ELIZABETHTOWN
COUNCIL
REGULAR MEETING
7:00 PM, Monday, November 2, 2026

1. OPENING AND CALL TO ORDER

1.1 Opening and Call to Order
Mayor Sylvia Campbell will open the meeting and call to order.

2. PRESENTATION OF COLORS, PLEDGE OF ALLEGIANCE AND INVOCATION

2.1 Presentation of Colors, Pledge of Allegiance and Invocation
Cadets from the Paul R. Brown Leadership Academy will present the Colors and all will join in reciting the Pledge of Allegiance.

3. APPROVAL OF CONSENT AGENDA ITEMS

3.1 Approval of Consent Agenda Items
Council is requested to approve the Consent Agenda items presented.
Consent Agenda Documentation - Rev. - 11.2.2026.pdf

4. ORDINANCES/RESOLUTIONS/PROCLAMATIONS

4.1 Grant Project Ordinance - Wastewater Treatment Plant Expansion Project - FY2027-111#02
Council is requested to approve the Grant Project Ordinance
Grant Project Ordinance - WWTP Expansion Project - FY2027-111#02.pdf

4.2 Resolution #R-2026-24 - To Declare Surplus Property and Authorize Sale via GovDeals.com. - Public Works Items
Council is requested to approve the Resolution.
Resolution - Surplus - Public Works - Scissor Lift and Case International Tractor - 11.2.26.pdf

4.3 Resolution #R-2026-25 - To Declare Surplus Property and Authorize Private Sale - Fire Department Crown Victoria
Council is requested to approve the Resolution.
Peak Agenda - Resolution - Declare Surplus for Private Sale to Pembroke Fire Dept. - 2006 Crown Vic - 11.2.26.pdf

4.4 Resolution #2026-26 - To Declare Surplus Property and Authorize Sale of Speed Monitoring Radar Trailer for Parts only - Police Department Item
Council is requested to approve the Resolution.
Peak Agenda - Resolution - Declare Surplus and sell via GovDeals - Police Dept. Radar Trailer - Parts Only - 11.2.26.pdf

4.5 Resolution #R-2026-28 - To Declare Surplus Property and Authorize Private Sale - Administration
Council is requested to approve the Resolution.
Peak Agenda - Resolution - Surplus - Treadmill - Private Sale - 11.2.26.pdf

4.6 Resolution #R-2026-27 - "Employ a Veteran Week"
Council is requested to adopt the Resolution.
Resolution - Employ a Veteran Week - 11.2.26.docx

4.7 Proclamation - "Veterans Day" - November 11, 2026
Council is requested to adopt the Proclamation.
Peak Agenda - Proclamation - Veterans Day - 11.2.26.pdf

4.8 Proclamation - "National Hospice and Palliative Care Month" - November 2026
Council is requested to adopt the Proclamation.
Proclamation - National Hospice and Palliative Care Month - 11.2.26.docx

4.9 Proclamation - "Youth Appreciation Week" - Second Week of November 2026
Council is requested to adopt the Proclamation.
Proclamation - Youth Appreciation Week - 11.2.26.docx

5. ADMINISTRATIVE MATTERS

5.1 Budget Amendment - FY2027-02
Council is requested to approve the Budget Amendment.
Peak Agenda - Budget Amendment FY2027-02 - 11.2.26.pdf

5.2 Monthly Financial Report - September 2026
Council is requested to consider the Financial Report for the month of September 2026.
Peak Agenda - Monthly Financial Report for September 2026 - 11.2.26.pdf

5.3 Town Web Proposal - Upgraded Website & Communication Platform
Council is requested to approve the Proposal for a three-year term.
Peak Agenda - Town Web Proposal - 11.2.26.pdf

5.4 Funding Approval from NC Department of Commerce for Elizabethtown Community Center Project
Council is requested to acknowledge receipt of the additional funds for the Elizabethtown Community Center.
Peak Agenda - CDBG-NR Program Funding Approval - Community Center - Add'l Funds $75,000 - 11.2.26.pdf

5.5 2027 Council Budget Retreat - Suggested Meeting Dates
Council is requested to select a date for the 2027 Budget Retreat.

6. OTHER BUSINESS

6.1 "Briefly" *(Reminders and announcements are made at this time)*
Town Manager Eddie Madden may be called upon to present this agenda item.
Peak Agenda - Briefly - R - 11.2.26.pdf

7. OPEN FORUM

7.1 Open Forum
Council is requested to listen to any public concerns or comments received.
Sign-In Sheet - Open Forum - 11.2.26 Regular TC Meeting.docx

8. CLOSED SESSION

8.1 Closed Session - ***To Be Conducted at 7 p.m.***
Mayor Sylvia Campbell will entertain a motion to go into Closed Session in accordance with NCGS 143-318.11(a)(3) - Attorney-Client Privilege.

9. CONSIDERATION OF A CONTRACT BEING DISCUSSED IN CLOSED SESSION

9.1 Consideration of a Contract Being Discussed in Closed Session
Council is requested to consider the Contract.

10. ADJOURNMENT

10.1 Adjournment
Mayor Sylvia Campbell will entertain a motion to adjourn.

AGENDA ITEM NO. 1.1

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Request
AGENDA SECTION:	OPENING AND CALL TO ORDER
SUBJECT:	Opening and Call to Order
BACKGROUND:	
SUGGESTED ACTION:	Mayor Sylvia Campbell will open the meeting and call to order.

ATTACHMENTS:

AGENDA ITEM NO. 2.1

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Request
AGENDA SECTION:	PRESENTATION OF COLORS, PLEDGE OF ALLEGIANCE AND INVOCATION
SUBJECT:	Presentation of Colors, Pledge of Allegiance and Invocation
BACKGROUND:	The Presentation of Colors will be made by Cadets from the Paul R. Brown Leadership Academy. All will join in to recite the Pledge of Allegiance. Invocation will be given by Council Member Rufus Lloyd.
SUGGESTED ACTION:	Cadets from the Paul R. Brown Leadership Academy will present the Colors and all will join in reciting the Pledge of Allegiance.

ATTACHMENTS:

AGENDA ITEM NO. 3.1

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Request
AGENDA SECTION:	APPROVAL OF CONSENT AGENDA ITEMS
SUBJECT:	Approval of Consent Agenda Items
BACKGROUND:	A Consent Agenda includes several items for approval by the Board in a single motion. Documentation concerning these items are provided in the attached agenda material. Upon request from any one Board member, any item listed under the Consent Agenda shall be removed from the Consent Agenda and considered separately. After any items have been removed and the Consent Agenda is set, the Mayor will state the items on the Consent Agenda and moves to adopt it. **COPY OF CONSENT AGENDA DOCUMENTATION PROVIDED.**
SUGGESTED ACTION:	Council is requested to approve the Consent Agenda items presented.

ATTACHMENTS:

Consent Agenda Documentation - Rev. - 11.2.2026.pdf

Consent Agenda Items
November 2, 2026 Regular
Town Council Meeting

A. Proposed Agenda – Agenda considered *proposed* until approved by the Board
ACTION RECOMMENDED: Approval

B. October 5, 2026 Noon Meeting Minutes **ATTACH. #B**
ACTION RECOMMENDED: Approval

C. October 5, 2026 7 p.m. Meeting Minutes **ATTACH. #C**
ACTION RECOMMENDED: Approval

UNOFFICIAL

TOWN OF ELIZABETHTOWN
October 5, 2026
Noon Meeting

The Elizabethtown Town Council met for its regular meeting on Monday, October 5, 2026 in the Council Chambers at 12 o'clock Noon. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Paula Greene, Council Members Rich Glenn, Bobby Kinlaw, Ricky Leinwand and Rufus Lloyd. Also in attendance were Town Manager Eddie Madden and Town Attorney Goldston Womble. Department Heads in attendance included Finance Director Regina Valenta, Police Chief Mark McMichael, Fire Chief Hollis Freeman, Town Clerk Juanta Hester, Town Planner Nick West, Public Works Director Greg Taylor and Assistant to the Manager, Delana Faircloth. No members of the Press attended the meeting. There were several citizens present. Absent: Council Member Bruce Dickerson.

Item #1.1 Opening and Call to Order
Mayor Sylvia Campbell opened the meeting and called to order.

Item #2.1 Presentation of Colors, Pledge of Allegiance and Invocation
At the 7 p.m. meeting, the Paul R. Brown Leadership Academy Cadets will be presenting the Colors, followed by the Pledge of Allegiance.

Mayor Sylvia Campbell called upon Council Member Rufus Lloyd to give the invocation.

Item #3.1 Approval of Consent Agenda Items
Action on this item will be taken at the 7 p.m. meeting.

Item #4.1 Resolution #R-2026-23 – To Recognize Halloween
Mayor Sylvia Campbell noted that the Resolution would be considered at the 7 p.m. meeting. She noted that "Trick or Treat" activities will be from 5:30 p.m. – 9:00 p.m.

Item #5.1 N.C. Division of Aviation Grant Agreement – Industrial Park Tenant Upfit for Building Occupied by TSC
Mayor Sylvia Campbell called upon Town Manager Eddie Madden to brief. Mr. Madden stated that the grant will be used for the TSC building. The old agreement was terminated. Grant amount is $2,053,658 and 100% grant-funded. The grant agreement terminates on June 9, 2028. Items needing to be completed include the hangar door, security lighting and fencing in order to get the project closed out. Action on this item will be taken at the 7 p.m. meeting.

ATTACH. #B

Item #5.2 EYF Work Authorization #3 for Program Management - Ardurra

Mayor Sylvia Campbell called upon Town Manager Eddie Madden to brief. Mr. Eddie Madden reported that the Work Authorization #3 is for Program Management for the Transportation Reserve Directed Funding (TRDF) for the TSC building. The total "Hourly Not to Exceed" fee for all work and expenses is in the amount of $74,604.00. This Work Authorization will cover airport improvements in general. The Ardurra Engineer will be Jamie Peck. Action on this item will be taken at the 7 p.m. meeting.

Item #5.3 Work Authorization #4 for Building Q Construction Administration and Observation Services – Ardurra

Mayor Sylvia Campbell called upon Town Manager Eddie Madden to brief. Mr. Madden reported that the proposed hangar is to be leased to TSC and Metcon is the contractor. This Work Authorization includes project management and construction administration, as well as Quality Assurance testing. This does not include full-time observation services, but weekly site visits will take place. The total fee of all anticipated work and expenses will be $145,904. Some questions were received and answered by the Manager. Action on this item will be taken at the 7 p.m. meeting.

Item #5.4 Award of Proposal for RFQ – On-Call Professional Services

Mayor Sylvia Campbell called upon Town Manager to brief. Mr. Eddie Madden reported that the Town solicited and advertised for the On-Call Professional Services. Five (5) proposals were received and staff recommends awarding the RFQ to all five (5) Engineering firms: Ardurra, Cape Fear Engineering, McGill Associates, Withers Ravenel and Wooten. This process will streamline any architectural or engineering-involved projects for the Town. Action on this item will be taken at the 7 p.m. meeting.

Item #5.5 Elizabethtown Wastewater Treatment Plant Upgrades Proj. – Change Orders 1, 2 and 3

Mayor Sylvia Campbell called upon Town Manager Eddie Madden to brief. The Manager has been working with CTL Engineer David Brandes on getting the Change Orders in line for approval so the expansion project can be closed out. There was a question as to what was being replaced and Public Works Director Greg Taylor explained that it was necessary to cut back on some of the upgrade plans. Mr. Madden noted this was a lump sum contract, and the Town will be obligated to pay $6,819.00. The Project Engineer thought the Sales Tax reimbursement could be put into the project, but the Town will submit the Sales Tax to the State. Mr. Brandes will be in attendance at the 7 p.m. meeting to present the project change orders. Action will be taken at the 7 p.m. meeting.

Item #5.6 Real Property 110 & 112 W. Broad Street (Old C.A. Nails Building) Subordination Agreement

Mayor Sylvia Campbell called upon Town Manager Eddie Madden to brief on this agenda item. There is a new property owner for the old C.A. Nails property. An oversight has occurred in the General Warranty Deed preparation for the new owner whereby the Right of Reverter clause was omitted. Therefore, a Subordination Agreement will be needed. A Subordination Agreement sets the order for which the lender gets paid first if a property is sold, foreclosed upon or goes to bankruptcy. It was reported there have been some code issues on some of the buildings in Elizabethtown owned by the new buyer. There were some questions received from Council Members. The new property owner will be present at the 7 p.m. meeting. Action will be taken at the 7 p.m. meeting.

