

## TOWN OF ELIZABETHTOWN

### Scheduled Meeting

October 7, 2013

The Elizabethtown Town Council met for their regular meeting on October 7, 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, Ricky Leinwand, Paula Greene, Dr. Darrell Page and Town 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.

#### 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 recognized the Color Guard Cadets of the Paul R. Brown Leadership Academy to present the colors and lead in the Pledge of Allegiance.

Mayor Campbell presented the October 7, 2013 agenda and supplemental for approval. A motion was made by Council Member Darrell Page, and seconded by Mayor Pro Tem Rufus Lloyd to approve the agenda and supplemental as presented (Unanimous).

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

Mayor Campbell presented to Council, the minutes of September 9, 2013 Re-scheduled Noon Work Session and September 9, 2013 Re-scheduled Meeting. A motion was made by Mayor Pro Tem Rufus Lloyd and seconded by Council Member Herman Lewis to approve the minutes as presented (Unanimous).

Item #3: Mr. Carl Lloyd, Commandant of Cadets of the Paul R. Brown Leadership Academy will present an update of the newly opened Charter School.

Mayor Campbell recognized Mr. Carl Lloyd, the Commandant of Cadets at the Paul R. Brown Leadership Academy to give an update on the newly opened Charter School located on Martin Luther King, Jr. Drive. Mr. Lloyd gave a very in-depth overview of the academy noting that 95 students are

currently enrolled and must be a resident of the State of North Carolina. Mr. Lloyd advised that the majority of the enrolled students are from Bladen County.

Mayor Campbell and Council thanked Mr. Lloyd for an outstanding job and commended those involved in bringing this facility to fruition.

Item #4: Mr. Joel Moulin with W.K. Dickson-Update to the Recreation Master Plan

This agenda item was presented at the noon work session

Item #5: Resolution #R-13-19 Concerning Halloween in Elizabethtown

Mayor Campbell presented Resolution #R-13-19 in which Council must establish certain guidelines concerning Halloween. Mayor Campbell presented the following guidelines, they are as listed below:

- 1) Only children age 12 and under shall be allowed to solicit gifts ("treats") from residents and/or businesses of this community;
- 2) Children under the age of 9 must be accompanied by an adult;
- 3) "Trick or Treating" activities will begin at 5pm and end at 9pm on Thursday, October 31, 2013 for children and youth in Elizabethtown;
- 4) A curfew will be in effect for all youth between the ages of 13 and adult age after 11:00 pm on October 31, 2013 until 6am on November 2, 2013. (which does not preclude the Town of Elizabethtown Youth Protection Ordinance); and
- 5) The provisions of this resolution do not apply to those collecting for UNICEF or for church groups, except that a responsible adult must accompany the solicitors.

A motion was made by Council Member Dicky Glenn, and seconded by Mayor Pro Tem Rufus Lloyd to approve the Resolution as presented (Unanimous). Copy of Resolution #R-13-19 is attached and incorporated herein by reference.

Item #6: Resolution #R-13-20-Municipal Records and Retention Schedule for Budget, Fiscal and Payroll Records and Personnel Records

Mayor Campbell recognized Town Manager Eddie Madden to present this agenda item. Mr. Madden stated that the State Archives of North Carolina, recently published amendments to the 2012 Municipal Schedule and 2013 County Management Schedule. Mr. Madden requested that Council consider approving the Resolution for Budget, Fiscal and Payroll Records and Personnel Records. Mr. Madden stated that the changes made would bring the Town into compliance with State requirements.

A motion was made by Council Member Darrell Page, and seconded by Council Member Herman Lewis to approve the Resolution as presented (Unanimous). Copy of Resolution #R-13-20 is attached and incorporated herein by reference.

Item #7: Proclaim November 2013 as "Pulmonary Hypertension Awareness Month" As Requested by Kenya Blum-Mayor Campbell stated that a request was made by Ms. Kenya Blum to recognize November 2013 as "Pulmonary Hypertension Awareness Month".

A motion was made by Council Member Paula Greene, and seconded by Council Member Ricky Leinwand to recognize November 2013 as "Pulmonary Hypertension Awareness Month" (Unanimous). Copy of proclamation is attached and incorporated herein by reference.

Item #8: Citizen Request: Mrs. Kim Tyler who resides on Newton Street

Mayor Campbell stated that this matter was discussed during the noon work session in which a citizen request was made by Ms. Kim Tyler to place speed bumps along Newton Street to slow traffic for kids playing in the area.

