

**TOWN OF ELIZABETHTOWN**  
**Scheduled Meeting**  
**November 3, 2014**

The Elizabethtown Town Council met for their regular meeting on Monday, November 3, 2014 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, Paula Greene, Herman Lewis, Dicky Glenn, Ricky Leinwand, Dr. Darrell Page and Town Attorney Goldston Womble. Department Heads present included Police Chief Bobby Kinlaw, Public Services Director Pat DeVane, Finance Director Jay Leatherman, Fire Chief Byron Graham, Interim Planning & Zoning Officer Joey Taylor, and Town Manager Eddie Madden. Absent: Code Enforcement Officer Livingston Lewis.

**Item #1: Opening and Call to Order**

Mayor Campbell recognized Mayor Pro Tem Rufus Lloyd to lead the invocation for the evening meeting. Mayor Campbell requested that the approval of the agenda and supplemental be considered. A motion was made by Council Member Herman Lewis, and seconded by Council Member Darrell Page to approve the agenda and supplemental as presented (Unanimous).

**Item #2: Approval of Previous Minutes**

Mayor Campbell presented minutes of October 6, 2014 Noon Work Session and Regular Meeting Minutes of October 6, 2014. A motion was made by Council Member Ricky Leinwand, and seconded by Mayor Pro Tem Rufus Lloyd to approve the minutes as presented (Unanimous).

**Item #3: Resolution #R-14-18: Adopt 2013 Local Water Supply Plan**

Mayor Campbell recognized Town Manager Eddie Madden to present this agenda item as it pertains to the Local Water Supply Plan. Mr. Madden stated that the Town received notice from the State that a review was made of the information contained in the 2013 Local Water Supply Plan (LWSP). All information that was required has been completed at this time and the LWSP for the Town meets the minimum criteria established in NCGS 143-355(I) and must now be adopted by Town Council.

A motion was made by Council Member Herman Lewis, and seconded by Council Member Ricky Leinwand to adopt Resolution #R-14-18 as it pertains to the Local Water Supply Plan (Unanimous). Copy of Resolution attached and incorporated herein by reference.

**Item #4: Resolution #R-14-19: Policy for Employees of the Town who are Medicare Recipients**

Mayor Campbell recognized Town Manager Eddie Madden to present this agenda item as it pertains to Medicare recipients with the Town of Elizabethtown. Mr. Madden stated that the Town wishes to provide a Medicare supplement reimbursement of \$100 per month to employees that turn 65 and elect to enroll in Medicare; providing they do not participate in the Town's health plan. This reimbursement of \$100 will be included in the employee's paycheck and will

remain eligible until departure from employment with the Town of Elizabethtown.

A motion was made by Council Member Darrell Page, and seconded by Mayor Pro Tem Rufus Lloyd to approve Resolution #R-14-19 as it pertains to Medicare recipients receiving a Medicare reimbursement from the Town (Unanimous). Copy of Resolution attached and incorporated herein by reference.

**Item #5: Proclamation: "Hire a Vet Week"**

Mayor Campbell stated that a request was received from Ms. Ann Garrett of the Division of Work Force Solutions to have the Town proclaim November 10th through November 14th as "Hire a Vet Week". Mayor Campbell presented a framed proclamation to Ms. Garrett, who was present at the evening meeting.

A motion was made by Council Member Herman Lewis, and seconded by Council Member Dicky Glenn to approve the proclamation as presented (Unanimous). Copy of Proclamation is attached and incorporated herein by reference.

**Item #6: Proclamation: To Declare "Youth Appreciation Week"**

Mayor Campbell stated that a request was received from the Elizabethtown Optimist Club to declare the second week of November as "Youth Appreciation Week". Mayor Campbell presented a framed Proclamation to Optimist member Ricky Leinwand, in the evening meeting.

A motion was made by Mayor Pro Tem Rufus Lloyd, and seconded by Council Member Dicky Glenn to approve the Proclamation as presented (Unanimous). Copy of Proclamation is attached and incorporated herein by reference.