Item #5.7 Letter of Intent to Fund – Clean Water State Revolving Fund (CWSRF) Loan ($6,252,700) for Wastewater Treatment Plant Construction Project

Mayor Sylvia Campbell called upon Town Manager Eddie Madden to brief. The Funding Source is Clean Water State Revolving Fund Loan for a total funding amount of 6,252,700 as a loan with 2.34% interest rate over 20 years. It was noted that if Council declines this potential funding, a signed declination letter must be sent to the state within 30 days. Mr. Madden had invited two representatives from McGill Associates, David Honeycutt and Christyn Fertenbaugh, and at this time, he referred to them. Mr. Madden asked with the $6.2 million loan, what would it solve at the Wastewater Treatment Plant. A detailed explanation was received from McGill Associates. It was learned that the Town would not have to decline the loan now. Action will be taken at the 7 p.m. meeting.

Item #5.8 Bladen County Emergency Operations Plan

Mayor Sylvia Campbell called upon Town Manager Eddie Madden to brief. Mr. Madden reported there have been four updates to the Emergency Operations Plan. At the 7 p.m. meeting, the Board will be requested to adopt the latest revisions by the County for the Emergency Operations Plan.

Item #5.9 Budget Amendment FY2027-01

Mayor Sylvia Campbell called upon Finance Director Regina Valenta to brief. Mrs. Valenta outlined the noted Revenues and Expenditures contained in this Budget Amendment and pointed out the Community Concert Series amount of $23,450.00. Action will be taken at the 7 p.m. meeting.

Item #6.1 "Briefly"

Mayor Sylvia Campbell called upon Town Manager Eddie Madden to outline the "Briefly" items as well as project updates to include the following:

- There will be no scheduled Planning Board meeting for October.
- The East Bladen High School Homecoming Parade is scheduled for October 9, 2026. The parade line-up at 3:30 p.m. with starting time of the parade being 4:00 p.m.

- In observance of Columbus Day, October 12, 2026, the Town offices will be closed.
- October 29th on grounds behind Town Hall, a Community Treat-or-Treat event from 6 p.m. – 8 p.m. *[Since this meeting, the event location has changed to Leinwand Park].*
- Community Concerts have gone well; "The Pink Slips" will be performing on November 5th at the Farmer's Market and the "Pork & Beats" event is scheduled for November 7th at the Farmer's Market.
- For the Community Center facility, a Bulletin Board has been ordered so that information can be posted for the community at that location and the Town is waiting on the Department of Commerce for close-out.

Item #7.1 Open Forum

Comments or concerns from the Public will be taken at the 7 p.m. meeting.

With there being no further business to be conducted, Council Member Bobby Kinlaw, seconded by Mayor Pro Tem Paula Greene, moved to adjourn the meeting (Unanimous).

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Mayor Sylvia Campbell

ATTEST:

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Juanita Hester, Town Clerk

UNOFFICIAL

TOWN OF ELIZABETHTOWN
Evening Meeting
October 5, 2026

The Elizabethtown Town Council met for its evening meeting on Monday, October 5, 2026, in the Council Chambers at 7:00 pm. Those present were Mayor Sylvia Campbell, Mayor Pro Tem Paula Greene, Council Members Rufus Lloyd, Bobby Kinlaw, Ricky Leinwand, Rich Glenn and Bruce Dickerson. Also, in attendance were Town Manager Eddie Madden and Town Attorney Goldston Womble. Department Heads in attendance included Finance Director Regina Valenta, Police Chief Mark McMichael, Fire Chief Hollis Freeman, Town Clerk Juanta Hester, Town Planner Nick West, Public Works Director Greg Taylor and Assistant to the Manager, Delana Faircloth. No members of the Press attended the meeting.

Item #1.1 Opening and Call to Order
Mayor Sylvia Campbell opened the meeting and called to order.

Item #2.1 Presentation of Colors, Pledge of Allegiance and Invocation
Cadets from the Paul R. Brown Leadership Academy presented the Colors and all joined in reciting the Pledge of Allegiance. Mayor Sylvia Campbell called upon Council Member Rufus Lloyd to give the invocation.

Item #3.1 Approval of Consent Agenda Items
Mayor Sylvia Campbell requested approval of Consent Agenda. Upon a motion from Mayor Pro Tem Paula Greene and seconded by Council Member Bobby Kinlaw, the Board unanimously approved the following Consent Agenda Items: **A.** Proposed Agenda; **B.** September 14, 2026, Noon Rescheduled Meeting Minutes and **C.** September 14, 2026, 7 p.m. Rescheduled Meeting Minutes. Copy attached and incorporated herein by reference.

Item #4.1 Resolution #R-2026-23 – To Recognize Halloween
Mayor Sylvia Campbell requested approval of Resolution #R-2026-23 To Recognize Halloween. Mayor Pro Tem Paula Greene, seconded by Council Member Rufus Lloyd, made a motion to approve Resolution #R-2026-23 (Unanimous). Copy attached and incorporated herein by reference.

Item #5.1 N.C. Division of Aviation Grant Agreement – Industrial Park Tenant Upfit for Building Occupied by TSC

ATTACH. #C

Mayor Sylvia Campbell called upon Town Manager Eddie Madden to present. Mr. Madden said this grant funding received from the Division of Aviation will be used for the TSC building. Grant agreement terminates on June 9, 2028. Council Member Rich Glenn, seconded by Council Member Bobby Kinlaw, made a motion to approve accepting the grant agreement in the amount of 2,053,658.00 (Unanimous). Copy attached and incorporated herein by reference.

Item #5.2 EYF Work Authorization #3 for Program Management-Ardurra

Mayor Sylvia Campbell called upon Town Manager Eddie Madden to present this agenda item. Mr. Madden reported to the Board that the Work Authorization will cover the following:

- The grant administration for the Transportation Reserve Directed Funding (TRDF) grant, as well as overall project management needs.
- The total "Hourly Not to Exceed" fee of all work and expenses is in the amount of $74,604.00.
- The project engineer understands there are a variety of services that are being requested and the scope and complexity of all services that may be requested for the duration of the contract are unknown at this time.

With no questions or concerns, Council Member Bobby Kinlaw, seconded by Council Member Rufus Lloyd, moved to approve EYF Work Authorization #3 for Program Management – Ardurra (Unanimous). Copy attached and incorporated herein by reference.

Item #5.3 Work Authorization #4 for Building Q Construction Administration and Observation Services – Ardurra

Mayor Sylvia Campbell called upon Town Manager Eddie Madden to present this agenda item. Mr. Madden reported that for the Hangar Q building (TSC), this Work Authorization includes project management and construction administration, as well as Quality Assurance testing. This does not include full-time observation services, but weekly site visits will take place. The total fee of all anticipated work and expenses is $145,904. Council Member Bobby Kinlaw, seconded by Council Member Rich Glenn, moved to approve the Work Authorization #4 for Building (Unanimous). Copy attached and incorporated herein by reference.

Item #5.4 Award of Proposal for RFQ – On-Call Professional Services

Mayor Sylvia Campbell called upon Town Manager Eddie Madden to present this agenda item. Mr. Madden reported that the Town solicited and advertised for the On-Call Professional Services. Five (5) proposals were received and Staff recommended awarding the RFQ to all five (5) Engineering firms which are:

- Wooten
- Cape Fear Engineering
- Ardurra
- Withers Ravenel

- McGill Associates

Item #5.5 Elizabethtown Wastewater Treatment Plant Upgrades Proj. - Change Orders 1, 2 and 3
Mayor Sylvia Campbell called upon David Brandes, CTL Engineering, to present this agenda item referencing the Change Orders for the Wastewater Treatment Plant Upgrades project. Mr. Brandes explained in detail the Change Orders for this project and pointed out that for Change Order #3, the balance remaining for the Town to pay would be $6,819.00. Mayor Pro Tem Paula Greene and seconded by Council Member Rich Glenn made a motion to approve Wastewater Treatment Plant Upgrades Project Change Orders 1, 2 and 3. (Unanimous). Copy attached and incorporated herein by reference.

Item #5.6 Real Property 110 & 112 W. Broad Street (Old C.A. Nails Building) Subordination Agreement
Mayor Sylvia Campbell called upon Town Manager Eddie Madden to present to the Board this agenda item. Mr. Madden told the Board that there is a new property owner for the old C.A. Nails property. An oversight has occurred in the General Warranty Deed preparation for the new owner. The Right of Reverter clause was omitted. Therefore, a Subordination Agreement will be needed. A Subornation Agreement sets the order for which the lender gets paid first if a property is sold, foreclosed upon or goes to bankruptcy. Council Member Rich Glenn, seconded by Council Member Ricky Leinwand, made a motion to approve the Subordination Agreement (Unanimous). Copy attached and incorporated herein by reference.

Item #5.7 Letter of Intent to Fund – Clean Water State Revolving Fund (CWSRF) Loan ($6,252,700) for Wastewater Treatment Plant Construction Project
Mayor Sylvia Campbell called upon Town Manager Eddie Madden to present to the Board this agenda item. Mr. Madden said the Funding Source is Clean Division of Water Infrastructure. The Funding Source is Clean Water State Revolving Fund Loan for a total funding amount of 6,252,700 as a loan with 2.34% interest rate over 20 years. It was noted that if Council declines this potential funding, a signed declination letter must be sent to the state within 30 days. Council Member Rich Glenn, seconded by Mayor Pro Tem Paula Greene, made a motion to secure funding and move forward (Unanimous). Copy attached and incorporated herein by reference.

Item #5.8 Bladen County Emergency Operations Plan
Mayor Sylvia Campbell called upon Town Manager Eddie Madden to present this agenda item. Mr. Madden told the Board that effective 2026, there have been four updates to the Emergency Operations Plan. The Board has been requested to adopt the latest revisions by the County for the Emergency Operations Plan. Council Member Bobby Kinlaw, seconded by Council Member Bruce Dickerson, made a motion to accept the four revisions by the County for the Emergency Operations Plan (Unanimous). Copy attached and incorporated herein by reference.

Item #5.9 Budget Amendment FY2027-01

Mayor Sylvia Campbell called upon Finance Director Regina Valena to present this agenda item to the Board. Mrs. Valenta outlined the noted Revenues and Expenditures contained in this Budget Amendment and pointed out the Concert Series amount of $23,450.00. Council Member Bobby Kinlaw, seconded by Council Member Rich Glenn, made a motion to approve the Budget Amendment (Unanimous). Copy attached and incorporated herein by reference.

Item #6.1 "Briefly"

Mayor Sylvia Campbell called upon Town Manager Eddie Madden to present this agenda item. Mr. Madden referred to the following:

- The Department Head Update Report is provided as a separate attachment.
- There will be no scheduled Planning Board meeting for October 5th.
- East Bladen Homecoming Parade to be held on October 9. Line up at 3:30 and parade is at 4:00. Mayor Campbell and three Council Members ride a golf cart and distribute candy to the people lining the parade route.
- In observance of Columbus Day, October 12, 2026, the Town offices will be closed.
- October 29th 6-8 pm at Leinwand Park, there will be a Trick or Treat event.

Item #7.1 Open Forum

No one signed up to speak at the Open Forum.

Item #8.1 Adjournment

With no further business to be conducted, Council Member Bruce Dickerson, seconded by Council Member Ricky Leinwand, moved to adjourn the meeting (Unanimous).

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Mayor Sylvia Campbell

ATTEST:

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Delana L. Faircloth, Assistant to the Manager

AGENDA ITEM NO. 4.1

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Request
AGENDA SECTION:	ORDINANCES/RESOLUTIONS/PROCLAMATIONS
SUBJECT:	Grant Project Ordinance - Wastewater Treatment Plant Expansion Project - FY2027-111#02
BACKGROUND:	Finance Director Regina Valenta may be called upon to present this agenda item. As presented at Town Council's October 5, 2026 meeting, this $6,819.00 is the Change Order #3 amount for the Town to pay.
	COPY OF GRANT PROJECT ORDINANCE AND TOTAL GRANT EXPENDITURE SHEET PROVIDED.
SUGGESTED ACTION:	Council is requested to approve the Grant Project Ordinance

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ATTACHMENTS:

Grant Project Ordinance - WWTP Expansion Project - FY2027-111#02.pdf

GRANT PROJECT ORDINANCE
TOWN OF ELIZABETHTOWN
WASTEWATER TREATMENT PLANT EXPANSION
FY2027-111#02

BE IT ORDAINED by the Council of the Town of Elizabethtown, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1:

This ordinance is to establish a budget for the project to update and expand the town's wastewater treatment plant.

Section 2:

The following amounts are appropriated for the project:

Engineering Services	111-8140-104	$ 2,416,650.00	$ -	$ 2,416,650.00
Construction Costs	111-8140-106	$ 11,183,350.00	$ 6,819.00	$ 11,190,169.00
	Total Appropriation	$ 13,665,000.00	$ 6,819.00	$ 13,671,819.00

The following revenues are anticipated to be available to complete this project:

WWTP-State Grant	111-3000-321	$ 13,600,000.00	$ 6,819.00	$ 13,606,819.00
	Total Revenue	$ 13,600,000.00	$ 6,819.00	$ 13,606,819.00

Section 4:

The Finance Officer is hereby directed to maintain within the General Fund sufficient specific detailed accounting records to meet all federal and state regulations.