Mayor Campbell recognized Town Attorney Goldston Womble in which the Town of White Lake recently installed speed bumps in designated areas to slow traffic. Attorney Womble stated that the design of the speed bumps could cause significant damage to vehicles and there are reported cases where lawsuits are filed due to this situation.

Mayor Campbell requested that Council consider tabling this agenda item, in order to gather additional information on speed bumps.

Council Member Paula Greene asked if there were other neighborhoods throughout the Town in which speed bumps were provided by the Town. Mayor Campbell stated no.

Mayor Pro Tem Rufus Lloyd requested that Mrs. Tyler may want to consider signs rather than the speed bumps.

Mayor Campbell requested that Police Chief Bobby Kinlaw obtain speed bump prices in an effort to slow the traffic on Newton Street.

A motion was made by Council Member Dicky Glenn, and Council Member Herman Lewis to table this agenda item until additional information could be obtained on speed bumps (Unanimous).

Item #9: Approve Recreation Plan Submittal to Parks and Recreation Trust Fund

Mayor Campbell stated that at the noon work session WK Dickson Representative Joel Moulin presented information regarding Parks & Recreation plans that have been submitted on Leinwand Park.

A motion was made by Council Member Dicky Glenn, and seconded by Council Member Paula Greene to approve the plans that have been started on Leinwand Park as well as the additional lot located on Swanzy Street to proceed with the PARTF Application for the park area (Unanimous).

Item #10: Crosswalk on Mercer Mill Road at Elizabethtown Primary School and Bladen County Health Department

Mayor Campbell stated that a proposed crosswalk was suggested for Mercer Mill Road at Elizabethtown Primary School and Bladen County Health Department. The County of Bladen was asked to help the Town of Elizabethtown fund a portion of the crosswalk but the County would not agree to do this. A request by the Town Council was to request some of the County Commissioners as well as the Board of Education to join a committee to help bring this project to fruition.

Council Member Dicky Glenn made a motion to send a letter to the Board of Education requesting their Board Members to consider this project, as the goal is to protect the children traveling to and from the Primary School and also point out to the County Commissioners that any funds would be greatly appreciated, seconded by Council Member Ricky Leinwand (Unanimous).

Item #11: Approve Amended Lease with Burney's Sweets and More

Mayor Campbell stated that renovations would be taking place on tenant Burney's Sweets and More located at the Cape Fear Farmers Market. Mayor Campbell reported that the lease would change to include an increase of \$100 a month.

A motion was made by Council Member Paula Greene, and seconded by Mayor Pro Tem Rufus Lloyd to approve the amended lease for Burney's Sweets and More (Unanimous). A copy of the amended lease is attached and incorporated herein by reference.

Item #12: Authorize Bryan Martin to Proceed with Code Enforcement Action of Property located at 811 Peanut Plant Road

Mayor Campbell stated that property at 811 Peanut Plant Road was in need of cleaning up as it was attracting rodents and it was dangerous constituting a threat to children.

A motion was made by Council Member Darrell Page, and seconded by Council Member Herman Lewis to authorize Code Enforcement Officer Bryan Martin to proceed with cleaning up property at 811 Peanut Plant Road (Unanimous).

Item #13: Authorize the Voluntary Demolition of two (2) structures owned by the St. James Church at 503 Newkirk Street

Mayor Campbell stated that two properties were in need of demolition and they are located at 503 Newkirk Street and 1508 Martin Luther King Drive. Mayor Campbell stated that St. James Church acquired both structures that are adjacent to the church and they have agreed to help offset the cost if the Town would spearhead the efforts of lining up a demolition crew.

A motion was made by Council Member Dicky Glenn, and seconded by Mayor Pro Tem Rufus Lloyd to authorize the Voluntary Demolition of both structures in which St. James Church will contribute toward the cost (Unanimous).

Item #14: Update on Inmate Labor Matter

This agenda item was discussed in the noon work session.

Item #15: Approval of Purchase of John Deere Tractor for Public Services and Award of Financing Bid

Mayor Campbell recognized Public Services Director Pat DeVane to present this agenda item regarding the proposed purchase of a John Deere Tractor. Mr. DeVane stated that the John Deere Tractor would be purchased through a state contract, therefore bidding would not be required for the purchase. Mr. DeVane reported that he proposes to purchase a John Deere tractor in which \$5,000 will be taken from the General Fund and \$8,000 from Powell Bill Funds and the remaining \$20,000 will be financed, providing Council's approval. Therefore, financing bids were received and opened on October 3rd and bid summary is attached and incorporated herein by reference.

