams and Company for FY ending 6/30/2015-Mayor Campbell stated that the audit contract was submitted by Thompson, Price, Scott, Adams and Company in which no increases in cost have been noted. Council is requested to consider approving the audit contract as presented in the evening meeting.

Adoption of Capital Improvement Plan for 2015-2019-Mayor Campbell stated that the Capital Improvement Plan, which is a 5-year wish list for each department, that helps in the budgeting process for future spending. Council is requested to consider for approval in the evening meeting.

Utility Account Releases-Mayor Campbell stated that a Utility Account Releases spread sheet was submitted by Finance Director Jay Leatherman in which Council would need to consider releasing the six names as they are deceased and have no estate. Mayor Campbell stated that the Town's CPA requested this practice take place on an annual basis.

Bid Award-Replacement Well #1 located on East Swanzy Street-Mayor Campbell recognized Public Services Director Pat DeVane to present this agenda item as it pertains to a bid award for Well #1. Mr. DeVane stated that a bid award recently took place in which the low bidder for the proposed well is Charles R.

Underwood, Inc. Mr. DeVane stated that the project will be paid from Fund 30-Water Fund. Council is requested to consider approving the low bid with Charles R. Underwood, Inc.

Appointment to ABC Commission-Mayor Campbell stated that Mr. Charles DeVane's term on the ABC Commission will expire the end of June. Mayor Campbell stated that she would contact Mr. DeVane regarding the possible reappointment for another 3 year term. Council will consider this proposed reappointment in the evening meeting.

Approve Lease Agreement with Cape Fear Barbeque & Chicken-Mayor Campbell recognized Town Manager Eddie Madden to present this agenda item as it pertains to a Lease Agreement between the Town of Elizabethtown and Cape Fear Barbeque & Chicken. Mr. Madden stated that June Massengill, owner of Cape Fear Barbeque & Chicken, has signed a lease to move into the vacant space that was previously occupied by Inman's Meat and Deli at the Cape Fear Farmers Market. Mr. Madden stated that the business would not be open to the public rather it would be used for Cape Fear Barbeque to prepare food for catering services and sell items in bulk. Mr. Madden requested that Council consider the lease with Cape Fear Barbeque and Chicken in the evening meeting.

Budget Amendment #2015-06-Mayor Campbell recognized Town Manager Eddie Madden to present Budget Amendment #2015-06. Mr. Madden presented the budget in the Finance Director's absence, the budget amendment is as follows:

Expenditures	
Brown's Creek Bike Park Sign	$6,240.25
Facade grant-50% Yia Yia's Gifts & More	$2,000.00
Total	**$8,240.25**
Revenues	
Fund Balance appropriations	$8,240.25
Total	**$8,240.25**

Monthly Financial Report-Mayor Campbell recognized Town Manager Eddie Madden to present the monthly financial report. Mr. Madden gave an overview of the financial report and asked for questions and/or comments, none were noted.

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