Section 5:

The Budget Officer is hereby directed to report the financial status of the project to the governing board on at least a quarterly basis.

Section 6:

Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town Council to be kept by them for their direction in the disbursement of funds.

Adopted this 2nd day of November 2026.

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Sylvia B. Campbell, Mayor

Attest:

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Juanita Hester, Town Clerk

Total Grant				
CTL Contract:			Original	Current
	Planning		$226,655.00	$226,655.00
	Design		$1,414,495.00	$1,414,495.00
	Additional for Phase Split		$50,000.00	$150,000.00
	Bidding		$25,000.00	$25,000.00
	Additional time for Permitting		$84,869.70	
	Construction		$590,130.30	$575,000.00
	Post-Construction		$25,500.00	$25,500.00
	Single Electric Service CO. No. 1			$15,000.00
			$2,416,650.00	$2,431,650.00
Withers Ravenel				
	Planning:			
	Bulk Study Bladenboro		$16,500.00	$16,500.00
Emergency Repair:				
	Construction		$135,405.00	$135,405.00
Construction:				
	Shook Construction		$10,740,000.00	$10,740,000.00
	Change Order 1			$ 259,907.00
	Change Order 2			$ 84,048.00
	Change Order 3 - Not Approved			$ (60,691.00)
	Construction Total			$11,023,264.00
	Other Expenses		$682.35	
	Construction Total		$10,740,682.35	$11,023,264.00
Contingency:			$307,945.00	
	Total Request		$13,617,182.35	$13,606,819.00
	Grant		$13,600,000.00	
	Balance		($6,819.00)	
	Balance Remaining		($6,819.00)	

AGENDA ITEM NO. 4.2

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Resolution
AGENDA SECTION:	ORDINANCES/RESOLUTIONS/PROCLAMATIONS
SUBJECT:	Resolution #R-2026-24 - To Declare Surplus Property and Authorize Sale via GovDeals.com. - Public Works Items
BACKGROUND:	Public Works Director Greg Taylor may be called upon to present this agenda item. The surplus property items are a 2001 Scissor Lift MX19 and a 1989 Case International Tractor. These items can be sold via GovDeals.com.
	COPY OF RESOLUTION AND SURPLUS PROPERTY FORM PROVIDED.
SUGGESTED ACTION:	Council is requested to approve the Resolution.

ATTACHMENTS:

Resolution - Surplus - Public Works - Scissor Lift and Case International Tractor - 11.2.26.pdf

TOWN OF ELIZABETHTOWN

Resolution Authorizing Sale of Personal Property by Internet Auction

RESOLUTION #R-2026-24

Whereas, GS 160A-270(c) allows the Town Council to sell personal property at electronic auction upon adoption of a resolution or order authorizing the appropriate official to dispose of the property at electronic auction; and

Whereas, the Town Manager has recommended that the following property be sold at electronic auction as surplus property:

2001 Scissor Lift MX19, Serial #17101, Est. Value $1,000 to $1,800; and

1989 Case International Tractor, 235 (18 hp), Serial # CCJ0002411, Est. Value $3,900 - $5,500

Now, therefore, be it resolved, by the Elizabethtown Town Council that the Town Manager or his designee (Greg Taylor, Public Works Director) is authorized to sell at electronic auction @ www.GovDeals.com, the surplus property above-described per the terms and conditions as specified in the GovDeals.com contract approved by this Council and in accordance with G.S. 160A-270(c). The terms of the sale shall be net cash. The Town Clerk is directed to publish at least once and not less than 10 days before the date of the auction, a copy of this resolution or a notice summarizing its content as required by NCGS 160A-270(c).

Adopted this 2nd day of November, 2026.

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Sylvia Campbell, Mayor

ATTEST:

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Juanita Hester, Town Clerk

DISPOSITION OF TOWN OF ELIZABETHTOWN PROPERTY

Requesting Department: Public Works

Vehicle or Equipment: Scissor lift MX19

Year / Model / Make: M# 65700-020

2001 year

Serial Number: 17101

Present Mileage:

Estimated Value: $1,000 to $1800

Remarks: (Brief justification of why property needs to be disposed of)

Has several hydraulic leaks, needs new drive tires, will only steer when you stop, doesn't steer while driving. Has been worked on several times and is hard to find parts.

Recommended minimum disposition price (optional): $ 900

By: Peggy W. Taylor

Date: 10-8-24

DISPOSITION OF TOWN OF ELIZABETHTOWN PROPERTY

Requesting Department: Public Works

Vehicle or Equipment: Tractor

Year / Model / Make: 1989 Case International 235 (18 hp)

Serial Number: CCJ0002411

Present Mileage: Hour meter doesn't work

Estimated Value: $3,900 - $5,500

Remarks: (Brief justification of why property needs to be disposed of)

This tractor is no longer being used. It was used just to spray sidewalks. We are now using our Ventrac when spraying is needed.

Recommended minimum disposition price (optional): $ 4,000

By: [signature]

Date: 10-08-20

AGENDA ITEM NO. 4.3

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Resolution
AGENDA SECTION:	ORDINANCES/RESOLUTIONS/PROCLAMATIONS
SUBJECT:	Resolution #R-2026-25 - To Declare Surplus Property and Authorize Private Sale - Fire Department Crown Victoria
BACKGROUND:	Fire Chief Hollis Freeman may be called upon to present this agenda item. A request has been received from the Pembroke Fire Department expressing interest in purchasing this 2006 Crown Vic for $1,000. This vehicle has been used at the Fire Station for a few years and is no longer of use to the Fire Department. Therefore, this vehicle can be declared as Surplus Property and Fire Chief Hollis Freeman can be authorized to dispose of via Private Sale to the Pembroke Fire Department. **COPY OF RESOLUTION, SURPLUS PROPERTY FORM AND PEMBROKE FIRE DEPARTMENT REQUEST PROVIDED.**
SUGGESTED ACTION:	Council is requested to approve the Resolution.

ATTACHMENTS:

Peak Agenda - Resolution - Declare Surplus for Private Sale to Pembroke Fire Dept. - 2006 Crown Vic - 11.2.26.pdf

TOWN OF ELIZABETHTOWN
Resolution Authorizing the Disposition of
Certain Personal Property by Private Sale

#R-2026-25

WHEREAS, the Town Council of the Town of Elizabethtown desires to dispose of certain surplus property of the Town of Elizabethtown;

NOW, THEREFORE, BE IT RESOLVED by the Town Council that:

(1) The following described property is hereby declared to be surplus to the needs of the Town of Elizabethtown:

2006 Ford Crown Victoria, VIN 2FAFP71W16X104482, Est. Mileage 150,000, Estimated Value of $1,000.00

(2) Fire Chief Hollis Freeman is authorized to dispose of the 2006 Ford Crown Victoria by Private Sale to the Town of Pembroke Fire Department for $1,000.00.

(3) The Town Clerk shall publish notice summarizing this Resolution in accordance with NCGS 160A-267.

(4) The sale may be consummated not earlier than 10 days from the date of publication.

Adopted this 2nd day of November, 2026.

_____
Sylvia Campbell, Mayor

ATTEST:

_____
Juanita Hester, Town Clerk

DISPOSITION OF TOWN OF ELIZABETHTOWN PROPERTY

Requesting Department: Elizabethtown Fire Department

Vehicle or Equipment: 4 Door Sedan

Year / Model / Make: 2006 Ford Crown Victoria

Serial Number: VIN 2FAFP71W16X104482

Present Mileage: 150,000 Estimate

Estimated Value: $1,000.00

Remarks: (Brief justification of why property needs to be disposed of)

Town of Pembroke Fire Department has made a request to purchase for use in their department

Recommended minimum disposition price (optional): $1,000.00

By: [signature] Fire Chief

Date: 10-14-2026

Town of Pembroke Fire

201 Main St.
Pembroke, NC 28372

Ryan Locklear
Fire Chief

Matt Locklear
Deputy Chief

July 30, 2025

To Whom It May Concern,

I, Joey Jacobs, a member of the Town of Pembroke Fire Department, am willing to give $1,000.00 for the Ford Crown Vic that the Elizabethtown Fire Department has. The Ford Crown Vic will be used for the purpose of running emergency-related calls for the Town of Pembroke Fire Department.

If you have any questions or require additional information, please feel free to contact me at (910) 827-9309.

Sincerely,
Joey Jacobs
Firefighter
Town of Pembroke Fire Department

(910) 521-4131 (Office)
(910) 736-6003 (Mobile)

AGENDA ITEM NO. 4.4

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Resolution
AGENDA SECTION:	ORDINANCES/RESOLUTIONS/PROCLAMATIONS
SUBJECT:	Resolution #2026-26 - To Declare Surplus Property and Authorize Sale of Speed Monitoring Radar Trailer for Parts only - Police Department Item
BACKGROUND:	Police Chief Mark McMichael may be called upon to present this agenda item. The Police Department has a 2005 Speed Monitoring Awareness Radar Trailer that is no longer working - to be sold for parts only. **COPY OF RESOLUTION AND SURPLUS PROPERTY FORM PROVIDED.**
SUGGESTED ACTION:	Council is requested to approve the Resolution.

ATTACHMENTS:

Peak Agenda - Resolution - Declare Surplus and sell via GovDeals - Police Dept. Radar Trailer - Parts Only - 11.2.26.pdf

TOWN OF ELIZABETHTOWN

Resolution Authorizing Sale of Personal Property by Internet Auction

RESOLUTION #R-2026-26

Whereas, GS 160A-270(c) allows the Town Council to sell personal property at electronic auction upon adoption of a resolution or order authorizing the appropriate official to dispose of the property at electronic auction; and

Whereas, the Town Manager has recommended that the following property be sold at electronic auction as surplus property:

2005 Speed Monitoring Radar Trailer (for Parts Only) – SMART/Kustom Signals, Inc. Serial 1K9BL10185K118024

Now, therefore, be it resolved, by the Elizabethtown Town Council that the Town Manager or his designee (Greg Taylor, Public Works Director) is authorized to sell at electronic auction @ www.GovDeals.com, the surplus property above-described per the terms and conditions as specified in the GovDeals.com contract approved by this Council and in accordance with G.S. 160A-270(c). The terms of the sale shall be net cash. The Town Clerk is directed to publish at least once and not less than 10 days before the date of the auction, a copy of this resolution or a notice summarizing its content as required by NCGS 160A-270(c).

Adopted this the 2nd day of November, 2026.

_____

Sylvia Campbell, Mayor

ATTEST:

_____

Juanita Hester, Town Clerk

DISPOSITION OF TOWN OF ELIZABETHTOWN PROPERTY

Requesting Department: Police

Vehicle or Equipment: Speed Monitoring Awareness Radar Trailer

Year / Model / Make: 2005 / SMART / Kustom Signals, Inc.

Serial Number: 1K9BL10185K118024

Present Mileage: N/A

Estimated Value: $0.00

Remarks: (Brief justification of why property needs to be disposed of)

No longer functioning

Recommended minimum disposition price (optional):

For Parts only.

BY: [signature]

DATE: 10-14-26

AGENDA ITEM NO. 4.5

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Resolution
AGENDA SECTION:	ORDINANCES/RESOLUTIONS/PROCLAMATIONS
SUBJECT:	Resolution #R-2026-28 - To Declare Surplus Property and Authorize Private Sale - Administration
BACKGROUND:	Town Manager Eddie Madden may be called upon to present this agenda item.
	COPY OF RESOLUTION AND SURPLUS PROPERTY FORM PROVIDED.
SUGGESTED ACTION:	Council is requested to approve the Resolution.

ATTACHMENTS:

Peak Agenda - Resolution - Surplus - Treadmill - Private Sale - 11.2.26.pdf

TOWN OF ELIZABETHTOWN

Resolution Authorizing the Disposition of Certain Personal Property by Private Sale

#R-2026-28

WHEREAS, the Town Council of the Town of Elizabethtown desires to dispose of certain surplus property of the Town of Elizabethtown;

NOW, THEREFORE, BE IT RESOLVED by the Town Council that:

(1) The following described property is hereby declared to be surplus to the needs of the Town of Elizabethtown:

Treadmill Exterra TR6-4, Serial # 1648132011007865

(2) Town Manager Eddie Madden is authorized to dispose of the Treadmill by Private Sale.

(3) The Town Clerk shall publish notice summarizing this Resolution in accordance with NCGS 160A-267.

(4) The sale may be consummated not earlier than 10 days from the date of publication.

Adopted this 2nd day of November, 2026.