**Item #7: Approve Bid Proposal with Alta Planning and Design for Comprehensive Bike Plan**

Mayor Campbell recognized Town Manager Eddie Madden to present this agenda item regarding the bid proposal for the Comprehensive Bike Plan. Mr. Madden stated that as required by NCDOT, staff sent out Request for proposals to three qualified firms that are familiar with the NCDOT planning process and who have worked with the Town in the past. A bid proposal was received from Alta Planning and Design in the amount of \$30,000. Mr. Madden conveyed to Council that Alta Planning and Design is considered the premier bike and pedestrian planning group in the state and possibly in the nation. It is anticipated that NC DOT will pay 90% of the total cost of this project.

A motion was made by Council Member Ricky Leinwand, and seconded by Council Member Herman Lewis to approve the bid as received from Alta Planning and Design (Unanimous).

**Item #8: Appoint Comprehensive Bike Plan Steering Committee**

Mayor Campbell stated that with the Comprehensive Bike Plan, a Bike Plan Steering Committee would need to be appointed for this project. It was suggested that 10 to 12 members be placed on this committee. Council Members requested that Bob Mundy, Earl Harrelson, Darrell Page, Mo Rivenbark, Dawn Maynard and Gary Grady be considered. Mayor Campbell requested that Council ponder on additional names for this committee.

**Item #9: Update on Golden Leaf-Community Assistance Initiative**

Mayor Campbell recognized Town Manager Eddie Madden to present this agenda item as it pertains to an update on the Golden Leaf Community Assistance Initiative. Mr. Madden stated that the Community Assistance Initiative is a grant project through Golden Leaf that would provide \$12,000,000 to 22 counties in North Carolina. The top three projects selected by the County Manager would be presented to Golden Leaf for final selection that would compete with other projects in the 22 county area. The proposed project would pertain to the Airport Industrial Park. Mr. Madden gave a very in-depth overview of this project as well as Bladen County Economic Development Director Chuck Heustess in the noon work session.

**Item #10: Approve Sewer Betterment Project with NCDOT on Highway 701 South**

Mayor Campbell recognized Town Manager Eddie Madden to present this agenda item as it pertains to the Sewer Betterment Project with NCDOT. Mr. Madden stated that as part of the highway project on US 701 bypass, the Town has been asked by NCDOT about increasing the sewer pipe size while digging up this area, as our existing water/sewer lines are in the direct path of this construction. It is requested to replace 8" sewer line with a 10" to 12" sewer line. There are two different prices of \$16,800 for incasement piping to go under Hwy 701 and the other is \$37,600 for the actual increase of pipe size and the cost associated with the additional pipe quantity. Mr. Madden stated that a total betterment cost involved is \$54,400. Mr. Madden stated that property owners on Highway 701 (Clark Brothers) has been approached about contributing to this project and they are willing to pay up to 50% of the total cost of the project, if the Town will pay the other half. This project is not required but it would increase capacity and anticipate future growth along the by-pass and Industrial Park.

A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to allow NC DOT to pay 100% of what they would like to do which is replace (Unanimous).

**Item #11: Appoint Members to the Zoning Board of Adjustment**

Mayor Campbell stated that the Zoning Board of Adjustment meets on an as-needed basis to hear request for variances. The terms of office for Commission members Charlie Hilton, Frank McDowell and Brenda Carper expire November 30, 2014. Mayor Campbell requested that Council Members present names to consider for these expiring terms or re-appoint existing members.

A motion was made by Council Member Dicky Glenn, and seconded by Mayor Pro Tem Rufus Lloyd to table this agenda item (Unanimous).

**Item #12: Budget Amendment No. 2015-02**

Mayor Campbell recognized Finance Director Jay Leatherman to present Budget Amendment #2015-02. Mr. Leatherman presented the following budget amendments:

**EXPENDITURES**

Thermal Imaging Camera	\$8,685.00
Tree Lights	\$1,326.50
Police Interview Room	\$8,750.00
Facade Grant-50% Fishers	\$1,870.00
Towing of Fire Truck	<u>\$ 406.25</u>
Total	\$21,037.75

**REVENUES**

Fire Department-Other Grants	\$8,685.00
Police Department-Grants	\$6,562.50
Insurance Reimbursement for towing	\$ 406.25
Fund Balance Approp.	<u>\$5,384.00</u>
Total	\$21,037.75

A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to approve Budget Amendment as presented (Unanimous). Copy of Budget Amendment is attached and incorporated herein by reference.