A motion was made by Council Member Herman Lewis, and seconded by Mayor Pro Tem Rufus Lloyd to approve the purchase of the John Deere Tractor and approve financing through First Citizens Bank at an interest rate of 1.67% for 36 months(Unanimous).

Item #16: Fire Department Funding Agreement and Automatic Aid Agreement

Mayor Campbell recognized Fire Chief Byron Graham to present this agenda item regarding the funding agreement and automatic aid agreement. Chief Graham stated this is regarding the terms of the contract, which have been reviewed and approved for an annual payment that remains of \$84,500. The term of the agreement is from July 1, 2013 through June 30, 2014 and will automatically renew unless either party provides written notice of cancellation within 60 days of the expiration of the agreement.

A motion was made by Council Member Ricky Leinwand, and seconded by Council Member Dicky Glenn to approve the Fire Department Agreement (Unanimous). Copy is attached and incorporated herein by reference.

**Item #17: Approve Purchase of Two Police Cruisers and Award Financing Bids**

Mayor Campbell stated that Two Police Cruisers are needed in the Police Department; therefore, bids to purchase the vehicle were obtained from the lowest bidder, that being Vann Underwood in the amount of \$47,902.00 (2 vehicles). The lowest financing bid was received from First Citizens Bank for an interest rate of 1.67% for 36 months.

A motion was made by Council Member Dicky Glenn, and seconded by Council Member Ricky Leinwand to approve the lowest bid from Vann Underwood to purchase two police cruisers and accept and the lowest financing bid from First Citizens Bank (Unanimous). Copy of bid summary is attached and incorporated herein by reference.

**Item #18: Declare 2001 Leaf Collector as Surplus Property and Authorize the Sale on GovDeals.com**

Mayor Campbell recognized Public Services Director Pat DeVane to present this agenda item regarding surplus property. Mr. DeVane stated that currently the Public Services Department has two leaf collectors; however the 2001 leaf collector is the oldest of the two. Mr. DeVane stated that he wishes to deem the 2001 leaf collector as surplus property and sell on GovDeals.

A motion was made by Council Member Paula Greene, and seconded by Mayor Pro Tem Rufus Lloyd to declare 2001 leaf collector as surplus property and to authorize the sale on GovDeals for a minimum of \$3,500 (Unanimous). Resolution #R-13-21 Authorizing Sale of Personal Property by Internet Auction is attached and incorporated herein by reference.

**Item #19: Budget Amendment No. 2014-03**

Mayor Campbell recognized Town Manager Eddie Madden to present the Budget Amendment.

Expenditures

Walk of Honor Contribution	\$1,000.00
Radio Equipment	\$2,189.00
Battle of ETown Event	\$1,062.80
Purchase of Swanzy St. Prop.	\$52,481.25
John Deere Tractor	\$20,000.00
Well #3 Work	\$ 4,825.00
Total	\$81,558.05

Revenues

Fund Balance Approp.	\$2,062.60
Recreation FB Approp.	\$52,481.25
Loan Proceeds-Tractor	\$20,000
Fire Grant Reimbursement	\$ 2,189.20
Utility Fund Approp.	\$ 4,825.00
Total	\$81,558.05

Mr. Madden noted that for the Water Department budget, the line item heading needs to be changed from Land Acquisition to Land Improvements for Well #1 Site excavation work. It is expected that excavation will cost approximately \$20,000 and \$25,000 was budget for Land Acquisition.

A motion was made by Council Member Dickey Glenn, and seconded by Council Member Ricky Leinwand to approve Budget Amendment as presented (Unanimous). A copy of Budget Amendment No. 2014-03 is attached and incorporated herein by reference.