_____
Sylvia Campbell, Mayor

ATTEST:

_____
Juanita Hester, Town Clerk

DISPOSITION OF TOWN OF ELIZABETHTOWN PROPERTY

Requesting Department: Administration

Vehicle or Equipment: Treadmill Exterra TR6-4

Year / Model / Make: N/A

Serial Number: 1648 13201100 7865

Present Mileage: N/A

Estimated Value: $350.00

Remarks: (Brief justification of why property needs to be disposed of)

Recommended minimum disposition price (optional): $_____

By: [signature]

Date: 10-28-26

AGENDA ITEM NO. 4.6

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Resolution
AGENDA SECTION:	ORDINANCES/RESOLUTIONS/PROCLAMATIONS
SUBJECT:	Resolution #R-2026-27 - "Employ a Veteran Week"
BACKGROUND:	Town Manager Eddie Madden may be called upon to present this agenda item.
	COPY OF RESOLUTION PROVIDED.
SUGGESTED ACTION:	Council is requested to adopt the Resolution.

ATTACHMENTS:

Resolution - Employ a Veteran Week - 11.2.26.docx

TOWN OF ELIZABETHTOWN
RESOLUTION

"Employ A Veteran Week"

#R-2026-27

WHEREAS, for more than 200 years, our country has been built with the help of veterans who served during peace and war to keep our democracy safe; and

WHEREAS, these courageous men and women served with honor to give all Americans a sense of pride and security; and

WHEREAS, veterans, having served with dignity and honor, deserve the opportunity to pursue quality employment with competitive wages; and

WHEREAS, as employers and co-workers, it is not only proper, but in our public and economic interest to take advantage of this wealth of knowledge and experience by providing employment opportunities to our veterans already in the work force and to those who are leaving the military; and

WHEREAS, veterans have gained experience and valuable skills and have earned the right to be able to utilize their expertise to work in the Town of Elizabethtown; and

NOW, THEREFORE, BE IT RESOLVED THAT I, Sylvia Campbell, Mayor of the Town of Elizabethtown, and Town Council Members recognize November 9th through November 14th as "Employ A Veteran Week" and urge the employment of veterans by all businesses during the month of November.

Adopted this 2nd day of November, 2026.

_____
Sylvia Campbell, Mayor

ATTEST:

_____
Juanita Hester, Town Clerk

AGENDA ITEM NO. 4.7

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Request
AGENDA SECTION:	ORDINANCES/RESOLUTIONS/PROCLAMATIONS
SUBJECT:	Proclamation - "Veterans Day" - November 11, 2026
BACKGROUND:	Town Manager Eddie Madden may be called upon to present this agenda item.
	COPY OF PROCLAMATION PROVIDED.
SUGGESTED ACTION:	Council is requested to adopt the Proclamation.

ATTACHMENTS:

Peak Agenda - Proclamation - Veterans Day - 11.2.26.pdf

TOWN OF ELIZABETHTOWN
PROCLAMATION

"VETERANS DAY"

WHEREAS, Veterans Day, observed annually on November 11th, is a tribute to military Veterans who have served in the U.S. Armed Forces; and

WHEREAS, the greatest acknowledgement of our freedom is to honor our Armed Forces Veterans who have sacrificed and, in many instances, paid the ultimate price for our freedom; and

WHEREAS, we, along with millions of Americans, can attest to the importance of their sacrifices and contributions for our freedom and security; and

WHEREAS, the Town of Elizabethtown realizes that many veterans who gave so much of themselves came home without any recognition, denied educational and occupational opportunities; and

WHEREAS, both men and women of our armed forces continue to be an inspiration to all of us through their demonstration of courage, leadership and commitment in service to our community and country; and

WHEREAS, we, in the Town of Elizabethtown will always remember and pay homage to those veterans, both active and inactive, for their contribution, dedication and commitment to the cause of our freedom.

NOW, THEREFORE, LET IT BE PROCLAIMED that in observance of Veterans Day, November 11, 2026, the Town of Elizabethtown proudly joins the rest of our nation to salute and give special honor and recognition to the men and women who are serving or those who have served to preserve the principles of Justice, Freedom and Democracy.

Proclaimed this 2nd day of November, 2026.

_____
Sylvia Campbell, Mayor



AGENDA ITEM NO. 4.8

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Request
AGENDA SECTION:	ORDINANCES/RESOLUTIONS/PROCLAMATIONS
SUBJECT:	Proclamation - "National Hospice and Palliative Care Month" - November 2026
BACKGROUND:	Town Manager Eddie Madden may be called upon to present this agenda item. Mr. Madden received the request from Jason Clamme, Community Impact Executive, Lower Cape Fear LifeCare.
	COPY OF PROCLAMATION PROVIDED.
SUGGESTED ACTION:	Council is requested to adopt the Proclamation.

ATTACHMENTS:

Proclamation - National Hospice and Palliative Care Month - 11.2.26.docx

PROCLAMATION

NATIONAL HOSPICE AND PALLIATIVE CARE MONTH
NOVEMBER 2026

WHEREAS, Lower Cape Fear LifeCare received a five-star rating from families and caregivers in the most recent Centers for Medicare & Medicaid Services hospice survey results, the highest rating possible; and

WHEREAS, Lower Cape Fear LifeCare ranks among the top 92 percent of hospices nationwide for the quality of its person-centered, compassionate care provided to patients, families, and the communities it serves; and

WHEREAS, Lower Care Fear LifeCare utilizes an interdisciplinary team of professionals and volunteers to provie hospice care, palliative care, and dementia support services to patients and families; and

WHEREAS, Lower Care Fear LifeCare is supported by more than 400 dedicated community volunteers; and

WHEREAS, Lower Care Fear LifeCare demonstrates its commitment to honoring those who served our nation through participation at the highest level of the We Honor Veterans program; and

WHEREAS Lower Cape Fear LifeCare, a local nonprofit organization, serves more than 8,000 patients and families each year, including residents of Elizabethtown facing serious illness; and

NOW, THEREFORE, BE IT RESOLVED, that Town of Elizabethtown Mayor Sylvia Campbell hereby proclaims November 2026 as National Hospice and Palliative Care Month and encourages all residents to increase their understanding and awareness of hospice and palliative care services for those living with serious and life-limiting illnesses, and to observe this month through appropriate activities, education, and community engagement.

This 2nd day of November, 2026.

_____

Sylvia Campbell, Mayor

AGENDA ITEM NO. 4.9

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Request
AGENDA SECTION:	ORDINANCES/RESOLUTIONS/PROCLAMATIONS
SUBJECT:	Proclamation - "Youth Appreciation Week" - Second Week of November 2026
BACKGROUND:	Town Manager Eddie Madden may be called upon to present this agenda item. "Youth Appreciation Week" is observed the second week of November.
	COPY OF PROCLAMATION PROVIDED.
SUGGESTED ACTION:	Council is requested to adopt the Proclamation.

ATTACHMENTS:

Proclamation - Youth Appreciation Week - 11.2.26.docx

P R O C L A M A T I O N

"Youth Appreciation Week"

2026

WHEREAS, the vast majority of youth are concerned, knowledgeable and responsible citizens; and

WHEREAS, the accomplishments and achievements of these young citizens deserve the recognition and praise of their elders; and

WHEREAS, Optimist International has, since 1954, developed and promoted a program entitled, "Youth Appreciation Week"; and

WHEREAS, the citizens of the Town of Elizabethtown have indicated a desire to join the Optimists in expressing appreciation and approval of the contributions of youth; and

WHEREAS, I, Sylvia Campbell, Mayor, therefore, proclaim the second week of November as "Youth Appreciation Week" in the Town of Elizabethtown.

By this action, let it be known that we have faith in the ability of today's youth as they assume responsible roles in the future of mankind.

This 2nd day of November, 2026.

_____

Sylvia Campbell, Mayor

AGENDA ITEM NO. 5.1

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Request
AGENDA SECTION:	ADMINISTRATIVE MATTERS
SUBJECT:	Budget Amendment - FY2027-02
BACKGROUND:	Finance Director Regina Valenta may be called upon to present this agenda item.
	COPY OF BUDGET AMENDMENT PROVIDED.
SUGGESTED ACTION:	Council is requested to approve the Budget Amendment.

ATTACHMENTS:

Peak Agenda - Budget Amendment FY2027-02 - 11.2.26.pdf

Town of Elizabethtown
Budget Amendment FY2027-02
FY 2026 - 2027

The Town of Elizabethtown Town Council, at a meeting on the 2nd day of November, 2026 passed the following ordinance.

BE IT ORDAINED that the following budget amendment be approved for the fiscal year ending June 30, 2027.

ACCOUNT CLASSIFICATION	BUDGET FY 2026-2027	Increase/ (Decrease)	APPROVED REVISED BUDGET
Revenues:			
Ad Valorem Taxes	$ 2,035,336.00		$ 2,035,336.00
Business District Taxes	$ 40,000.00		$ 40,000.00
Motor Vehicle Taxes	$ 285,000.00		$ 285,000.00
Interest & Penalties on Taxes	$ 11,500.00		$ 11,500.00
Local Option Sales Tax	$ 957,242.00		$ 957,242.00
Franchise Taxes	$ 332,000.00		$ 332,000.00
Interest on Investments	$ 175,000.00		$ 175,000.00
Powell Bill Funds	$ 130,000.00		$ 130,000.00
Other Revenue	$ 2,291,250.00	$ 50,775.85	$ 2,342,025.85
Fund Balance Appropriated	$ -		$ -
TOTAL GENERAL FUND REVENUE	$ 6,257,328.00	$ 50,775.85	$ 6,308,103.85
Water Usage Charges	$ 969,150.00	$ -	$ 969,150.00
Sewer Usage Charges	$ 1,102,350.00	$ -	$ 1,102,350.00
Late/Reconnect Fees	$ 90,000.00	$ -	$ 90,000.00
Other Revenue	$ 63,500.00	$ -	$ 63,500.00
TOTAL UTILITY FUND REVENUE	$ 2,225,000.00	$ -	$ 2,225,000.00

ACCOUNT CLASSIFICATION	BUDGET FY 2026-2027	Increase/ (Decrease)	APPROVED REVISED BUDGET
Expenditures:			
Governing Body	$ 42,450.00		$ 42,450.00
Administration	$ 484,525.00		$ 484,525.00
Finance	$ 263,710.00		$ 263,710.00
Public Works	$ 720,022.00		$ 720,022.00
IT	$ 98,000.00		$ 98,000.00
Public Facilities	$ 440,325.00		$ 440,325.00
Police	$ 1,730,074.00	$ 42,125.85	$ 1,772,199.85
Fire	$ 1,001,296.00	$ 5,000.00	$ 1,006,296.00
Streets	$ 13,000.00		$ 13,000.00
Powell Bill	$ 402,510.00		$ 402,510.00
Solid Waste	$ 614,500.00		$ 614,500.00
Planning	$ 140,600.00		$ 140,600.00
Recreation	$ 23,450.00	$ 3,650.00	$ 27,100.00
Airport	$ 217,550.00		$ 217,550.00
Special Appropriations	$ 58,000.00		$ 58,000.00
Community Center	$ 7,316.00		$ 7,316.00
TOTAL GENERAL FUND APPROP.	$ 6,257,328.00	$ 50,775.85	$ 6,308,103.85
Water Services	$ 992,902.00	$ -	$ 992,902.00
Sewer Services	$ 1,132,098.00	$ -	$ 1,132,098.00
Utility Appropriations	$ 100,000.00	$ -	$ 100,000.00
TOTAL UTILITY FUND APPROP.	$ 2,225,000.00	$ -	$ 2,225,000.00

DULY ADOPTED this 2nd day of November 2026 by the Elizabethtown Town Council at Elizabethtown, North Carolina

Attest: _____

Sylvia Campbell, Mayor

Juanita Hester, Town Clerk

Eddie Madden, Town Manager

TOWN OF ELIZABETHTOWN
BUDGET AMENDMENT FY2027-02
November 2, 2026

GENERAL FD 10

Account Number	Description	Amount		Justification
Revenue				
10-3400-316	Concert Series Income	$ 3,650.00		Allocation from Sponsors/Donations for Concert Series
10-3500-311	Police Miscellaneous	$ 23,548.50		Law Enforcement State Funded Bonus
10-3500-331	Miscellaneous	$ 15,000.00		Donation for Police (Capital)
10-3200-332	ABC Law Enforcement	$ 3,577.35		ABC Law Enforcement Revenue
10-3500-331	Miscellaneous	$ 5,000.00		Donation for Fire (Capital)
	TOTAL	**$ 50,775.85**		
Expenditures				
10-6120-301	Recreation - Concert Series Expense	$ 3,650.00		Expenses for Concert Series
10-4310-121	Police - Salaries	$ 19,687.50		Received Local Law Enforcement Bonus check from SBI (Oct 2026)
10-4310-126	Police - Salaries PT	$ 2,187.50		Received Local Law Enforcement Bonus check from SBI (Oct 2026)
10-4310-181	Police - FICA	$ 1,673.50		Received Local Law Enforcement Bonus check from SBI (Oct 2026)
10-4310-500	Police - Capital	$ 15,000.00		Allocated Donation from COC to Police Capital
10-4310-290	Police	$ 3,577.35		ABC Law Enforcement funding
10-4340-500	Fire - Capital	$ 5,000.00		Allocated Donation from COC to Fire Capital
	TOTAL	**$ 50,775.85**		

UTILITY FD 30

Account Number	Description	Amount		Justification
Revenue				
	TOTAL	**$ -**		
Expenditures				
	TOTAL	**$ -**		

$ -

AGENDA ITEM NO. 5.2

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Request
AGENDA SECTION:	ADMINISTRATIVE MATTERS
SUBJECT:	Monthly Financial Report - September 2026
BACKGROUND:	Finance Director Regina Valenta may be called upon to present this agenda item.
	COPY OF FINANCIAL REPORT PROVIDED.
SUGGESTED ACTION:	Council is requested to consider the Financial Report for the month of September 2026.