**Item #13: Tax Releases**

Mayor Campbell stated that Tax Clerk Beverly Robinson submits tax releases, they are as follows:

2014 First Piedmont Financial	0517204
Reason Not in City Limits	
Released Value \$1,000	
Personal Property	
Tax Released	\$6.15
Late List	0.62
2014 Waccamaw Aviation LLC	5013460
Reason Not at Airport	
Released Value \$27,075.00	
Personal Property	
Tax Released	\$166.51
Late List	16.65
2014 Waccamaw Aviation LLC	5013460
Reason Not at Airport	
Personal Property \$150,000	
Tax Released	\$922.50
Late List	92.25
Grand Total Tax Releases	\$1,204.68

**DISCOVERIES**

2012 Tro of NC Inc. #30	0537989
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Value	\$5,418.00	
Business Equipment		\$33.32
2013 Tro of NC Inc. #30		
Value	\$4,981.00	
Business Equipment		\$30.63
2014 Tro of NC Inc. #30		
Value	\$4,282.00	
Business Equipment		\$26.33
2008 T & T Tire Service 5004598		
Value	\$10,051.00	
Personal Property		\$61.81
2009 T & Tire Service		
Value	\$9,715.00	
Personal Property		\$59.75
2010 T & T Tire Service		
Value	\$8,404.00	
Personal Property		\$51.68
2011 T & T Tire Service		
Value	\$17,658.00	
Personal Property		\$108.60
2012 T & T Tire Service		
Value	\$16,722.00	
Personal Property		\$102.84
2013 T & T Tire Service		
Value	\$15,765.00	
Personal Property		\$96.95
2009 Del Pueblo Mercado 0538095		
Value	\$1,000	\$6.15
Business Personal		
2010 Del Pueblo Mercado		
Value	\$870.00	\$5.35
Business Personal		
2011 Del Pueblo Mercado		
Value	\$950.00	\$5.84
Business Personal		
2012 Del Pueblo Mercado		

Value	\$805.00	\$4.95
Business Personal		
2013 Del Pueblo Mercado		
Value	\$600.00	\$3.69
Business Personal		
2014 Del Pueblo Mercado		
Value	\$552.00	\$3.39
Business Personal		
Total		\$601.28

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

**Item #14: Monthly Financial Report**

Mayor Campbell recognized Finance Director Jay Leatherman to present the monthly financial report for General Fund and Water Fund. Mr. Leatherman gave an overview of the monthly financial report and asked for questions and/or comments, but none were noted. Copy of Financial Report attached and incorporated herein by reference.

**Item #15: "Briefly"**

Mayor Campbell recognized Town Manager Eddie Madden to present upcoming events that will be taking place this month, they are as follows:

- Staff will be participating in the 2014 United Way Day of Caring which consist of building a handicapped ramp at 917 Moultrie Lane. This will take place on Saturday, November 8th.
- A Veterans Day Ceremony is scheduled for Monday, November 10th at 11am at the National Guard Armory.
- Town offices will be closed for upcoming holidays, the dates are Tuesday, November 11th-Veterans Day, and November 27th and 28th-Thanksgiving.
- The Town's annual Thanksgiving luncheon will take place on Wednesday, November 26th at noon.
- A seconded public meeting is scheduled for November 17th at the Farmers Market from Noon until 2pm for the purpose of public input for the PARTF Grant application for the Tory Hole Park project.
- The annual 4K4 Food walk/run event will take place at the Industrial Park on Saturday, November 22nd.
- The Elizabethtown Christmas Parade will take place on Sunday, November 30th at 3pm.
- Copy of the Elizabethtown ABC Board Audit is on file in the Clerk's office.
- The NC League of Municipalities will conduct a "Financial Fiduciary Responsibilities for Elected Officials" workshop at the Imperial Centre in Rocky Mount on November 18th.

**Item #16: Open Forum**

Mayor Campbell opened the meeting to anyone wishing to speak regarding any questions or concerns they may have, but none were noted.

**Item #17: Closed Session**

Mayor Campbell stated that Council would enter into closed session. A motion was made by Council Member Dicky Glenn, and seconded by Council Member Herman Lewis to enter into closed session in accordance to NCGS 143.318.11(a)(3)-Attorney Client Privilege (Unanimous).

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

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Sylvia Campbell, Mayor

ATTEST:

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Sarah L. Baysden, Deputy Town Clerk