Item # 20: Tax Releases

Mayor Campbell presented the tax releases as submitted by Tax Clerk Beverly Robinson, they are as follows:

2013 George Boussias	0520788
Reason Combined Prop.	5009368
Released Value \$5,600	
Real Property	
Tax Released	\$34.44

2013 JB & NZ Inc.	0527594
Reason Combined Prop.	5009368
Released value \$31,600	
Real Property	
Tax Released	\$194.34

2013 JB & NZ Inc.	0528896
Reason Combined Prop.	5009368
Reason \$1,500	
Real Property	
Tax Released	\$9.23

2013 Mary L. Monroe	0532719
Reason Veteran Exempt	
Released Value \$45,000	
Real Property	
Tax Released	\$276.75

2013 Georgios Boussias 5014025  
Reason Combined Prop. 5009368  
Released Value \$12,300  
Real Property  
Tax Released \$75.65

2013 Georgios Boussias 5014025  
Reason Combined Prop. 5009368  
Released Value \$73,100  
Real Property \$449.57  
Tax Released \$73.10  
BID Tax

2013 Town of Elizabethtown 510155  
Reason Gov. Exempt  
Released Value \$39,000  
Real Property  
Tax Released \$239.85  
BID Tax \$39.00

2013 Town of Elizabethtown 510155  
Reason Gov. Exempt  
Released Value \$33,190  
Real Property

Tax Released \$204.12

2013 WW Woodhouse 5012127

Reason Only 31.27 Acres in City

Released Value \$82,085.00

Real Property

Tax Released \$504.82

2013 Trinity United Methodist 0525847

Reason Religious Exempt

Released Value \$43,800

Real Prop.

Tax Released \$269.37

2013 Trinity United Methodist 5008798

Reason Religious Exempt

Released Value \$168,800

Real Prop.

Tax Released \$1,038.12

2013 Trinity United Methodist 5008798

Reason Religious Exempt

Released Value \$142,100

Real Property

Tax Released \$873.92

2013 Bladen County Board of Ed.            30902183

Reason   Gov. Exempt

Released Value   \$9,280

Personal Prop.

Tax Released                                    \$57.07

Total Releases                                \$4,339.35

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

Item # 21: Monthly Financial Report

Mayor Campbell stated that financial reports were distributed to Council in the noon session and conveyed to Council that Finance Director Jan Lennon would be available to answer any questions that may arise.

Item #22: Change Order No. 5-Fire Station Renovation Project

Mayor Campbell recognized Town Manager Eddie Madden to present this agenda item regarding Change Order No. 5 for the Fire Station Renovation project. Mr. Madden stated that Architect Terry Cox submitted a Change Order for the following items:

- Add light over kitchen sink
- Run a home run wire to fire alarm panel (new circuit & circuit lock)

The change order totals to \$690.00, thereby increasing the project's contract amount to \$392,694.26. A motion was made by Council Member Darrell Page, and seconded by Council Member Dicky Glenn to approve the change order as presented (Unanimous). Copy of Change Order #5 is attached and incorporated herein by reference.

Item #23: "Briefly"

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

- East Bladen Homecoming Parade is scheduled for Friday, October 11th at 4pm
- The NC League of Municipalities will hold their conference in Hickory, NC from October 13th to 15th.
- The Wellness Committee will jump start their new year with a Wellness Incentive event that will take place on Wednesday, October 16th from 8:30am to 10am in County Chambers
- Small Town Main Street Meeting is scheduled for Thursday, October 17th at 7pm.
- The Lumber River Council of Government will host their annual banquet at Southeastern North Carolina Ag. Events Center in Lumberton on Thursday, October 17th.
- Flu Shots will be administered to all Town Employees on Tuesday, October 22nd from 9am to 10:30am
- Monthly Performance Status Report for CDBG project.
- Thank you letter from the Town of Dublin
- Information from the NC Dept of State Treasurer.
- A list of Grants/Loans received by the Town are attached for Councils review.
- Director of Public Services Pat DeVane reports that Well #3 is out of service.
- 2013 Powell Bill Allocation Letter.
- Elizabethtown ABC Board Profit & Loss Tabulation Sheet.
- Maintenance Excellence Award letter to WWTP Operator Hugh Bledsoe.

Council Member Paula Greene reminded everyone of the Hospital Gala that would be taking place on Saturday, October 19, 2013 at the Cape Fear Farmer's Market.

Item #24: Open Forum

Mayor Campbell opened the meeting for anyone wishing to speak or questions that citizens may have, but none were noted.

Item # 25: Closed Session

Mayor Campbell requested a motion to 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)(5) Real Estate for the Potter Property adjacent to the Curtis Brown Field and property located at the corner of Slingsby and Swanzy (Secretary of Housing & Urban Development of Washington, DC) (Unanimous).

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Sylvia Campbell, Mayor

ATTEST:

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Sarah L. Baysden, Deputy Town Clerk