ATTACHMENTS:

Peak Agenda - Monthly Financial Report for September 2026 - 11.2.26.pdf

ELIZABETHTOWN as of September 30, 2026
BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2026-2027 REVENUES

25% of Year Completed

Revenue Sources	Prior Year Budget SEPTEMBER 2025	Prior Year Actual YTD as of 9-30-2025		Current Year Budget SEPTEMBER 2026	Actual YTD as of 9-30-2026	% of Budget
GENERAL FUND						
Ad Valorem & BID Taxes	2,023,300.00	1,194,911.02		2,086,836.00	865,978.11	41.5%
Vehicle Taxes	221,000.00	23,640.53		285,000.00	73,596.81	25.8%
Local Option Sales Taxes	825,000.00	0.00		957,242.00	271,895.76	28.4%
Utility Franchise Taxes	313,000.00	(640.00)		332,000.00	75,692.04	22.8%
ABC Revenue	205,000.00	0.00		105,000.00	26,250.00	25.0%
Powell Bill	135,000.00	69,253.02		130,000.00	65,997.22	50.8%
Bladen Fire District	306,909.00	35,500.00		318,700.00	58,250.00	18.3%
Solid Waste fees	1,376,750.00	341,431.70		1,385,000.00	346,767.53	25.0%
Permits & Fees	55,112.00	9,923.00		33,850.00	17,062.42	50.4%
Rental Income	116,634.00	13,448.88		42,200.00	12,501.12	29.6%
Interest Income	215,000.00	51,068.20		175,000.00	57,616.47	32.9%
Miscellaneous Revenues	265,422.00	135,664.80		195,000.00	67,781.59	34.8%
Donations	5,000.00	5,000.00		0.00	0.00	0.0%
Restricted & Fund Balance Approp.	394,918.00	0.00		194,500.00	42,295.31	21.7%
TOTAL GENERAL FUND	**6,458,045.00**	**1,879,201.15**		**6,240,328.00**	**1,981,684.38**	**31.8%**
WATER FUND						
Water fees	1,021,400.00	292,005.72		1,059,150.00	313,816.24	29.6%
Sewer fees	1,272,400.00	309,646.34		1,164,350.00	334,719.63	28.7%
Miscellaneous Revenue	133,950.00	5,307.00		1,500.00	12,500.59	833.4%
Utility Fund Balance Approp.	0.00	0.00		0.00	0.00	0.0%
TOTAL WATER FUND	**2,427,750.00**	**606,959.06**		**2,225,000.00**	**661,036.46**	**29.7%**

BUDGET & FINANCE SNAPSHOT

FISCAL YEAR 2026-2027 EXPENDITURES

Department	Prior Year Budget SEPTEMBER 2025	Prior Year Actual YTD as of 9-30-2025		Current Year Budget SEPTEMBER 2026	Actual YTD as of 9-30-2026	% of Budget
Governing Body	64,400.00	10,688.63		42,450.00	9,228.04	21.7%
Administration	537,744.00	135,494.10		484,525.00	141,213.20	29.1%
Finance	314,980.00	76,299.66		263,710.00	83,751.73	31.8%
Public Services	811,335.00	219,162.45		720,022.00	198,126.91	27.5%
Technology	132,016.00	12,219.15		98,000.00	30,908.97	31.5%
Public Facilities	364,176.00	137,269.04		440,325.00	149,076.51	33.9%
Police	1,612,232.00	549,472.73		1,730,074.00	417,586.04	24.1%
Fire	1,009,878.00	309,984.85		1,001,296.00	338,271.07	33.8%
Streets	19,550.00	8,754.57		13,000.00	3,160.56	24.3%
Powell	404,149.00	46,255.16		402,510.00	47,398.96	11.8%
Solid Waste	602,900.00	100,229.19		614,500.00	151,881.17	24.7%
Planning & Economic Develop.	171,365.00	49,071.10		140,600.00	34,023.49	24.2%
Recreation/Concert Series	16,750.00	3,240.41		6,450.00	13,059.91	50.0%
Farmers' Market	8,468.00	0.00		0.00	0.00	0.0%
Airport	68,700.00	4,754.29		217,550.00	61,501.85	28.3%
Community Center	0.00	0.00		7,316.00	2,099.55	28.7%
Restricted Grants & Donations	30,000.00	0.00		0.00	0.00	0.0%
Special Appropriations	289,402.00	90,000.00		58,000.00	3,000.00	5.2%
GENERAL FUND TOTAL	**6,458,045.00**	**1,752,895.33**		**6,240,328.00**	**1,684,287.96**	**27.0%**
WATER FUND						
Water	1,071,977.00	500,276.68		992,902.00	230,533.64	23.2%
Sewer	1,255,773.00	241,266.21		1,132,098.00	257,971.99	22.8%
Tank Maintenance & Transfer Out	100,000.00	24,999.99		100,000.00	16,666.66	16.7%
WATER FUND TOTAL	**2,427,750.00**	**766,542.88**		**2,225,000.00**	**505,172.29**	**22.7%**

REVENUE OVER/(UNDER) EXPENDITURES	Budget	Prior YTD	Budget	26 - '27 YTD
GENERAL FUND	0	126,306	0.00	297,396
WATER FUND	0	(159,584)	0.00	155,864
TOTAL COMBINED FUNDS	**0**	**(33,278)**	**0.00**	**453,261**

Permits/Fee/Licenses	Budget	Actual
Beer & Wine Licenses	350.00	320.00
Business Registrations	3,000.00	2,325.00
Motor Vehicle Licenses	15,000.00	3,730.00
Planning & Zoning Fees	7,500.00	8,212.42
Fire Inspections & Fees	8,000.00	2,475.00
Park Rental Fees	0.00	0.00
Total	33,850.00	17,062.42

Rental Income		
Building Lease - Bladen Crisis	10,200.00	2,550.00
Farmer's Market	32,000.00	9,888.88
Commissions & Royalties	70,000.00	1,800.00
Total	112,200.00	14,238.88

AGENDA ITEM NO. 5.3

Item Cover Page

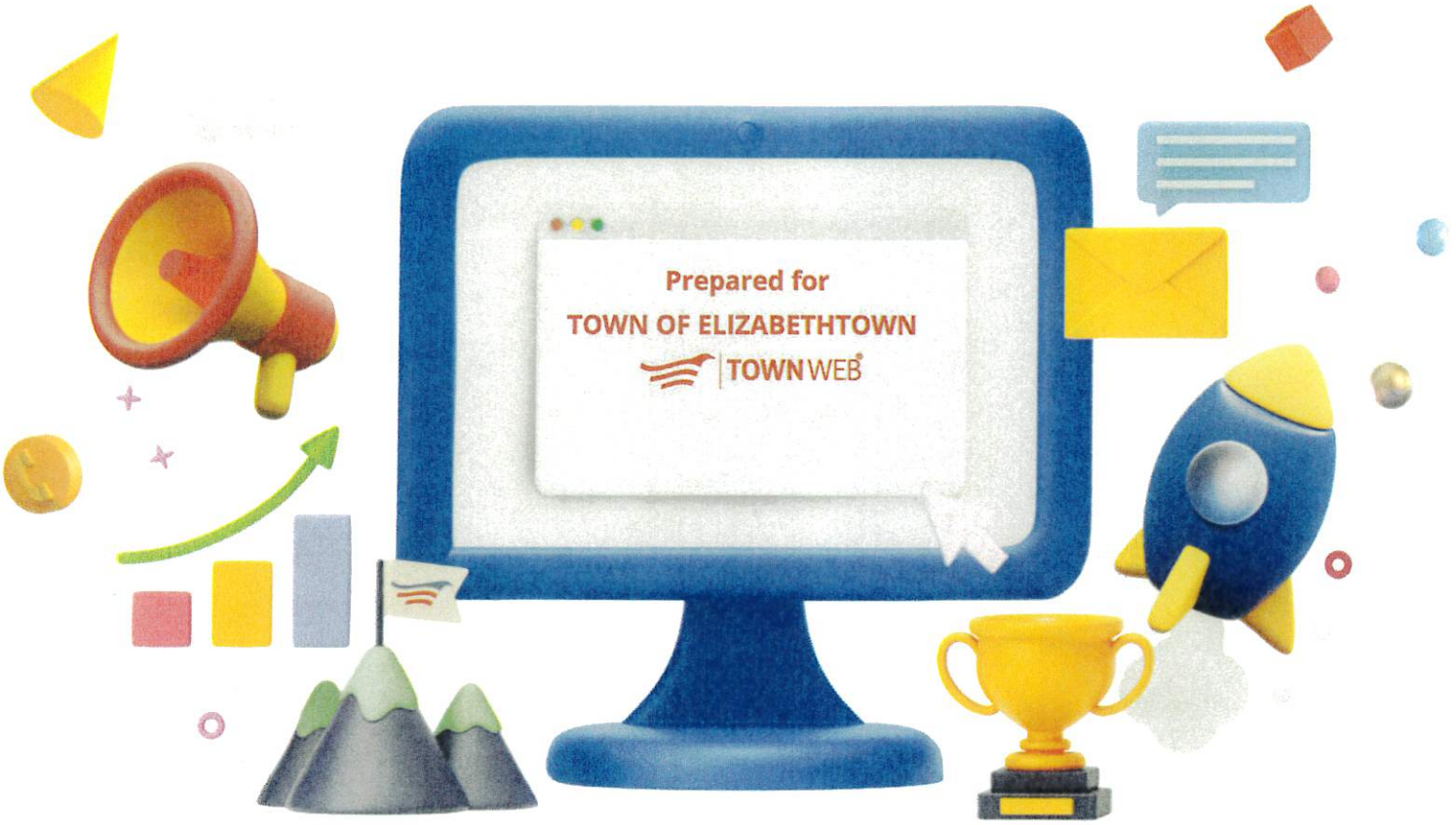
COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Request
AGENDA SECTION:	ADMINISTRATIVE MATTERS
SUBJECT:	Town Web Proposal - Upgraded Website & Communication Platform
BACKGROUND:	Finance Director Regina Valenta may be called upon to present this agenda item. The duration of the contract is three (3) years with a fee of $2,460.00 for each year.
	COPY OF TOWN WEB CONTRACT PROVIDED.
SUGGESTED ACTION:	Council is requested to approve the Proposal for a three-year term.

ATTACHMENTS:

Peak Agenda - Town Web Proposal - 11.2.26.pdf

Town Web's Proposal for an Upgraded Website & Communication Platform



You Gain Civic Engagement Where Connectivity Meets Community

Delivered on: November 05, 2025 | **Submitted by:** Peter Stanko, Town Web Design, LLC | **Expiring on:** February 26, 2027

Town of Elizabethtown
805 W Broad St
Elizabethtown, , 28337-9432

Dear Regina,

Thank you for your continued partnership with Town Web and for considering us for the next evolution of your municipal website. We are thrilled at the prospect of further supporting the Town of Elizabethtown in enhancing its digital presence and communication capabilities.

As a valued customer, you've already experienced the benefits of a Town Web website: professional design, ease of use, and effective communication with your residents. Now, it's time to elevate that experience. Our latest offerings provide advanced features and integrations, ensuring that your website remains at the forefront of digital municipal services, reflecting the dynamic nature of your community.

Upgrading your website with Town Web means not just a refresh of aesthetics but also an enhancement of functionality. Our updated platform will allow your team to publish news, events, and important updates more efficiently, ensuring that vital information reaches your residents swiftly and effectively. The inclusion of our Communication Platform as part of your package means that this process is further streamlined, allowing for direct engagement with your community through automated updates via email, text message, and social media.

We are excited to introduce you to our enhanced Digital Online Solution, which includes user-friendly electronic form submissions and an integrated payment portal, making it easier for your residents to interact with municipal services online. Our commitment to simplifying municipal life extends to our "White-Glove" Service, where our dedicated team takes care of all your digital needs, from form creation to workflow management, allowing you to focus on serving your community.

As we propose a new 3-year contract, we aim to not only renew our commitment to the Town of Elizabethtown but also to reinforce our promise to provide a professional, efficient, and user-friendly website and communication tool. In the following pages, you will find detailed insights into the advanced benefits and features that await the Town of Elizabethtown with the renewed partnership with Town Web.

Let's continue to work together to make the Town of Elizabethtown's digital presence as vibrant and effective as the community it represents. For any questions or to discuss the next steps, please feel free to contact us. We are eager to assist the Town of Elizabethtown in this exciting transition to a new and improved municipal website and communication platform.

Sincerely,



Peter Stanko | Jelena Slavkovic

Client Coordinator with Town Web Design, LLC | Client Relations Manager

peter@townweb.com | jelena@townweb.com | Toll-Free: 877-995-TOWN (8696)

TOWN WEB IS HERE TO LISTEN AND HELP TOWN OF ELIZABETHTOWN STREAMLINE ONLINE WORK

Municipalities' communication with their residents has drastically changed in the past two decades. Our team has interviewed dozens of city administrators and town clerks.

We learned that it was easier to communicate the happenings and official notices of a municipality in the late 90s. By publishing the official notices in the local newspaper and running the loop of the video recordings on the local cable access television station, everybody would know what was going on. However, things have changed.

Newspapers aren't the primary source of news like they were in the 20th century. Municipalities needed to stay current with modern methods of communication. This includes using newer technology, like text messaging, emails, and the various avenues of social media.

The channels of communication have multiplied. The demographics of your citizens have become more diverse. Millennials prefer to consume information differently from the Baby Boomer generation.

The challenge of local government is to provide information to **ALL** their constituents. Even if they're considered *"digital dinosaurs"* and want everything on paper and want to write checks. Or if they're *"digital natives"* and want the same information, but accessible on their phone and paying with a credit card.

Or somewhere in between for the rest.

This is exactly the challenge that your website vendor needs to solve for you. Town Web is uniquely positioned to solve this problem in a way that saves you and your staff time. Plus, it provides an online citizen portal that your citizens deserve.

The current challenge facing many local governments is the difficulty of effectively communicating with their constituents. Many existing municipal websites are outdated, difficult to navigate, and lack the necessary tools to keep the local residents informed and engaged.

We hear from countless others who also have problems maintaining a municipal website independently. It's cumbersome and overly complex. Still, many others do not get the type of support or assistance they expect to be successful in maintaining the website.

This problem is even more pressing in a post-pandemic world, where citizens are increasingly expecting digital services and communication from their government. The lack of an effective website and communication tool means that local governments are not able to effectively share news and notices, community and government events, and other department-related data. This has led to a decrease in the effectiveness of public services and an overall lack of engagement with local residents.

THIS IS WHERE TOWN WEB'S ONLINE DIGITAL SOLUTION HELPS YOU AND YOUR STAFF TREMENDOUSLY

Your Public Information Officer

At Town Web, we understand the critical role technology plays in the success of municipal websites. Our "White-Glove" service extends beyond exceptional customer support, encompassing the technical aspects that ensure your municipal website is secure, reliable, and always accessible.

You don't have to worry about annual domain management - we handle it for you. We maintain your website on our servers ensuring optimal performance. Our in-house developed Content Management Service (CMS) comes with a 99.9% uptime guarantee, providing a robust foundation for your website - and making your website the fastest municipal website on the web.

Every municipal site hosted by Town Web comes with a Secure Socket Layer (SSL) for secure and encrypted communication. We proactively monitor unauthorized access, keeping your website safe from potential threats. On top of that, daily backups of your site are stored off-site, ensuring quick recovery in case of unforeseen events. In the unlikely event of a setback, we guarantee immediate restoration of your website, utilizing the latest backup.

However, the backbone of Town Web's success lies in our commitment to unparalleled customer service. Our "White-Glove" approach ensures that you not only have a technically sound website but also receive unmatched support for any queries or needs.

Our support team is at your service round the clock, ready to assist with any technical, billing, or sales questions. With a commitment to resolving issues within four hours, our team ensures a prompt and efficient service experience. The most recent analysis says that no support ticket's left unanswered for more than 4 hours. Depending on the needs of your municipality, we provide a toll-free number you can reach us at during normal business hours. If you are eager to speak with our support masters in the higher-tier support package, you can do that - and it will never make a dent in your wallet. It's all included.



You will also receive one-on-one training, empowering you to manage updates and content independently. Ongoing training is provided for new staff or as needed, ensuring you make the most of your website's capabilities. While our Admin section is designed for ease of use, we understand some prefer a hands-off approach. Send us your content, and we'll handle the updates for you!

Choose Town Web for a holistic approach that combines technical excellence with unrivaled customer service. Elevate your municipal experience with our "White-Glove" service – where technology meets customer-centric support.

The Platform - Themes, Timeline, Technology & Features

User-Centric Design - Customized for you

Town Web's design team intertwines modern aesthetics with user-centric functionality, ensuring your municipal website not only looks sleek but also offers a seamless experience. The design concept focuses on ease of use for all users, regardless of their technical background. A contemporary layout ensures that your website is both visually appealing and intuitively navigable, whether accessed via desktop, mobile device, or tablet. ADA compliance further guarantees accessibility for all.

Our website solutions provide a range of themes, each designed to marry aesthetics with functionality. While cost-effective, these themes are not just pre-designed; they are a canvas awaiting your municipality's personal touch. Choose a theme and collaborate with your Project Manager and Account Manager to customize it, applying a unique color scheme, icons, and assets that resonate with your community. On top of that - you will be able to additional add content of your liking to any page of your website.

Project Timeline

Embarking on a Town Web project is a breeze for you. We handle every aspect of the transition, ensuring minimal effort on your end. From transferring existing content to the new website to the meticulous design and development phases, our dedicated team manages it all. Your role is simple – guide us with your vision and wishes, and we'll transform them into a sophisticated and functional municipal website:

1. Designing the website layout and user interface
2. Integrating diverse content for a multimedia-rich experience
3. Configuring hosting, domain name, and new email addresses
4. Optimizing for enhanced search engine visibility
5. Implementing interactive features and contact forms
6. Ensuring security against malware and threats
7. Thorough testing, training, and a seamless Go-Live transition



Communication Platform - Only one place for all communication with the community

One of the main issues our customers faced ever since we started is the complexity of reaching out and communicating with as many members of the community as possible. Some regularly check out your municipal website. However, some only use their email and would like to get Newsletter updates on their emails. Over the last couple of years, there has been a significant increase in the number of constituents using Facebook for regular updates - and that's why we developed a set of tools that make communication extremely easy.

CALENDAR OF EVENTS

Facilitate transparent governance with a dedicated Calendar of Events. Specifically designed for Board and Council meetings, this feature ensures that residents stay informed about crucial municipal activities.

NEWS AND NOTICES WITH NEWS TICKER BAR

Keep your community engaged with a dynamic News and Notices section, complete with a News Ticker Bar. Timely updates and important announcements will be prominently featured, ensuring residents are always in the know.

EMERGENCY ALERTS AND NOTIFICATIONS

Prioritize community safety with an Emergency Alerts system. Urgent messages are displayed prominently on your homepage, simultaneously sent to all subscribers via email or text message, and posted to your Facebook page.

SUBSCRIBERS AND NOTIFICATIONS

Foster community engagement through subscriber management, allowing residents to subscribe to specific topics. Subscribers receive instant notifications via email and/or text messages, ensuring they stay informed on matters of interest.

CITIZENS' ENGAGEMENT AND REPORTING APP HEY311

Enhance citizen-city communication with Hey311, a dedicated app that streamlines service requests and non-emergency issue reporting. This user-friendly interface allows citizens to submit requests efficiently, and your city can manage and respond to them with ease.

Not-Yet-Seen Technology for Municipal Websites

Town Web's proprietary Content Management System (CMS), codenamed Juniper, is a state-of-the-art, cutting-edge web-based application coded with love in PHP and JavaScript that brings Municipal websites to a whole new level of simplicity, usability, speed, and security. Our team of developers worked for 12 months to bring to life the not-yet-seen technology in municipal websites which achieved 5 main key points:



1. **Stellar fast load times** - TTFB and first content paint do not exceed 500ms and are usually around 200ms. This translates to a "blink of an eye" once you type in the web address.
2. **Unbloated, static user side** - everything that loads after you type in the web address is loaded as static content super fast without encumbering your browser or device.
3. **Immutable and unhackable front end** - there is no direct connection to the database containing all the important stuff, the famous "below the kitchen sink stuff" that hackers love. Nothing is served directly from super-protected locations that we made untouchable from the internet. We value security so much that we rendered any potential hacking attempts useless because the server where your website is serves only what is public information, without any possibility of getting data stolen, lost, or manipulated. Guaranteed.
4. **Unparalleled experience** in managing your website content from our own proprietary Dashboard.

We guarantee that our new CMSv6 is a premium, hand-made, all-American Municipal CMS software designed and developed with the help of 15+ years of experience in serving over 800 US municipalities.

Make Your Municipal Website Unique

ON THE WHOLE-WIDE-WEB WITH THE ELITE WEB DESIGN PACKAGE

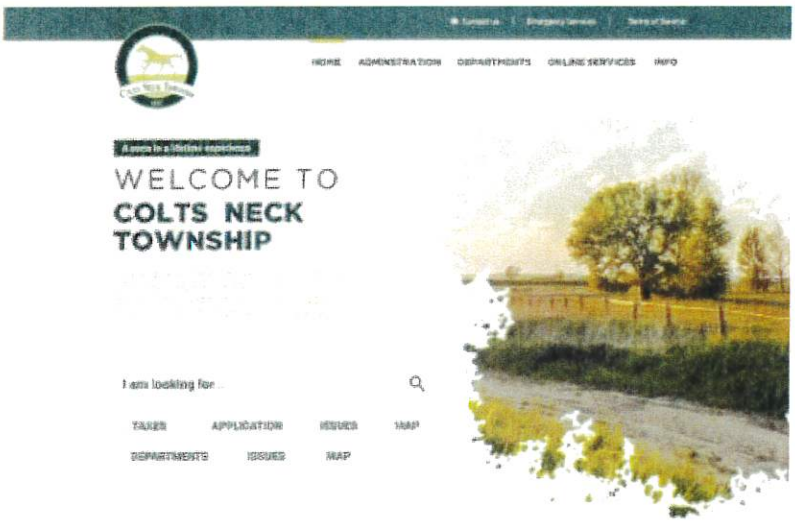
The Elite Web Design Package provides you with a "full-service" collaboration with our branding and design team, engaging your stakeholders in special meetings focused on design. These sessions, known for their enjoyable and interactive nature, include facilitated Discovery and Branding exercises that shape your custom UX/UI.

Opting for this exclusive package, you unlock a collaborative journey with our dedicated branding team, engaging in special meetings focused on design, Discovery, and Branding exercises.

These interactive sessions, far from the typical design experience, have been praised for their engaging and enjoyable nature. Attendees often find them surprisingly fun and beneficial. The collaborative efforts shape a unique User Experience/User Interface (UX/UI) for your website, ensuring it resonates with your municipality's personality.







The Elite Web Design Package extends the scope of work to encompass a wide array of branding and design services. From selecting premium typography and developing a UX/UI style guide for desktop and mobile to crafting custom illustrations and iconography, this package transforms your website into a visual masterpiece.

Embrace a visually enhanced website with a focus on personalized typography, custom illustrations, and a distinct UX/UI design that encapsulates your municipality's identity. The package includes the creation of a Style Guide, a versatile tool that extends its impact beyond your website to social media posts, letterheads, and other branding materials.

Immerse yourself in the design process, from Discovery and Branding exercises to the creation of appealing new designs for homepages and department pages. Our meticulous approach ensures that your municipality's online presence is not only functional but also visually striking, capturing the essence of your unique identity. Choose the Elite Web Design Package for a comprehensive and collaborative web design experience that goes beyond the ordinary.

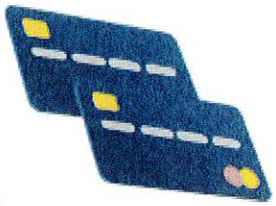
Town Web's Online Digital Tools

Town Web's Online Digital Solution stands as an innovative cloud-based software platform, that connects seamlessly with your website. This comprehensive system, **aptly branded as "HeyGov,"** encompasses various modules designed to streamline municipal processes. The primary goal is to transition systems online, reducing workload and saving precious time for you.

A key advantage of Town Web's Online Digital Solution lies in its ability to unite people, departments, and citizens on a single digital platform. At its core, the platform offers robust tools for drafting, editing, and managing documents. Notably, the forms, licenses, and applications created within this solution can seamlessly integrate into your website. These forms are intelligently linked to your payment system, ensuring effortless collection of fees with each form submission and simplifying your overall bookkeeping process.

HeyGov Pay

The era of checks and cumbersome payment methods is gone! Town Web brings you a state-of-the-art payment portal, featuring the HeyGov Pay Module, designed to redefine your municipal utility billing experience.



Connect effortlessly with HeyGov's payment portal to start collecting credit card payments. Enjoy the flexibility of accepting payments online, in person, or remotely. Plus, streamline reconciliation by directly syncing with your Utility Billing or Accounting software. HeyGov introduces a cutting-edge solution, sparing you from the nostalgia of handling checks. It's time to embrace technology that aligns with the fast-paced digital age.

You can offer your residents the convenience of online credit card payments. HeyGov's utility payment portal provides residents with a centralized hub for viewing invoices, storing payment methods, and setting up handy payment reminders – all at their fingertips. No more manual data entry or reconciliation headaches! HeyGov seamlessly integrates with your utility billing software, automating payment posting and reconciliation. Save valuable time and resources while ensuring accurate financial transactions. We have meticulously crafted a solution that anticipates your needs. And it's right at your fingertips.

HeyLicense

Town Web's HeyGov Modules redefine municipal processes, bringing efficiency and modernization to everyday tasks. With HeyGov's comprehensive HeyLicense Module, municipalities can seamlessly digitize and streamline their paperwork processes. This module allows for the effortless receipt and processing of various municipal forms, licenses, applications, and documents, such as dog licenses, building permits, operator licenses, boat launch permits, and land use applications. HeyGov facilitates the transition from traditional paper-based workflows to an agile and responsive digital platform. Citizens and local businesses can conveniently submit information, and the HeyGov solution ensures that paperwork becomes a fluid, digital asset, efficiently flowing through the entire organization with custom-built workflow rules.





Embrace a new era of licensing with HeyGov's user-friendly HeyLicense Module, offering a hassle-free online experience for tasks like dog licenses. Simplify the process with perfect payments—residents can easily manage their dog's license in just a few clicks. HeyGov is a powerful ally for local governments, designed to alleviate the burdens of daily tasks and save municipal staff up to five hours per week. Whether it's managing dog licenses or handling building permits, HeyGov offers modern solutions that transform traditional processes into streamlined, online experiences. Enjoy the convenience of online applications, tracking, workflow management, and secure payment processing—all in one comprehensive system. With HeyGov, municipal staff can effortlessly navigate the complexities of licensing and permitting in the 21st century.



HeyReserve

With HeyReserve's intuitive platform, your constituents and visitors can effortlessly book city amenities like park shelters and pavilions, streamlining the process for community or personal activities. It facilitates easy access to town rules, policies, and online fee payments, ensuring a seamless experience for all users.



Experience the convenience of HeyReserve in managing online park reservations, covering park pavilions, shelters, community centers, and more. Imagine having an online booking calendar embedded on your website, allowing residents to explore available dates, and times, and even make secure credit card payments for deposits and rental fees. It's like having an "Airbnb for parks & recs" at your fingertips, eliminating administrative overhead and providing a user-friendly booking calendar that enhances your community's engagement.

Our commitment to simplicity extends to the Simplified Short-Term Rental (STR) Applications feature. We understand the complexities involved in STR applications, and HeyGov is designed to streamline this process for you. The intuitive platform ensures that all applications are up to date and compliant with regulations, reducing errors and minimizing the need for applicants to seek clarification. With HeyReserve, you can easily track all applications, stay compliant, and provide efficient service to local property owners, saving both time and preventing unnecessary delays in the application process.

Make Yourself Accessible - Everywhere

Facebook Syndication

Integrating your municipality's website with its Facebook page has never been more straightforward. Thanks to Town Web's Facebook Syndication plugin, you can effortlessly sync your website updates with your social media presence. Picture this: a seamless process where posting on your website simultaneously updates your Facebook page. It's not just a time-saving feature; it's a game-changer for community engagement.

In an era where almost everyone is on Facebook, this plugin provides a powerful avenue to reach your residents effortlessly. No need for intricate technical maneuvers—our streamlined plugin ensures your municipality's web content harmoniously merges with your Facebook communications. Stay effortlessly connected with your residents, amplify your online footprint, and keep your community informed with just a click. With Town Web's Facebook Syndication plugin, bridging the gap between your website and social media is not just practical; it's an uncomplicated reality.

Advanced Business Directory

Introducing the Advanced Business Directory – an innovative feature tailored for municipalities to elevate the visibility of their local businesses. It allows you to meticulously categorize and showcase the diverse tapestry of businesses - from small to the big ones - in your community. Imagine an online hub where you can flaunt your community's diverse businesses, beautifully categorized and showcased.

Want to feature that cozy coffee shop or the local bookstore? No problem! Each listing is a mini-masterpiece – complete with snazzy images or logos, handy contact details, and killer descriptions. By seamlessly integrating this advanced directory into your website, you create a valuable resource for residents and visitors alike. Explore the potential of the Advanced Business Directory, where showcasing local businesses is not just a feature; it's a pathway to community enrichment and economic growth. Elevate your website with this tool and empower your local businesses to thrive!

Multi-Language Website

Improve your municipality's outreach efforts and foster community engagement with our Multi-Language feature. By embracing linguistic diversity, you open the doors to a more inclusive and connected community. Imagine the positive impact on resident engagement when your website effortlessly communicates in various languages, breaking down barriers and ensuring that every member of your community feels heard and valued. A multi-language website not only promotes inclusivity but also positions your municipality as responsive and considerate to the needs of a diverse population. Strengthen community bonds, encourage participation, and showcase your commitment to serving everyone in your locality effectively.



Embedded Livestream Video Feed

If you're looking to enhance transparency and engagement during board and council meetings, an Embedded Livestream Video Feed is a must on your website. With it your municipality can seamlessly embed live-streamed videos from YouTube directly onto your website, providing residents with an easy and centralized way to stay informed about ongoing discussions and decisions. The beauty of this plugin lies in its simplicity; it automatically detects when a video is being premiered, eliminating any additional effort on your part. Residents can conveniently tune into the live stream without navigating to external platforms, fostering a sense of community engagement and transparency right from your website. This user-friendly feature ensures that your residents are always in the loop, fostering a more informed and connected community.

Advanced Search Option

Advanced Site Search is a dynamic solution designed to elevate user experience on your municipality's website. This powerful tool enhances user retention and satisfaction by optimizing the search functionality across your website, blog, and knowledge base. With lightning-fast results delivered in less than 50 milliseconds, it ensures that users find what they're looking for with unprecedented speed. The search engine supports all languages, automatically detecting and accommodating diverse linguistic needs. Town Web can tailor your search interface with custom filters and build a faceted search experience effortlessly. You can rest easy with sealed and signed API keys and tenant tokens that provide precise control over search access. Elevate your website's performance, increase user engagement, and offer a search experience that exceeds expectations—all with the user-focused "Advanced Site Search" feature.

Branded Email Addresses with FOIA Compliant Archiving System

Enhance your municipality's communication capabilities with our Branded Email Addresses, an optional feature powered by Google Workspace. As a Google Certified Partner, we offer a tailored email solution in collaboration with Jatheon, an established provider of email archiving solutions. This partnership ensures smooth communication, compliance with data retention regulations, and improved productivity for your municipality.

Benefit from the robust reliability of Google Workspace, an enterprise-level solution known for uninterrupted email access to millions of users worldwide. Trusted across various industries, including government bodies, Google Workspace delivers consistent, high-quality email services for your municipality. Experience unparalleled security features, including robust data protection, encryption, and advanced spam and phishing detection. Our partnership with Jatheon takes data retention compliance seriously by capturing, indexing, and securely storing all inbound and outbound emails, meeting the legal requirements of the Freedom of Information Act. Bid farewell to storage constraints, as our Branded Email Addresses provide ample space for your municipality's emails and files, allowing efficient storage, management, and access to business-related data. Stay connected and productive on the go with mobile accessibility, ensuring responsive communication from any device, be it a smartphone, tablet, or desktop. Improve your municipality's communication experience with the reliability, security, and productivity offered by our Branded Email Addresses.

Google

JATHEON

Town Web Team and Portfolio/References

Collectively, our team has decades of web development and support experience, with a specific focus on creating engaging platforms for local governments to encourage communication and community involvement. Meet the key players:



Jelena Slavkovic
Customer Relations Manager
jelena@townweb.com



Jerrica Wagner
Senior Project Manager
projects@townweb.com



Aleksandra Anastopoulos
Account Manager
projects@townweb.com



Marta Stankovic
Project Manager
projects@townweb.com



Flor Faustino
Customer Support Specialist
support@townweb.com



Francine Euniekrist
Junior Project Manager
projects@townweb.com

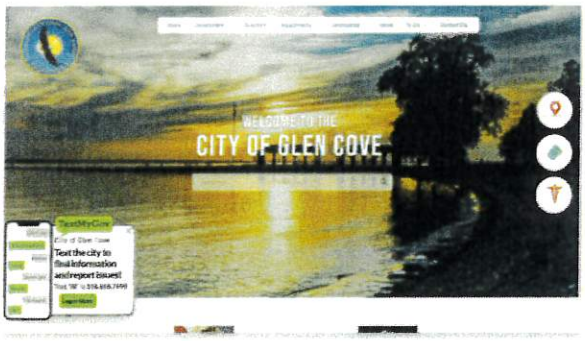


Ana Hadzi-Vucic
Customer Support Specialist
support@townweb.com

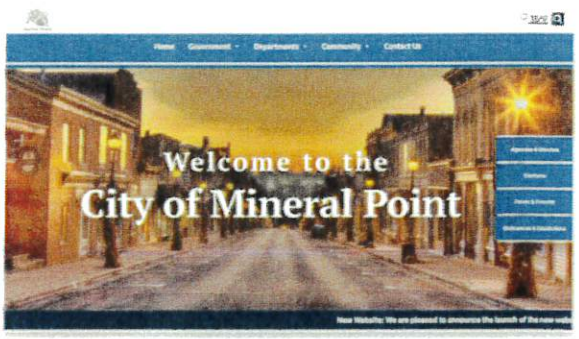


Vanja Velinov
Customer Support Specialist
support@townweb.com

Town Web has developed more than 800 municipal websites in the previous 16 years while maintaining the average satisfaction level of customers above 97%. Here are some of the customers who have shared their love of working with us:

















The Details of Our (Long-Lasting) Partnership

THE WEBSITE AND COMMUNICATION PLATFORM SETUP AND SUPPORT DETAILS

The setup is a one-time fee. It is the cost to build your website and transfer all the content from your existing website. You will work with a dedicated Account Manager (Aleksandra) and Project Manager (Francine or Marta) in real time for the design of your new municipal website. During the Onboarding Meeting, you will be shown all of our pre-built municipal themes from our design library. You get to select one, which we will completely customize for you and make it your own. We will customize the menu items, and the quick links and will custom design a banner based on the photographs you provide.

Included in your Website and Communication Platform setup fee:

- **We migrate all your old website content!**
- **Unlimited** number of pages and menu items
- **Unlimited** department pages with FAQs
- **Unlimited** Minutes & Agendas categories
- **Unlimited** Quick Links *(theme dependent)*
- **Unlimited** FAQs
- **Unlimited** calendars
- **Super menu** with dropdown *(theme dependent)*
- **Dedicated elections page**
- **Mobile-responsive** design
- Residents can **subscribe to emails and/or text messaging**
- Face-to-face meetings over Zoom, an easy-to-use video conferencing service

The following are included in Town Web's hosting, maintenance, and support:

- High-availability, reliable VPS (Amazon AWS or Google Cloud) website hosting and maintenance
- **Unlimited 24x7** technical support
- **24x7 website monitoring**
- **Guaranteed response time in less than 8 hours**
- **Technical and security updates** are applied automatically
- Nightly website **backups stored off-site**
- 12-month backup retention
- Immediate website restores (if ever needed)
- **Your login username and password -** you can make updates to the site on your own
- One-on-one training
- **Unlimited** training and re-training
- Access to our **free training and support library**
- **"White-Glove" Support -** send us content, and we will upload it for you - **if selected**
- **Phone support is available** Mon - Fri from 8 AM to 5 PM EST - **if selected**

Town of Elizabethtown Proposed Pricing

Description	Price	Qty	Total
Free Website & Communication Platform Upgrade (one-time fee)			$0
☐ **Elite Web Design Package**			$9,000
Website Hosting and Maintenance			$800/year
Customer Support Plan - Unlimited 24x7 Tech Support			$800/year
Customer Support Plan - "White-Glove" Service via email and phone			$800/year
☐ **Town Web's Online Digital Solution - Bundle** • **HeyGov Pay** - Collect online payments (citizens' payment portal) • **HeyLicense** - Online digital forms (up to 12 forms and digital workflows) • **HeyReserve** - Online bookings for facility rentals (up to 6 venues)			$4,500/year
☐ **Facebook Syndication**			$300/year
☐ **Advanced Business Directory**			$300
☐ **Multi-language Website -** per language	$50/year	1	$50/year
☐ **Embedded Livestream Video Feed**			$150/year
☐ **Branded Email Addresses**	$216/year	5	$1,080/year
Domain Name Management - 3 domains			$60/year
TOTAL			**$2,460**

Town of Elizabethtown Signature Page

It is our commitment to ensure that the Town of Elizabethtown's online presence stands the test of time, making your website the ultimate tool for all your digital municipal needs today, and in the years to come. With our services, you can take pride in the fact that your residents, tourists, and visitors will never perceive your municipal services as outdated.

The duration of the contract is three years.
The 1st year's fee of $2,460.00.
The Website Upgrade is free.
The Annual Hosting Maintenance and Support fee will be invoiced on 12/1/2026.
The 2nd year's fee of $2,460.00 will be invoiced on 12/1/2027.
The 3rd year's fee of $2,460.00 will be invoiced on 12/1/2028.

By endorsing this quote, you unlock a comprehensive package detailed in the previous sections of the proposal. Here are the four key benefits tailored to meet your needs:

1. **Town Web's Website and Communication Platform**
   You will be providing your residents with unparalleled transparency in municipal decision-making. Keep them informed on vital topics, offering instant notifications about topics that interest them the most.
2. **Digital Transformation with Town Web**
   Town Web's Online Digital Solution stands as the most advanced platform for local government - with many more features yet to come. It facilitates payments from any funding source through any device, efficiently reducing the administrative workload for busy staff while catering to the convenience citizens demand. Your Digital Transformation team creates digital workflows and enables your licenses and forms to be filled - and submitted online. All while enabling online renting for your municipal facilities. Imagine saying "HeyGov" - and it's done.
3. **Your Public Communication Officer - Available 24x7**
   Enjoy the peace of mind that comes with round-the-clock technical support. You can rely on us for any website-related query or issue, accessible via email, chat message, or even Facebook Messenger. We go the extra mile, assisting with no additional charges, including posting or editing on their behalf, saving you valuable time and resources.
4. **A No-Cost Website Homepage Refresh Every Three Years - if selected**
   Before the third year of hosting expires, we initiate a meeting to explore fresh ideas for your site's redesign. Incorporating the latest design standards, we ensure your site remains modern, practical, and up-to-date, reflecting the evolution of design trends over the preceding three years.

_____
Regina Valenta

Regina Valenta, Town of Elizabethtown,

_____

To accept this quote, you can electronically sign it above, or sign and fax it to 321-600-9008. Once we have a signed copy, we will email you an invoice. Once the invoice is paid, your dedicated Account Manager Aleksandra will contact you to schedule the Onboarding meeting!

AGENDA ITEM NO. 5.4

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Request
AGENDA SECTION:	ADMINISTRATIVE MATTERS
SUBJECT:	Funding Approval from NC Department of Commerce for Elizabethtown Community Center Project
BACKGROUND:	Town Manager Eddie Madden may be called upon to present this agenda item. The Funding Approval Condition is for the Town to acknowledge receipt of the additional funds for the Community Center. This amended funding approval is required to correct a documentation error in which the funding approval was not issued at the time the original additional funds request was received - February 10, 2026. A Budget Amendment for this additional funding was presented and approved at Town Council's Special Called Meeting of June 29, 2026. As of October 19, 2026, the Funding Approval from NCDOC for the Elizabethtown Community Center project has been received to include $75,000 additional funding. **COPY PROVIDED OF FUNDING APPROVAL, TOWN'S APPROVED BUDGET AMENDMENT AND NC DOC LETTER.**
SUGGESTED ACTION:	Council is requested to acknowledge receipt of the additional funds for the Elizabethtown Community Center.

ATTACHMENTS:

Peak Agenda - CDBG-NR Program Funding Approval - Community Center - Add'l Funds $75,000 - 11.2.26.pdf

Docusign Envelope ID: 57375446-CE1A-854C-83FD-24570D3664A2

NC DEPARTMENT of COMMERCE
RURAL ECONOMIC DEVELOPMENT

Community Development Block Grant Neighborhood Revitalization Program

Funding Approval

1. Name and Address of Recipient

Town of Elizabethtown
Post Office Box 700
Elizabethtown, North Carolina 28337

2. Grant Number and Funding Approval Date

Grant Number: **21-C-4026**
Date of Original Funding Approval: 12/19/2022
Date of Amended Funding Approval: 10/19/2026

3. Approved Projects		**Approved Amount**
C1 Elizabethtown Community Center		$2,575,000.00
Additional Funds (1st Approval)		$75,000.00
	Total Grant Award	**$2,650,000.00**

4. Funding Approval Condition

By signing below, the town acknowledges receipt of the additional funds listed for the project referenced in item three (3) above. This amended funding approval is required for the Rural Economic Development Division to correct a documentation error in which the funding approval was not issued at the time the original additional funds request was received on February 10, 2026.

5. Signature of Authorized Official

Signed by: Reginald Speight
1404A2DAF432439...

Name: Reginald Speight — Date: 19-Oct-2026

Assistant Secretary/Interim CDBG Director
Title

6. Signature of Authorized Local Official

Name — Date

Title

GRANT PROJECT BUDGET AMENDMENT #67-01
CDBG NEIGHBORHOOD REVITALIZATION GRANT
COMMUNITY CENTER PROJECT
TOWN OF ELIZABETHTOWN
2026-EOY (February 2026)

BE IT ORDAINED by the Council of the Town of Elizabethtown, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby amended:

Section 3: The following revenues are anticipated to be available to complete this project:

CDBG-NR Grant	$2,575,000.00	$75,000.00	$2,650,000.00
TOTAL REVENUE	**$2,575,000.00**	**$75,000.00**	**$2,650,000.00**

Section 4: The following amounts are appropriated for this project:

Administration	$210,000.00	($27,790.00)	$182,210.00
Planning	$0	$0	$0
Acquisition	$0	$27,790.00	$27,790.00
Other Public Facilities	$2,365,000.00	$75,000.00	$2,440,000.00
TOTAL APPROPRIATIONS	**$2,575,000.00**	**$75,000.00**	**$2,650,000.00**

Adopted this 29th day of June 2026.

Sylvia B. Campbell, Mayor

Juanita Hester, Town Clerk

Eddie Madden, Town Manager

NC DEPARTMENT
of COMMERCE
RURAL ECONOMIC
DEVELOPMENT

Josh Stein
GOVERNOR

Lee Lilley
SECRETARY

Reginald Speight
ASSISTANT SECRETARY

February 10, 2026

The Honorable Sylvia Campbell, Mayor
Town of Elizabethtown
Post Office Box 700
Elizabethtown, North Carolina, 28337

Subject: Program and Budget Amendment #2 (Updated)
CDBG Number: 21-C-4026 (NR)

Dear Mayor Campbell:

The North Carolina Department of Commerce/Rural Economic Development Division (REDD) is in receipt of the above referenced grant's program amendment request. This request comes after rescinding a previous amendment request, of August 2025, due to an error made by the town in the initial request.

This program is amended so the fire safety plan can be modified, which will include moving $27,790.00 from "Administration" to "Acquisition" to purchase 25 feet of adjacent land as part of the fire safety plan to increase the buffer to other neighboring properties. In addition, the Town's request for an additional $75,000.000 to cover cost overruns for debris removal from the community center site, unanticipated storm water permitting costs, and material costs are approved.

The budget amendment consists of the addition of the Acquisition line item of $27,790.00.
The request for additional funds consists of $75,000.00 in the Other Public Facilities line item.

As a result, the proposed budget will reflect budget revisions as included in the chart below.

Project Activity	Original Budget	Other Costs	Amended Budget
Administration	$210,000.00	($27,790.00)	$182,210.00
Planning	$0	$0	$0
Acquisition	$0	$27,790.00	$27,790.00
Other Public Facilities	$2,365,000.00	$75,000.00	$2,440,000.00
TOTAL	**$2,575,000.00**	**$75,000.00**	**$2,650,000.00**

Should you have any questions, please contact Vivian S. Schweizer, Grants Management Representative at 919-814-4730, 919-219-3791 or vivian.schweizer@commerce.nc.gov .

Sincerely,

John F. Brooks
Section Chief
Community Development Block Grant Program

JFB/VSS

cc: Pat DeVane, Asst. Town Manager, Town of Elizabethtown
Rusty Worley, Planning and Zoning, Town of Elizabethtown
Ken Hadaway, Finance Director, Town of Elizabethtown
Tammy Daniels, The Adams Company
Toni Moore, Finance and Administration Services Manager, NC Commerce
Vivian Schweizer, Grants Management Representative, NC Commerce

AGENDA ITEM NO. 5.5

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Request
AGENDA SECTION:	ADMINISTRATIVE MATTERS
SUBJECT:	2027 Council Budget Retreat - Suggested Meeting Dates
BACKGROUND:	Town Manager Eddie Madden may be called upon to present this agenda item. Mayor Sylvia Campbell presents suggested meeting dates of either Monday, February 22, 2027 or Tuesday, February 23, 2027. The event can be held at the Airport Terminal Building.
SUGGESTED ACTION:	Council is requested to select a date for the 2027 Budget Retreat.

ATTACHMENTS:

AGENDA ITEM NO. 6.1

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Request
AGENDA SECTION:	OTHER BUSINESS
SUBJECT:	"Briefly" *(Reminders and announcements are made at this time)*
BACKGROUND:	Town Manager Eddie Madden will present the "Briefly" items, project updates and other important business items of the Town. **COPY OF THE "BRIEFLY" ITEMS PROVIDED.**
SUGGESTED ACTION:	Town Manager Eddie Madden may be called upon to present this agenda item.

ATTACHMENTS:

Peak Agenda - Briefly - R - 11.2.26.pdf

To: Mayor and Town Council

From: Eddie Madden, Town Manager

Subj: "Briefly"

Date: November 2, 2026 Regular Meeting

The following items are provided as information to Council:

- The next Department Head Update Report will be provided at the January 2027 meeting.
- The Planning Board will be meeting on November 2, 2026 at 6 p.m.
- On November 5, 2026, The Pink Slips, will be performing at the Farmer's Market.
- The Pork and Beats event is scheduled on November 7, 2026 at the Farmer's Market.
- In observance of Veterans Day, November 11, 2026, the Town offices will be closed.
- The Christmas Parade is scheduled for Sunday, November 29th at 6:00 p.m. A float will be provided for Mayor and Town Council.



FOR THE MONTH OF NOVEMBER

11/01 – Sylvia Campbell, Mayor

11/07 – Chelsea Ramsey, Police Officer

11/11 – Ricky Leinwand, Council Member

11/16 – Mitch Taylor, F.B.O.

11/22 – Mark McMichael, Police Chief

11/29 – Jacob Long, Public Works

AGENDA ITEM NO. 7.1

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Request
AGENDA SECTION:	OPEN FORUM
SUBJECT:	Open Forum
BACKGROUND:	Three (3) Minutes Per Citizen.....Should State Name/Address. **COPY OF OPEN FORUM SIGN-IN SHEET PROVIDED.**
SUGGESTED ACTION:	Council is requested to listen to any public concerns or comments received.

ATTACHMENTS:

Sign-In Sheet - Open Forum - 11.2.26 Regular TC Meeting.docx

TOWN OF ELIZABETHTOWN

Open Forum Session

November 2, 2026 Regular Meeting

Citizens will be allowed three (3) minutes to speak.

Sign-In Sheet

Name	Address	Phone #	Topic of Concern

AGENDA ITEM NO. 8.1

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Request
AGENDA SECTION:	CLOSED SESSION
SUBJECT:	Closed Session - ***To Be Conducted at 7 p.m.***
BACKGROUND:	A Closed Session will be necessary.
SUGGESTED ACTION:	Mayor Sylvia Campbell will entertain a motion to go into Closed Session in accordance with NCGS 143-318.11(a)(3) - Attorney-Client Privilege.

ATTACHMENTS:

AGENDA ITEM NO. 9.1

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Request
AGENDA SECTION:	CONSIDERATION OF A CONTRACT BEING DISCUSSED IN CLOSED SESSION
SUBJECT:	Consideration of a Contract Being Discussed in Closed Session
BACKGROUND:	
SUGGESTED ACTION:	Council is requested to consider the Contract.

ATTACHMENTS:

AGENDA ITEM NO. 10.1

Item Cover Page

COUNCIL AGENDA ITEM REPORT

DATE:	November 2, 2026
SUBMITTED BY:	Juanita Hester
ITEM TYPE:	Request
AGENDA SECTION:	ADJOURNMENT
SUBJECT:	Adjournment
BACKGROUND:	
SUGGESTED ACTION:	Mayor Sylvia Campbell will entertain a motion to adjourn.

ATTACHMENTS: