

MEETING OF THE BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
BETHEL TOWN HALL
May 5, 2026

Present: Mayor Carl Wilson, Mayor Pro-Tem Camilla Griggs, Commissioner Cassandra Conger, Commissioner Elvis Jones, Commissioner Thomas Lilley

Members of the Board Absent: Commissioner Fred Whitehurst

Staff Present: Interim Town Manager, D. Scott Elliott, Attorney, Keen Lassiter, Clerk, Linda Sheppard, and Deputy Clerk, Jalissa Griggs

Call to Order

Mayor Wilson called the meeting to order at 6:02pm. Commissioner Jones gave the invocation. Commissioner Cassandra Conger then led the pledge of allegiance.

Mayor Pro-Tem Griggs made a motion to approve the proposed agenda, Commissioner Lilley seconded the motion, the motion carried unanimously.

Commissioner Lilley made a motion to approve the minutes from the Regular Monthly Meeting on April 7, 2026, Commissioner Conger seconded the motion, the motion carried unanimously.

Public Comments

No Public Comments.

Presentations

Beverly Stroud, CPA, PLLC (Attachment A) who contracts with the Town to assist in managing the Town's financial affairs, made a presentation of her duties. Mrs. Stroud reconciles the Town's bank account on a monthly basis and assists in other various tasks (i.e. prepares budget amendments, acts as a resource for FMS software questions, etc.). Her firm creates checks and balances with the Town staff regarding financial affairs. Mrs. Stroud also gave the financial report for March 2026 (Attachment B).

Commissioner Conger made a motion to approve the financial report for the month of March 2026, Commissioner Lilley seconded the motion, the motion carried unanimously.

Kelsi Dew who contracts with the Town for grants administration services, made a presentation of her duties. As of recent, Kelsi Dew has assisted Bethel with the following grants:

- SCIF (State Capital Infrastructure Fund)
- RTG (Rural Transformation Grant)

- PART-F (Parks and Recreation Trust Fund) and with Pitt Stop Mural Project.

Old Business

No Old Business.

New Business

Municipal Lawn Service & Yard/Vegetation Debris Pick-Up – Contract Renewal (Attachment C):

The Town has two contracts with Home Front Lawn & Tree Service for Municipal Lawn Service and Yard/Vegetation Debris Pick-Up. These contracts were entered into after the Town ceased its prior contracts with C&W Lawn Care Services.

Home Front Lawn & Tree Service has been doing a very good job managing the services as called for in their contracts. The contractor has requested a renewal of its contracts. The current and proposed work compensation is as follows:

<u>Service</u>	<u>Current</u>	<u>Requested</u>
Lawn Care	\$3,750/month	\$3,850/month
Debris Pick-Up	\$3,600/month	\$3,700/month

The requested increase is less than 3% (0.027% - Debris Pick-Up and 0.026% Lawn Care) representing a \$100 per month increase for each service. This has been requested to cover the cost of increasing gasoline costs.

Mayor Pro-Tem Griggs made a motion to renew the Lawn Service Contract with Home Front Lawn & Tree Services at \$3,850 per month for one year, Commissioner Conger seconded the motion, the motion carried unanimously.

Commissioner Conger made a motion to renew the Debris Pick-Up Contract with Home Front Lawn & Tree Services at \$3,700 per month for one year, Mayor Pro-Tem Griggs seconded the motion, the motion carried unanimously.

CDBG-NR Grant Administration Services:

In order to initiate the recent award of \$950,000 for CDBG-NR housing work, the Town advertised for grant administration services via a RFP (Request for Proposals) process. An ad (Attachment D) ran as required in the newspaper. FALTOR Consulting and The Adams Company, Inc. (two consulting firms) submitted proposals (See Attachment E).

After reviewing and scoring the two RFP responses, it was recommended to select FALTOR Consulting to be the Town of Bethel's administrative services consultant to carry-out this grant.

It was noted that FALTOR Consulting is very familiar with the Town's original CDBG-NR application. This firm performed the leg work on the Town's behalf in submitting the application.

Ben Jones with FALTOR Consulting noted that there are 30 months left to complete the grant and the environmental review is the next fundamental step in executing this grant. Next steps include a release of funds, asbestos inspections, surveys, title opinions, house plans, bidding, and construction.

Chief Lilley asked about the time frame for demolition and if the Fire Department could be considered to assist in demolition for training. Ben Jones noted that this could be considered.

Commissioner Jones asked for clarity on the administrative fees. Ben Jones noted that the fees would include paperwork, field work, and could include advertisements.

Commissioner Conger made a motion to select FALTOR Consulting to administrate Bethel's CDBG-NR grant with a \$92,000 lump sum fee and \$40,000 service and delivery fee, Commissioner Jones seconded the motion, motion carried unanimously.

Smith Street Park – Walking Trail Paving:

The Town sought out and spoke to three paving contractors to obtain bids for paving the walking trail at Smith Street Park. The paving would conform to the adopted Master Plan for the park (See Attachment F). The Bids were sought from the following paving contractors:

- Moses Paving Asphalt Repair
- Simmons Public Utility Site Work, Inc.
- GARRIS Grading & Paving, Inc.

Two contractors were able to submit bids (Attachment G):

Contractor	Price
Simmons Public Utility Site Work, Inc.	\$62,522.54
GARRIS Grading & Paving, Inc.	\$81,538.00

Kelsi Dew noted it should be completed within 60 to 90 days.

Commissioner Lilley made a motion to award the Smith Street paving work to Simmons Public Utility Site Work, Inc. at a cost of \$62,522.54, Mayor Pro-Tem Griggs seconded the motion, motion carried unanimously.

Resolution Opposing Modifications to Local Property Tax Authority:

The NC House Select Committee on Property Tax Reduction and Reform has advanced a proposal aiming to limit city and county property tax increases while increasing oversight of

local taxing authorities. If this is eventually fully approved, it would result in a constitutional amendment to limit property tax increases being placed on the November 2026 election ballot.

It is believed that property tax decisions are best kept fully at the local level for cities and counties. Local boards are held accountable by the constituents who elected them into office regarding local matters. Attachment H is a proposed resolution that opposes this modification to local authority on property taxes.

Commissioner Lilley made a motion to approve the resolution named “Resolution of the Town of Bethel Board of Commissioners Opposing Modifications to Municipal Property Tax Authority.”, Commissioner Conger seconded the motion, motion carried unanimously.

Budget/Financial Matters (Attachment I):

Interim Town Manager presented Budget Amendment #18 – The proposed budget amendment moves \$2,000 from Utilities (Administration) to Utilities (Library) budget.

Commissioner Lilley made a motion to approve Budget Amendments #18, Mayor Pro-Tem Griggs seconded the motion, motion carried unanimously.

Departmental Reports

Interim Town Manager:

The Interim Town Manager gave the Public Safety Report for the month of March 2026 (See Attachment J).

It was announced that the next meeting will be held May 12, 2026, 6:00pm at Bethel Fire Dept. (Special Called Meeting to Conduct Stormwater Drainage Discussion and Present Proposed Draft Budget for FY 26-27).

It was announced that Sheppard Memorial Library’s Board of Trustees Bethel representative, Sharon Kenny has resigned, and they would like to recommend Mayor Wilson as the new representative.

Tax Parcels 9216 and 29604 were upset again in the bid process. This new upset causes another advertisement cycle. The cost of advertising for each upset bid is becoming excessive to the Town. It was recommended to end the upset bid process by rejecting all bids and move to a public auction at the Town Hall.

Commissioner Lilley made a motion to withdraw the two properties from sale and to reject all bids received for the two tax parcels through the upset bid process and to end the upset bid process and move to conduct a public auction at the Town Hall for the sale of tax parcels 9216 and 29604, Mayor Pro-Tem Griggs seconded the motion, motion carried unanimously.

The condemnation process has begun for the properties at 190 West Andrews Street and 191 West Railroad Street via the Pitt County Inspections Department. Fire Chief Lilley asked if the properties could be burned. It was noted that if all the environmental inspections are passed, this could be an option.

Fire Department

Fire Chief Lilley gave a report (Attachment K) for April 2026. It was noted that the cemetery is not locked after hours and there were reports of loitering after midnight. The Mayor mentioned he will notify the Sheriff Department.

Public Works

No Public Works Report.

Town Attorney

Town Attorney, Keen Lassiter, presented a report on the donation of three parcels of land adjacent to Smith Street Park. The tax parcels are 15318, 15320, and 33937 with a combined acreage (.23+.13+.06) of .42 acres. His office has prepared deeds for the donation, and they have been mailed. Mr. Lassiter will bring the deeds back at a future meeting for approval by the Board.

Closing Remarks

The Burn Ban has been lifted. Golf carts require a permit.

Commissioner Lilley made a motion to adjourn the meeting at 7:02pm, Mayor Pro-Tem Griggs seconded the motion, motion carried unanimously.

Mayor, Carl Wilson

ATTEST:

Linda Sheppard, Town Clerk

Date

Municipal Accounting

*Expert Financial Solutions
You Can Trust.*



- ✓ Financial Reporting & Compliance Support
- ✓ Budgeting & Grant Assistance
- ✓ Bank Reconciliation
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CERTIFIED PUBLIC ACCOUNTANT

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#Accounting | #Nonprofit | #Municipal | #LocalGovernment

Budget vs Actual (Summary)

Town of Bethel
4/20/2026 8:55:10 PM

Period Ending 3/31/2026

10 GENERAL FUND	Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
Revenues		2,214,575	0.00	122,070.28	434,824.76	1,185,789.79	(1,028,785.21)	54%		
Revenues Totals:		2,214,575	0.00	122,070.28	434,824.76	1,185,789.79	(1,028,785.21)	54%		
Expenses		35,990	0.00	2,421.67	7,370.86	24,261.08	11,728.92	67%		
GOVERNING BODY		467,871	0.00	31,546.54	95,233.25	336,080.66	131,790.34	72%		
ADMINISTRATION-GF		9,500	0.00	502.92	3,009.56	8,334.24	1,165.76	88%		
TAX COLLECTION PITT COUNTY		221,100	0.00	30,400.66	30,400.66	115,474.69	105,625.31	52%		
POLICE DEPARTMENT		691,666	15.57	7,836.48	33,582.57	136,630.92	555,019.51	20%		
FIRE DEPARTMENT		449,374	1,215.00	31,092.46	83,204.09	261,541.78	186,617.22	58%		
STREET DEPARTMENT		71,400	0.00	6,070.48	18,116.06	43,113.86	28,286.14	60%		
SANITATION DEPARTMENT		16,400	0.00	160.00	480.00	8,431.38	7,968.62	51%		
RECREATION DEPARTMENT		28,708	0.00	1,186.92	3,344.23	28,992.87	(284.87)	101%		
LIBRARY		20,000	0.00	400.00	3,750.00	7,870.00	12,130.00	39%		
CEMETERY DEPARTMENT		22,234	0.00	2,317.20	7,551.69	15,503.52	6,730.48	70%		
SENIOR CENTER		156,350	0.00	0.00	27,340.00	107,500.00	48,850.00	69%		
STORMWATER		12,150	0.00	0.00	0.00	0.00	12,150.00			
CONTINGENCY		11,832	0.00	986.00	2,958.00	8,874.00	2,958.00	75%		
DEBT SERVICE		Expenses Totals:		2,214,575	1,230.57	114,921.33	316,340.97	1,102,609.00	1,110,735.43	50%
10 GENERAL FUND		Revenues Over/(Under) Expenses:		7,148.95	118,483.79	83,180.79				

Cash Balance Report

Period Ending 3/31/2026

Town of Bethel

4/20/2026 8:47 PM

Page 1/1

Bank 5	SOUTHERN BANK & TRUST Acct#- 5531103060		
	Account		Balance
	10-102-0000 GENERAL FUND CHECKING		\$307,868.36
	15-102-0000 CAPITAL RESERVE CASH		\$0.00
	63-102-0000 ARP GRANT CHECKING		\$0.00
	64-102-0000 SCIF GRANT FUND CHECKING		-\$20,143.40
	65-102-0000 RTG CASH		-\$30,445.36
		Bank 5	Total:
			\$257,279.60
Bank 6			
	Account		Balance
	10-151-0000 NCCMT INVESTMENTS		\$2,477,689.62
	64-151-0000 NCCMT INVESTMENTS		\$168,800.39
	65-151-0000 NCCMT INVESTMENTS		\$200,000.00
	66-151-0000 NCCMT-STRUCTURE DEMOLITION		\$200,000.00
		Bank 6	Total:
			\$3,046,490.01

Total Cash Balance:	\$3,303,769.61
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NORTH CAROLINA)
)
PITT COUNTY) **AGREEMENT**

THIS AGREEMENT, (the "Agreement"), is made this the 5th day of May, 2026, by and between the TOWN OF BETHEL, a North Carolina Municipal Corporation organized and existing under the laws of the State of North Carolina in Pitt County, North Carolina, (hereinafter known as "Town"), and HOME FRONT LAWN & TREE SERVICES, LLC, a North Carolina Limited Liability Company, (hereinafter known as "HOME FRONT").

RECITALS

- 1. Town desires to hire HOME FRONT as an Independent Contractor to perform **municipal residential yard vegetation debris pickup** services in the corporate limits of the Town of Bethel.
- 2. HOME FRONT desires to accept such employment as an Independent Contractor.

NOW, THEREFORE, in consideration of the Town's employment of HOME FRONT and the payments to be made pursuant to Section 2 hereof, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, Town and HOME FRONT agree as follows:

- 1. *Employment.* Subject to the other provisions of this Agreement, Town hereby offers, and HOME FRONT accepts, employment to perform municipal residential yard vegetation debris pickup services in the corporate limits of the Town of Bethel. This Agreement shall be terminable at any time by either party upon giving fifteen (15) days written notice of said termination. HOME FRONT is being hired as an Independent Contractor and all parties hereto agree that neither HOME FRONT nor any of its employees are a Town employee. HOME FRONT has the freedom to use assistants as it may think proper and has full control over such assistants. HOME FRONT will select the time to perform the tasks required by this Agreement and has the freedom to determine the manner in which the tasks identified in this Agreement are completed.

2. *Compensation.* HOME FRONT shall be paid over a twelve (12) month period in the amount of Three Thousand Seven Hundred and 00/100 Dollars (\$3,700) per month to perform the services and duties stated in this Agreement. Requests for each payment must include the Invoice Checklist as identified in **Attachment A**.

3. *Term of Agreement.* The duration of this Agreement will be through June 30, 2027. This agreement will terminate on June 30, 2027 at 5:00 pm.

4. *Duties.*

A. HOME FRONT shall perform the following duties for Town:

1. Collect and dispose residential debris utilizing Town collection site.
2. Adhere to pickup schedule that will occur on 1st and 3rd Monday of each month (Winter months of December 1st through February 28th will occur the first of the week, weekly.)
3. Be responsible for its equipment and maintenance of same.
4. Be responsible for its employees.
5. Be responsible for the quality of services provided.
6. Any additional work that Town requests outside the scope of this agreement will be at a price agreed to by the parties and said work must be approved by the Town before work is commenced.

5. *Miscellaneous.*

A. Residential yard vegetation debris includes tree limbs, branches, leaves, plants, grass clippings, pine straw, etc. that come from town tract surrounding each residence or where it is located.

B. HOME FRONT agrees to maintain general liability, automobile liability and workers' compensation liability insurance in amounts acceptable to Town. Prior to contract execution HOME FRONT will provide Town with a Certificate of Liability Insurance evidencing such insurance with Town named as an additional insured (See **Attachment B**).

C. HOME FRONT shall and does hereby agree to hold Town harmless and indemnify Town, it's officers, managers, agents, employees and successors from and against any and all losses, damages, liabilities, demands, claims, suits, actions, causes, proceedings, costs and expenses including, without limitation, attorneys fees and third-party actions whether

sounding in tort or in contract that may be asserted against Town, its employees or agents, by any person, firm, corporation or governmental agency that relates to or is connected with the provision of services by HOME FRONT to the Town pursuant to this Agreement except which arise from the gross negligence or willful misconduct of the Town.

D. HOME FRONT does hereby fully and unconditionally release and forever discharge Town from any and all claims, losses, liabilities, demands, actions or causes of action of any kind or character (including, without limitation, for attorney's fees, costs, and expenses), whether known or unknown, with knowledge that such may exist, whether at law or in equity, whether in contract, tort, or under statute or otherwise, that might mature or accrue subsequent to the date of this Agreement on account of, connected with, or growing out of the provision of services by HOME FRONT to the Town pursuant to this Agreement.

6. *Assignment.* This Agreement is not assignable and shall not be assigned by HOME FRONT.

7. *Headings.* The headings contained in this Agreement are for convenience only and shall have no effect on the interpretation or construction of this Agreement.

8. *Severability.* In the event any of the provisions of this Agreement shall become or be declared invalid or unenforceable, the invalid or unenforceable provision or provisions shall to that extent be deemed removed and the remaining provisions shall continue to be enforced according to their terms.

9. *Governing Law.* This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina.

IN WITNESS WHEREOF, Town and HOME FRONT have caused this Agreement to be executed all as of the date first above written.

TOWN OF BETHEL

Carl Wilson, Mayor

ATTEST:

Linda Sheppard, Town Clerk

HOME FRONT LAWN &
TREE SERVICES, LLC

BY: _____
James Warren, Managing Member

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public in and for the aforesaid
County and State do hereby certify that _____ personally appeared
before me this day and acknowledged that she is the Town Clerk of the Town of Bethel, North
Carolina, and that by authority duly given, and as an act of the Town, the foregoing instrument
was signed in its name by its Mayor, sealed with its official seal and attested by herself as its
Town Clerk.

Witness my hand and seal this the ____ day of _____, 2026.

Notary Public

My Commission Expires: _____

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public in and for the aforesaid
County and State, do hereby certify that JAMES WARREN, Managing Member of HOME
FRONT LAWN & TREE SERVICES, LLC, a Limited Liability Company, personally appeared
before me this day and acknowledged the due execution of the foregoing instrument on behalf of
the company.

Witness my hand and seal this the ____ day of _____, 2026.

Notary Public

My Commission Expires: _____

Town of Bethel Residential Debris Pickup Monthly Invoice Checklist

Instrucitons : Indicate below by checking which properties/areas were serviced and notate date.

Month Covered: _____

Location

1st Monday of month

3rd Monday of month

All Mondays of month
[December through February]

Signature

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 09/25/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Boyd Agency, P O Box 306, 107 E. Main Street, Williamston, NC 27892. CONTACT NAME: Donna Hardison, PHONE: (252) 792-5125, FAX: (252) 792-2428, E-MAIL ADDRESS: dhardison@theboydagency.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Scottsdale ins Co, INSURER B: Accident Fund Ins Co, INSURER C: , INSURER D: , INSURER E: , INSURER F: .

COVERAGES CERTIFICATE NUMBER: CL2573064053 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADD'L SUBR INSD, WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes rows for Commercial General Liability (CPS8256126), Automobile Liability, Umbrella Liab, and Workers Compensation (WC).

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER: Town of Bethel, PO Box 337, Bethel, NC 27812. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Donna Hardison

NORTH CAROLINA)
)
PITT COUNTY) **AGREEMENT**

THIS AGREEMENT, (the “Agreement”), is made this the 5th day of May, 2026, by and between the TOWN OF BETHEL, a North Carolina Municipal Corporation organized and existing under the laws of the State of North Carolina in Pitt County, North Carolina, (hereinafter known as “Town”), and HOME FRONT LAWN AND TREE SERVICES, LLC a North Carolina Limited Liability Company, (hereinafter known as “HOME FRONT”).

RECITALS

1. Town desires to hire HOME FRONT as an Independent Contractor to perform **municipal lawn care services** in the corporate limits of the Town of Bethel.
2. HOME FRONT desires to accept such employment as an Independent Contractor.

NOW, THEREFORE, in consideration of Town’s employment of HOME FRONT and the payments to be made pursuant to Section 2 hereof, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, Town and HOME FRONT agree as follows:

1. *Employment.* Subject to the other provisions of this Agreement, Town hereby offers, and HOME FRONT accepts, employment to perform municipal lawn care services as identified on the attached **Attachment A** in the corporate limits of the Town of Bethel. This Agreement shall be terminable at any time by either party upon giving fifteen (15) days written notice of said termination. HOME FRONT is being hired as an Independent Contractor and all parties hereto agree that neither HOME FRONT nor any of its employees are a Town employee. HOME FRONT has the freedom to use assistants as it may think proper and has full control over such assistants. HOME FRONT will select the time to perform the tasks required by this Agreement and has the freedom to determine the manner in which the tasks identified in this Agreement are completed.

2. *Compensation.* HOME FRONT shall be paid over an twelve-month period in the amount of Three Thousand Eight Hundred Fifty and 00/100 Dollars (\$3,850) per month (July 1st thru June 30th) to perform the services and duties stated in this Agreement. HOME FRONT will receive payment for those specified areas which are identified in **Attachment A**. Requests for payment each time must include the Invoice Checklist as identified in **Attachment B**.

3.

4. *Term of Agreement.* The duration of this Agreement will be through June 30th, 2027. This agreement will terminate on June 30, 2027 at 5:00 pm.

5. *Duties.*

A. HOME FRONT shall perform the following duties for Town:

1. Be responsible for its equipment and maintenance of same.
2. Be responsible for its employees.
3. Be responsible for the quality of services provided.
4. Not begin or end the grass mowing season without first consulting the Town.
5. As that not all specified areas may need to be mowed and trimmed at the same bi-weekly frequency, HOME FRONT can ask direction from the Town permission to deviate from this requirement.
6. Bi-weekly mowing, weed eating, edging, blowing and spraying (as needed) on all properties outlined by the Town of Bethel during mowing season (March 1st – November 30th).
7. If funerals fall between off weeks of cutting, HOME FRONT will go in and clean-up around gravesite to help accommodate family. HOME FRONT will be given 48 hours advance notice to prepare a gravesite area if it has not recently been cut.
8. Any extra work such as pruning shrubs, limbing up trees, pine straw or mulch will be material plus labor and must be approved by the Town before any such work is commenced.

9. Any additional work that Town requests will also be extra and price will be approved from Town before work is commenced.

6. *Miscellaneous.*

A. HOME FRONT agrees to maintain general liability, automobile liability and workers' compensation liability insurance in amounts acceptable to Town. Prior to contract execution HOME FRONT will provide Town with a Certificate of Liability Insurance evidencing such insurance with Town named as an additional insured (See **Attachment C**).

B. HOME FRONT will maintain its license/certificate for Ground Pesticide Applicator from the North Carolina Department of Agriculture and Consumer Services (See **Attachment D**).

C. HOME FRONT shall and does hereby agree to hold Town harmless and indemnify Town, it's officers, managers, agents, employees and successors from and against any and all losses, damages, liabilities, demands, claims, suits, actions, causes, proceedings, costs and expenses including, without limitation, attorneys fees and third-party actions whether sounding in tort or in contract that may be asserted against Town, its employees or agents, by any person, firm, corporation or governmental agency that relates to or is connected with the provision of services by HOME FRONT to the Town pursuant to this Agreement except which arise from the gross negligence or willful misconduct of the Town.

D. HOME FRONT does hereby fully and unconditionally release and forever discharge Town from any and all claims, losses, liabilities, demands, actions or causes of action of any kind or character (including, without limitation, for attorney's fees, costs, and expenses), whether known or unknown, with knowledge that such may exist, whether at law or in equity, whether in contract, tort, or under statute or otherwise, that might mature or accrue subsequent to the date of this Agreement on account of, connected with, or growing out of the provision of services by HOME FRONT to the Town pursuant to this Agreement.

7. *Assignment.* This Agreement is not assignable and shall not be assigned by HOME FRONT.

8. *Headings.* The headings contained in this Agreement are for convenience only and shall have no effect on the interpretation or construction of this Agreement.

9. *Severability.* In the event any of the provisions of this Agreement shall become or be declared invalid or unenforceable, the invalid or unenforceable provision or provisions shall to that extent be deemed removed and the remaining provisions shall continue to be enforced according to their terms.

10. *Governing Law.* This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina.

IN WITNESS WHEREOF, Town and HOME FRONT have caused this Agreement to be executed all as of the date first above written.

TOWN OF BETHEL

D. Scott Elliott, Interim Town Manager

ATTEST:

Linda Sheppard, Town Clerk

HOME FRONT LAWN AND TREE SERVICES, LLC

BY: _____
JAMES WARREN, Managing Member

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public in and for the aforesaid County and State do hereby certify that _____ personally appeared before me this day and acknowledged that she is the Town Clerk of the Town of Bethel, North Carolina, and that by authority duly given, and as an act of the Town, the foregoing instrument was signed in its name by its Interim Town Manager, sealed with its official seal and attested by herself as its Town Clerk.

Witness my hand and seal this the ____ day of _____, 2026.

Notary Public

My Commission Expires: _____

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public in and for the aforesaid County and State, do hereby certify that JAMES WARREN, Managing Member of HOME FRONT LAWN AND TREE SERVICES, LLC, a Limited Liability Company, personally appeared before me this day and acknowledged the due execution of the foregoing instrument on behalf of the company.

Witness my hand and seal this the ____ day of _____, 2026.

Notary Public

TOWN OF BETHEL MUNICIPAL LAWN CARE LIST

BETHEL CEMETERY- Mow area within the fence and outside fence between the curb along Main Street and the fence and between the edge of the road along Lewis Street and the fence. Trim around monuments and curbing within the cemetery; trim along fence line; trim shrubbery outside of fence along Main Street. Pick up any debris including yard debris and flowers and semi-annually haul it away as designated by the Town.

Tax Parcel: 29610

Acres: 5.69

PINELAWN CEMETERY- Mow area within the fence and between the edge of Cemetery Road and the fence. Mow the path just outside of the fence on the West Side that extends from Cemetery Road towards the rear of the cemetery. Trim around monuments in the Cemetery. Pick up any debris including yard debris and flowers and semi-annually haul it away as designated by the Town.

Tax Parcel: 78603

Acres: 3.48

FIELD OF DREAMS PARK- Mow the entire property. Edge and trim this area as needed. Maintain all fenced areas within the park.

Tax Parcel: 51275

Acres: 14.68

SMITH STREET PARK- Mow this entire property. Edge and trim this area as needed.

Tax Parcel: 26267

Acres: 3.55

Tax Parcel: 15317

Acres: 0.18

BETHEL LIBRARY LOT AND COMMUNITY ARBORETUM PARK- Mow the lot on which Bethel Library and Community Arboretum Park are located. Trim around structures, trees, and shrubbery. Edge along curb as needed.

Tax Parcel: 1652

Acres: 0.60

Tax Parcel: 39302

Acres: 0.28

BETHEL PUBLIC WORKS/MORTON STREET- Mow this entire property. Trim this area when needed.

Tax Parcel: 29603

Acres: 2.08

ATTACHMENT-A
(REVISED: 12-03-2024)

EAST ANDREWS STREET- Mow right of way both sides of Andrews Street from the eastern terminus to Main Street. On the South side to the railroad tracks and on the North side to just beyond utility poles. Edging of the curb to be done as needed.

WEST ANDREWS STREET FROM MAIN TO JAMES- Mow the right of way on the North side up to the railroad tracks. Edge curb as needed.

ANDREWS STREET FROM LIBRARY TO WEST END-Mow Northern right of way.

EDWARD EARL DENNIS STREET- Mow Southern right of way. Edge as needed.

RAILROAD STREET EASTERN END- Beginning at the City limit sign located at the intersection of Railroad and Washington Streets, mow the northern right of way up to Main Street. From J.R. Buntings Fertilizer Warehouse West, this will extend up to the railroad tracks. On the South side, the only right of way included is that along the wooded area between the church and La Chic Boutique.

RAILROAD STREET: MAIN TO WASHINGTON- Mow the right of way on the North side of the street from Main Street to Washington Street. This right of way includes all the grassy area from the edge of the curb or pavement to the rock bed of the railroad tracks. Edge along curb as needed.

MUNICIPAL AREA BEHIND TOWN HALL- Mow area to the South and East of Town Hall. Edge this area as needed.

Town of Bethel Municipal Lawncare Monthly Invoice Checklist

Instrucitons : Indicate below by checking which properties/areas were serviced and notate date.

Month Covered: _____

<u>Location</u>	Date(s) serviced:	_____	_____	_____
<input type="checkbox"/> Bethel Cemetary	Date(s) serviced:	_____	_____	_____
<input type="checkbox"/> Pinelawn Cementary	Date(s) serviced:	_____	_____	_____
<input type="checkbox"/> Field of Dreams Park	Date(s) serviced:	_____	_____	_____
<input type="checkbox"/> Smith Street Park	Date(s) serviced:	_____	_____	_____
<input type="checkbox"/> Margaret Blount Library Lot and Community Arboretum Park	Date(s) serviced:	_____	_____	_____
<input type="checkbox"/> Bethel Public Works/Morton Street	Date(s) serviced:	_____	_____	_____
<input type="checkbox"/> East Andrews Street	Date(s) serviced:	_____	_____	_____
<input type="checkbox"/> West Andrews Street, Main to James	Date(s) serviced:	_____	_____	_____
<input type="checkbox"/> Andrews Street, Library to West End	Date(s) serviced:	_____	_____	_____
<input type="checkbox"/> Edward Earl Dennis Street	Date(s) serviced:	_____	_____	_____
<input type="checkbox"/> Railroad Street, Eastern End	Date(s) serviced:	_____	_____	_____
<input type="checkbox"/> Railroad Street, Main to Washington	Date(s) serviced:	_____	_____	_____
<input type="checkbox"/> Municipal area behind Town Hall	Date(s) serviced:	_____	_____	_____

Signature

Date



CERTIFICATE OF LIABILITY INSURANCE

ATTACHMENT C

DATE (MM/DD/YYYY)
09/25/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

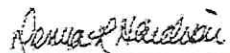
PRODUCER Boyd Agency P O Box 306 107 E. Main Street Williamston NC 27892		CONTACT NAME: Donna Hardison PHONE (A/C, No, Ext): (252) 792-5125 E-MAIL ADDRESS: dhardison@theboydagency.com FAX (A/C, No): (252) 792-2428	
INSURED Home Front Lawn & Tree Services LLC 2436 Staton Mill Rd Bethel NC 27812		INSURER(S) AFFORDING COVERAGE INSURER A: Scottsdale ins Co INSURER B: Accident Fund Ins Co INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL2573064053 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		CPS8256126	07/23/2025	07/23/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N/A	WC	09/24/2025	09/24/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER		CANCELLATION	
Town of Bethel PO Box 337 Bethel NC 27812		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 	

NCCA & CS
NORTH CAROLINA PESTICIDE BOARD
PESTICIDE APPLICATOR IDENTIFICATION

Ground Applicator

License No.

WARREN, JAMES



026-41097

LICENSE EXPIRATION DATE:

12/31/2022

Education Credits must be earned by:

06/30/2029

Categories Held:

H, L, E

Category Codes

- | | | |
|------------------|------------------------|-----------------------|
| A. Aquatic | I. Regulatory | N. Demo. and Research |
| B. Public Health | K. Ag. Pest Animal | O. Ag. Pest Plant |
| E. Core | L. Ornamental and Turf | S. Soil Fumigation |
| G. Forest | M. Seed Treatment | T. Wood Treatment |
| H. Right of Way | | |



026 41097

ATTACHMENT D

TOWN OF BETHEL REQUEST FOR PROPOSALS FOR GRANT ADMINISTRATION SERVICES

The Town of Bethel has received a Community Development Block Grant-Neighborhood Revitalization (CDBG-NR) award in the amount of \$950,000 by the North Carolina Department of Commerce (NCDOC) for the 2025 CDBG-NR Project which includes 4 housing units to be rehabilitated/reconstructed. These houses are scattered throughout the Town. The project will take place over the next 36 months.

The Town Commissioners are soliciting proposals for grant administration services to assist the Town in the administration and management of this project in compliance with all applicable requirements under the North Carolina CDBG-NR Program. The fee for grant administration services will be paid with CDBG-NR funds.

Copies of the detailed request for proposals (RFP), including a description of the services to be provided by respondents, the minimum content of responses, and the factors to be used to evaluate the responses, can be obtained by contacting Scott Elliot, Interim Town Manager, at 252-818-0891 or by visiting the Town Hall located at 141 W. Railroad Street, Bethel, NC 27812.

The above information should be submitted no later than **April 13, 2026, 2:00 p.m.** to Scott Elliot, Interim Town Manager, Town of Bethel, 141 W. Railroad Street, Bethel, NC 27812. For more information, contact Scott Elliot, Interim Town Manager, at 252-818-0891.

The Town of Bethel is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms. The Town of Bethel invites the submission of proposals from certified Section 3 business concerns.

This information is available in Spanish or any other language upon request. Please contact Bethel Town Hall at 252-818-0891 or at 141 W. Railroad Street, Bethel, NC 27812 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con ayuntamiento al 252-818-0891 o en 141 W. Railroad St, Bethel, NC 27812 de alojamiento para esta solicitud.

Date: March 28, 2026



PROFESSIONAL SERVICES PROPOSAL

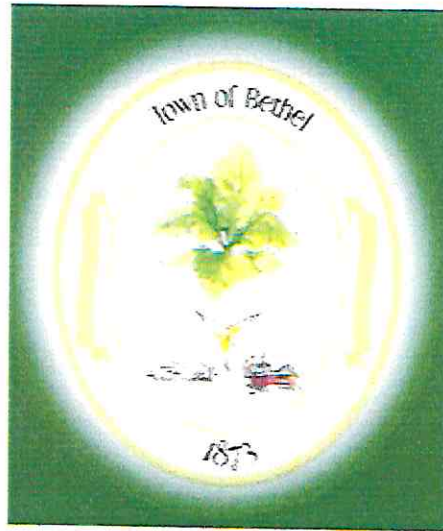
ADMINISTRATION SERVICES

TOWN OF BETHEL

CDBG-NR

Neighborhood Revitalization

April 7, 2026



P.O. Box 10136 • Goldsboro, NC 27532 • 252-521-7965



P.O. Box 10136 • Goldsboro, NC 27532 • 252-521-7965

April 7, 2026

Mr. Scott Elliot
Town of Bethel
141 W. Railroad Street
Bethel, NC 27812

Re: Town of Bethel
Administration Proposal
CDBG-NR Project

Dear Mr. Elliot:

FALTOR Consulting is pleased to submit this proposal to provide administrative services for the Town of Bethel's Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) Program. We understand that the Town has successfully received funding through this program, and we are very interested in continuing our involvement by assisting with the administration and implementation of the project.

We are especially grateful for the opportunity to have supported the Town during the application process and in securing this funding. It has been a privilege to work alongside Town staff and elected officials to help the citizens of Bethel. We sincerely value the relationship that has been established. We look forward to the opportunity to continue building on that foundation and working together for many years to come.

Enclosed, please find our proposal outlining our qualifications, experience, and technical approach to providing professional administrative services for your CDBG-NR program. Our team is committed to delivering responsive service, maintaining full compliance with program requirements, and providing the attention and oversight necessary to ensure the successful execution of the project.

Thank you for your consideration. We appreciate the opportunity to continue serving the Town of Bethel and would welcome the opportunity to discuss our proposal further.

Sincerely,

Lewis B. Jones

A handwritten signature in blue ink that reads 'Lewis B. Jones'.

Enclosure

PROFESSIONAL SERVICES PROPOSAL

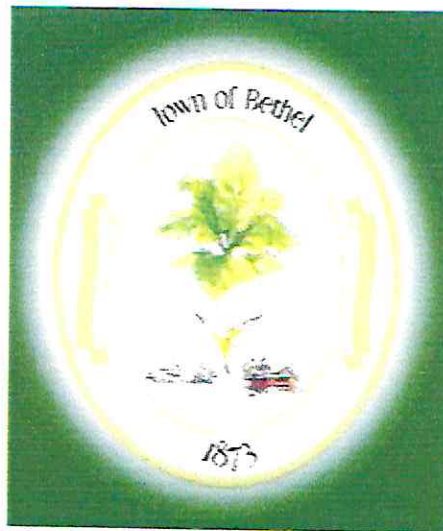
ADMINISTRATION SERVICES

TOWN OF BETHEL

CDBG-NR

Neighborhood Revitalization

April 7, 2026



P.O. Box 10136 • Goldsboro, NC 27532 • 252-521-7965

TABLE OF CONTENTS

<i>LOCATION OF FIRM</i>	3
<i>PROJECT PERSONNEL</i>	3
<i>IMPLEMENTATION APPROACH</i>	4
<i>CDBG & OTHER EXPERIENCE</i>	6
<i>FEE SCHEDULE</i>	8
<i>SUMMARY</i>	8
<i>REFERENCES</i>	9
<i>RESUMES</i>	10
<i>CERTIFICATION REGARDING DEBARMENT</i>	13

LOCATION OF FIRM AND ACCESSIBILITY

FALTOR Consulting LLC is based in Goldsboro, Wayne County, North Carolina. Our firm serves communities throughout eastern North Carolina, including Pitt County and the surrounding region. We are located approximately 50 miles from the Town of Bethel.

Due to our proximity to the Town of Bethel, FALTOR Consulting LLC will provide timely on-site availability, rapid response to project needs, and direct coordination with Town staff, contractors, and state agencies. This local presence supports efficient communication and effective issue resolution throughout the life of the program.

PROJECT PERSONNEL

Ben Jones will serve as the primary administrator responsible for all administrative management activities for the CDBG-NR project. He brings extensive professional experience in all phases of CDBG program administration and is known for a hands-on, detail-driven management style that promotes accountability, responsiveness, and compliance. This approach has consistently proven valuable in prior programs and will provide the same benefit throughout the duration of this project. Mr. Jones and his support team will work closely with Town staff and function as an extension of the organization for the life of the program.

Michael Hallenburger will be responsible for construction inspections and on-site oversight during the construction phase of the project. He brings over 30 years of hands-on construction experience and a strong working knowledge of field practices and quality standards. Mr. Hallenburger will monitor construction progress, verify compliance with approved plans and contract requirements, and help ensure work is completed correctly and in a timely manner.

Brittany Guzman will be responsible for in-house administrative support, including documentation management, organization of program files, financial assistance tracking, and preparation of required reports. She is highly proficient in recordkeeping and works effectively with the public to obtain and process information necessary to meet reporting and compliance requirements.

IMPLEMENTATION APPROACH

Project Implementation Activities

Month 1 – Project Initiation & Grant Setup

- *Coordinate Town’s acceptance of grant award, including Funding Approval and execution of Grant Agreement*
- *Prepare documents required to obtain Release of Funds, including:*
 - *Begin Environmental Review Process*
 - *Residential Anti-Displacement Plan*
 - *Fair Housing Plan*
 - *Citizen Participation Plan*
 - *Grant Project Ordinance*
 - *Code of Conduct*
 - *Signatory Cards*
 - *Disclosure Certification*
 - *Equal Employment and Procurement Plan*
 - *Section 3 Plan*
 - *Section 504 Plan*
 - *Language Access Plan*
 - *Complaints and Grievance Procedures*
 - *Labor Standards Compliance*
 - *General Program Policies and Guidelines*

Months 2–4 – Program Setup & Systems Development

- *Establish filing system*
- *Establish financial management system*
- *Establish progress and expenditure reporting system*
- *Obtain Release of Environmental Conditions (anticipated)*
- *Procure necessary professional services, including legal and appraisal services*

Months 5–30 – Project Implementation & Administration

- *Coordinate rehabilitation construction projects*
- *Coordinate major construction projects*
- *Perform ongoing program reporting*
- *Coordinate with Town officials, NC Department of Commerce, and other required agencies*

Months 30–36 – Project Closeout

The project will be administered using a turnkey approach designed to minimize impacts on the Town's regular operations. Other than required financial management responsibilities, the level of involvement required by the Town staff will be minimal.

FALTOR CONSULTING

HOUSING PROGRAM EXPERIENCE

Personnel associated with FALTOR Consulting LLC possess extensive professional experience in the administration of CDBG and similar federally funded housing and infrastructure programs. Over the last five years, this experience includes participation in approximately seventeen (17) CDBG and related projects involving eligible activities such as housing rehabilitation, relocation, clearance, and parks and playground improvements.

This experience was obtained through prior professional roles administering and supporting grant-funded programs for North Carolina communities. The firm's personnel are familiar with applicable state and federal requirements and have demonstrated the ability to effectively coordinate, implement, and oversee a wide range of CDBG-eligible activities.

<i>County of Nash 2025 URP (Housing).....</i>	<i>\$150,000</i>
<i>Contact: Emily R. Moore, Grants Director (252) 462-2471</i>	
<i>Town of Greenevers 2023 CDBG-NR (Housing).....</i>	<i>\$800,000</i>
<i>Contact: Emma Brinson, Town Clerk (910) 289-3078</i>	
<i>Town of Tabor City 2023 CDBG-NR (Housing).....</i>	<i>\$950,000</i>
<i>Contact: Josh Ward, Town Manager (910) 653-3458</i>	
<i>Town of Fairmont 2022 CDBG-NR (Housing)</i>	<i>\$950,000</i>
<i>Contact: Jerome Chestnut, Town Manager (910) 628-9766</i>	
<i>Town of Tabor City 2022 CDBG-NR (Housing).....</i>	<i>\$950,000</i>
<i>Contact: Josh Ward, Town Manager (910) 653-3458</i>	
<i>Town of Calypso 2021 CDBG-NR (Housing).....</i>	<i>\$750,000</i>
<i>Contact: Amanda Monk, Town Clerk, (919) 658-9221</i>	
<i>Town of Chadbourn 2021 CDBG-NR (Housing)</i>	<i>\$750,000</i>
<i>Contact: Ramonda Crosby, Town Clerk, (910) 654-4148</i>	
<i>Town of Lumberton 2021 CDBG-NR (Housing).....</i>	<i>\$750,000</i>
<i>Contact: Wayne Horne, City Manager (910) 671-3804</i>	
<i>Town of Pink Hill 2021 CDBG-NR (Housing)</i>	<i>\$750,000</i>
<i>Contact: Mike Horne, Mayor, (252) 568-3181</i>	
<i>Town of Tabor City 2021 CDBG-NR (Housing).....</i>	<i>\$750,000</i>
<i>Contact: Josh Ward, Town Manager (910) 653-3458</i>	

- Town of Williamston 2020 CDBG-NR (Housing).....\$750,000
 Contact: Christina Craft, Town Clerk (252) 792-5142
 *Successfully Closed Out

- Town of Beulaville 2020 CDBG-CV (Public Rehabilitation/Public Services).....\$900,000
 Contact: Lori Williams, Town Manager (910) 298-4647
 *Successfully Closed Out

- Town of Beulaville 2020 CDBG-NR (Housing).....\$750,000
 Contact: Lori Williams, Town Manager (910) 298-4647
 *Successfully Closed Out

- Town of Greenevers 2020 CDBG-NR (Housing).....\$750,000
 Contact: Emma Brinson, Town Clerk (910) 289-3078
 *Successfully Closed Out

- Town of Elizabethtown 2020 CDBG-NR (Housing, Pedestrian).....\$750,000
 Contact: Pat Devane, Assistant Town Manager (910) 862-2066
 *Successfully Closed Out

- County of Columbus 2019 URP (Housing)\$100,000
 Contact: Gail Edwards, Assistant County Manager (910) 640-6630
 *Successfully Closed Out

- Town of River Bend 2019 CDBG-NR (Housing).....\$750,000
 Contact: Delane Jackson, Town Manager (252) 638-3870
 *Successfully Closed Out

FEE SCHEDULE

Project Manager	\$130.00
Project Field Inspector	\$80.00
Secretarial	\$40.00

The hourly fee schedule above includes all travel, overhead, and miscellaneous expenses.

CDBG program requirements have continued to evolve, resulting in increased administrative responsibilities while allowable administrative funding has become more limited. Our standard fee structure is based on approximately ten percent (10%) of the total project cost, with adjustments tied to the specific service delivery activities required for each project. Industry experience indicates that the total administrative effort necessary to successfully complete a typical CDBG program often equates to approximately eighteen to twenty percent (18–20%) of total project costs.

Based on the scope and anticipated activities of this project, we propose to provide all required administrative services for a lump sum fee of \$92,000 and a service delivery fee of \$40,000. Following selection by the Town, we are willing to discuss and negotiate the lump sum fee should a different level of service or scope adjustment be desired.

SUMMARY

FALTOR Consulting believes it is well positioned to meet the needs of the Town of Bethel's CDBG-NR project. The firm values the working relationship that has already been established with the Town and is committed to building upon that foundation through responsive service, clear communication, and consistent program oversight.

FALTOR Consulting is focused on delivering a high level of service that supports successful project implementation while minimizing the administrative burden on Town staff. The firm looks forward to continuing its partnership with the Town of Bethel and stands ready to assist not only with the current project, but also with future program needs and related initiatives as they arise.

REFERENCES

1. *Mr. Al Leonard, Capital Projects Director*
Town of Tabor City
P.O. Drawer 655
Tabor City, NC 28463 *Phone: 910-653-3458*
2. *Shawn Lucas, Planning and Development Director*
Town of Nashville
P.O. Box 987
Nashville, NC 27856 *Phone: 252-459-4511*
3. *Mrs. Emily Moore, Grants & Intergovernmental Relations Director*
Nash County
120 West Washington Street Suite 3040
Nashville, NC 27856 *Phone: 252-462-2471*
4. *Mrs. Lori Williams, Town Manager*
Town of Beulaville
508 E. Main Street
Beulaville, NC 28518 *Phone: 910-298-4647*
5. *Mr. Mike Horne, Mayor*
Town of Pink Hill
303 S. Central Ave.
Pink Hill, NC 28572 *Phone: 252-568-3181*



P.O. Box 10136 • Goldsboro, NC 27532 • 252-521-7965

RESUMES

L. Ben Jones

Education

B.S. in Mechanical Engineering, North Carolina State University, 2019

Experience

2025-Present: FALTOR Consulting

Direct all aspects of consulting operations for community development programs, ensuring full compliance with state and federal requirements. Manage grant applications and administration, coordinate with municipal staff to plan and implement projects, and work with state agencies during monitoring and compliance reviews. Prepare environmental review documentation and oversee projects from application through closeout. Additional responsibilities include construction estimating, bidding, scheduling, project management, and overall office operations.

2019-2025: The ADAMS COMPANY, Inc. – Engineer

Responsible for assisting with the design and development of water, sewer, and other special projects. Create specifications and plans for the above. Duties also include assisting with writing and administrating community development programs, coordination of housing, water, sewer, streets, drainage, recreational activities, and miscellaneous engineering design of water, sewer and street improvements. Other responsibilities include structural design and AutoCAD drawing.

2018-2019: Engineering Intern for KCI Technologies

Member of the communications group responsible for working with tower owners to analyze existing structures for installation of new communication equipment. Other responsibilities include assisting in the site design for new tower locations.

RESUMES

Michael Hallenburger

Education

Homedale High School, 1990

Experience

2026-Present: FALTOR Consulting. – Housing Rehabilitation Specialist

Responsible for Inspecting construction work, documenting progress, ensuring quality and compliance with plans. Working with contractors to address issues and provide sign-off on completed work.

2024-2026: MKH Construction – Owner

Owned and operated a residential construction and remodeling company, managing all aspects of projects from planning through completion. Specialized in a wide range of services including flooring installation, tile work, trim carpentry, drywall, and cabinet installation. Coordinated subcontractors, maintained project schedules, and ensured high-quality workmanship while meeting client expectations and deadlines.

2022-2024: Burton Construction – Project Manager

Managed residential and light commercial construction projects from start to finish, overseeing scheduling, budgeting, and daily job site operations. Coordinated crews and subcontractors, ensured materials were procured on time, and maintained quality control throughout each phase of construction. Served as the primary point of contact for clients, addressing concerns and ensuring projects were completed on schedule and within budget.

2010-2022: Aston Construction – General Superintendent

Oversaw large-scale bridge construction projects, managing daily field operations, crews, and subcontractors to ensure safe and efficient execution. Coordinated scheduling, materials, and equipment while maintaining strict adherence to project timelines, budgets, and quality standards. Ensured compliance with all safety regulations and DOT requirements, and worked closely with project managers, engineers, and inspectors to successfully deliver complex infrastructure projects.

2006-2010: Daniels & Daniels Construction – Quality Control Supervisor

Ensured quality standards were met across all phases of construction by inspecting workmanship, materials, and completed work. Identified and addressed deficiencies, working closely with crews and subcontractors to maintain high-quality results. Helped enforce company standards, safety practices, and project specifications to ensure projects were completed correctly and to client expectations.

1995-2006: Hallenburger Construction – Owner

Owned and operated a residential construction and remodeling company, managing all aspects of projects from planning through completion. Specialized in a wide range of services including flooring installation, tile work, trim carpentry, drywall, and cabinet installation. Coordinated subcontractors, maintained project schedules, and ensured high-quality workmanship while meeting client expectations and deadlines.

RESUMES

Brittany N. Guzman

Education

B.S. in Biology, Mount Olive University, 2014

Experience

2026-Present: FALTOR Consulting. – Housing Rehabilitation Specialist

Responsible for administrative operations for community development programs, including coordinating housing activities and temporary relocation of applicants. Oversaw financial tracking, recordkeeping, and all computer and filing systems to ensure organized and efficient program delivery.

2022-2026: Greater Pikeville Athletic Association – Co-Chair

Managed scheduling and coordinated athletic seasons, ensuring events and activities were well organized. Handled purchasing of equipment and supplies while maintaining records and supporting day-to-day program operations.

2014- 2017: Southern Wayne High School - Biology Teacher

Planned and delivered biology instruction, developed lesson plans, and assessed student performance. Managed classroom activities, maintained a structured learning environment, and supported student understanding through labs and hands-on learning.


CERTIFICATION REGARDING DEBARMENT

DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, for prospective participants in primary covered transactions:

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

As the duly authorized representative of the firm, I hereby certify that the firm will comply with the above applicable certification(s).

Name of firm FALTOR Consulting	Grant Number and Project Name Bethel CDBG-NR
Printed Name and Title of Authorized Representative Lewis B. Jones, President	
Signature 	Date April 7, 2026

THE **ADAMS COMPANY** INC.

ENGINEERING AND DESIGN

708 Abner Phillips Road
Warsaw, NC 28398
Phone (910) 293-2770
Fax (910) 293-2766
Firm License No. C-4438

April 2, 2026

Scott Elliot
Town of Bethel
141 W Railroad St
Bethel, NC 27812

Re: Town of Bethel
Administration Proposal
CDBG-NR Project

Dear Mr. Elliot:

We understand the Town has received notification that your CDBG-NR project was selected for funding by the State. We are in receipt of your Request for Proposals regarding this project for neighborhood revitalization to serve a portion of the Town. Our firm is extremely interested in providing this assistance for the Town. Our company has over 20 years of experience in administration of CDBG projects, and we would be honored to serve you by providing this service. We believe our commitment to you through this process would allow us to build a long term relationship with the Town.

We are most interested in providing administration services for this project and working with you through the completion of the total job. Enclosed you will find our firm's proposal to provide the professional services and personal attention you desire and expect so that your project will be a true success for the Town.

Please contact me should you have any questions regarding our proposal and the level of service we propose for your project. We look forward to hearing from you soon.

Sincerely,



Joshua E. Outlaw, PE

Enclosure

**PROFESSIONAL SERVICES PROPOSAL
FOR
GRANT ADMINISTRATION SERVICES
TOWN OF BETHEL**

CDBG-NR

Neighborhood Revitalization

April 2, 2026

THE ADAMS COMPANY INC.

ENGINEERING AND DESIGN

Firm License No. C-4438

708 Abner Phillips Road | Warsaw, NC 28398 | (910) 293-2770

TABLE OF CONTENTS

LOCATION OF FIRM	3
PROJECT PERSONNEL	3
TECHNICAL APPROACH	4
CDBG EXPERIENCE.....	6
OTHER EXPERIENCE.....	11
FEE SCHEDULE.....	12
SUMMARY	12
REFERENCES	13
RESUMES	14
CERTIFICATION REGARDING DEBARMENT	17

LOCATION OF FIRM

Our firm is located in Warsaw, NC. We are 85 miles from Bethel. Duplin County is our home county, and we have a history of working with many communities located within a 100-150 mile radius. We have recently completed design and management projects for several communities within this radius including: the Town of Beulaville, Magnolia, Greenevers, Fair Bluff, Tabor City, Columbus County and others. Due to our proximity to Bethel, we are available to address your concerns, questions and daily management of this program. We feel no other firm can provide the hands on management style that we will be able to provide.

PROJECT PERSONNEL

Joshua Outlaw, P.E. will be responsible for all administrative management activities for the CDBG-NR project. Mr. Outlaw has extensive CDBG experience in all aspects of the CDBG program. His management style includes hands on service such that his personal touch and control is difficult to match by other competitors. This type of service has proven to be extremely valuable in numerous programs and will prove the same in this program. Mr. Outlaw, as well as the other members of his team, will become an extension of your staff during the life of your program.

David Carter will provide coordination for pre-application, startup and construction activities. He has worked on similar projects in Greenevers, Tabor City, Fair Bluff, Lumberton and more. Mr. Carter has the ability to work with the public as well as enforce requirements of contract specifications. He has a proven ability of accomplishing the work task while collecting all pertinent application documentation.

Tammy H. Daniels will provide all in-house administrative activities including documentation, organization of program files, financial assistance and other needed reports. Mrs. Daniels is very proficient with documentation and works well with the public in providing and collecting needed information required for reporting.

TECHNICAL APPROACH

Project Implementation Activities

- Month 1
- Preparation and coordination of Town's acceptance of grant
 - a. Funding Approval
 - b. Grant Agreement
 - Preparation of documents to obtain Release of Funds
 - a. Begin Environmental Review Process
 - b. Residential Anti-Displacement Plan
 - c. Fair Housing Plan
 - d. Citizen Participation Plan
 - e. Grant Project Ordinance
 - f. Code of Conduct
 - g. Signatory Cards
 - h. Disclosure Certification
 - i. Equal Employment and Procurement Plan
 - j. Section 3 Plan
 - k. Section 504 Plan
 - l. Language Access Plan
 - m. Complaints and Grievance procedures and plan
 - n. Labor Standards Compliance
 - o. General Program Policies & Guidelines, etc.
- Month 2-4
- Establish filing system
 - Establish financial management system
 - Establish progress and expenditure reporting system
 - Income interviews with homeowners/tenants
 - Release of Environmental Conditions expected
 - Procurement of other services
 - a. Legal
 - b. Appraisal
- Month 5-30
- Applications and verification of eligibility of families
 - Home Inspections and work write-ups
 - Coordination of rehabilitation construction project(s)
 - Coordination of major construction project(s)
 - General program reporting
 - Coordination with Town Officials, NC Department of Commerce and other necessary agencies
- Month 30-36
- Preparation of close-out reports and documentation

The overall intent would be to provide a "turn-key" type project for the Town whereby the Town's normal routine would not be hindered. With exception of financial management, the Town's workload would be minimal.

THE ADAMS COMPANY, INC
CDBG EXPERIENCE

The Adams Company and staff have provided administrative services for over 138 similar CDBG, CHAF, DRI, and HMGP programs amounting to more than \$160 million in expenditures. These programs have included rehabilitation, acquisition, disposition, relocation, clearance, water, sewer, flood and drainage, parks and playgrounds, etc. The following list indicates programs which The Adams Company and staff are currently working on or have been involved with for over 20 years:

Town of Beulaville 2024 CDBG-I (Sewer)	\$2,748,320
Contact: Lori Williams, Town Manager (910) 298-4647	
Town of Beulaville 2024 CDBG-NR (Housing).....	\$950,000
Contact: Lori Williams, Town Manager (910) 298-4647	
County of Duplin 2024 CDBG-NR (Housing)	\$950,000
Contact: Chris Hatcher, County Planner (910) 296-2102	
Town of Fair Bluff 2024 CDBG-NR (Neighborhood Facilities).....	\$950,000
Contact: Billy Hammond, Mayor (910) 649-7426	
Town of Fairmont 2024 CDBG-NR (Housing)	\$950,000
Contact: Jerome Chestnut, Town Manager (910) 628-9766	
City of Lumberton 2024 CDBG-NR (Housing).....	\$950,000
Contact: Wayne Horne, City Manager (910) 671-3804	
Town of Rose Hill 2024 CDBG-NR (Housing).....	\$950,000
Contact: Angela Smith, Town Administrator (910) 289-3159	
Town of Tabor City 2024 CDBG-NR (Housing, Other Public Facility).....	\$950,000
Contact: Josh Ward, Town Manager (910) 653-3458	
Town of Brunswick 2023 CDBG-NR (Housing, Drainage).....	\$950,000
Contact: Nancy Livingston, Town Clerk (910) 642-6741	
County of Columbus 2023 CDBG-NR (Housing).....	\$950,000
Contact: Gail Edwards, Assistant County Manager (910) 640-6630	
Town of Fair Bluff 2023 CDBG-NR (Housing).....	\$950,000
Contact: Billy Hammond, Mayor (910) 649-7426	
Town of Greenevers 2023 CDBG-NR (Housing).....	\$800,000
Contact: Emma Brinson, Town Administrator (910) 289-3078	
Town of Roseboro 2023 CDBG-NR (Housing).....	\$950,000
Contact: Alice Butler, Mayor (910) 525-4121	

Town of Tabor City 2023 CDBG-NR (Housing).....	\$950,000
Contact: Josh Ward, Town Manager (910) 653-3458	
Town of Fair Bluff 2023 CDBG-I (Sewer).....	\$3,000,000
Contact: Billy Hammond, Mayor (910) 649-7426	
Town of Kenansville 2022 CDBG-I (Sewer).....	\$2,000,000
Contact: Anna West, Town Manager (910) 293-0369	
Town of Brunswick 2022 CDBG-NR (Housing).....	\$2,000,000
Contact: Nancy Livingston, Town Clerk (910) 642-6741	
Town of Fair Bluff 2022 CDBG-NR (Housing).....	\$950,000
Contact: Billy Hammond, Mayor (910) 649-7426	
*Successfully Closed Out	
Town of Fairmont 2022 CDBG-NR (Housing).....	\$950,000
Contact: Jerome Chestnut, Town Manager (910) 628-9766	
*Successfully Closed Out	
Town of Tabor City 2022 CDBG-NR (Housing).....	\$950,000
Contact: Josh Ward, Town Manager (910) 653-3458	
*Successfully Closed Out	
Town of Greenevers 2022 ARPA-Well Generators and Waterline Extension	\$1,628,346
Contact: Emma Brinson, Town Clerk (910) 289-3078	
Town of Roseboro 2022 ARPA-Old Cement and Clay Pipes (Sewer).....	\$9,144,110
Contact: Alice Butler, Mayor (910) 525-4121	
Town of Roseboro 2022 ARPA-Sewer Outfall Rehabilitation (Sewer)	\$1,500,000
Contact: Alice Butler, Mayor (910) 525-4121	
*Successfully Closed Out	
Town of Calypso 2021 CDBG-NR (Housing).....	\$750,000
Contact: Amanda Monk, Town Clerk, (919) 658-9221	
*Successfully Closed Out	
Town of Chadbourn 2021 CDBG-NR (Housing).....	\$750,000
Contact: Ramonda Crosby, Town Clerk, (910) 654-4148	
*Successfully Closed Out	
City of Lumberton 2021 CDBG-NR (Housing).....	\$750,000
Contact: Wayne Horne, City Manager (910) 671-3804	
Town of Pink Hill 2021 CDBG-NR (Housing)	\$750,000
Contact: Mike Horne, Mayor, (252) 568-3181	
*Successfully Closed Out	

Town of Tabor City 2021 CDBG-NR (Housing)..... \$750,000
 Contact: Josh Ward, Town Manager (910) 653-3458
 *Successfully Closed Out

Town of Roseboro 2020 CDBG-I (Sewer) \$2,000,000
 Contact: Alice Butler, Mayor (910) 525-4121
 *Successfully Closed Out

Town of Williamston 2020 CDBG-NR (Housing) \$750,000
 Contact: Christina Craft, Town Clerk (252) 792-5142
 *Successfully Closed Out

Town of Beulaville 2020 CDBG-CV (Public Rehabilitation/Public Services)..... \$900,000
 Contact: Lori Williams, Town Clerk (910) 298-4647
 *Successfully Closed Out

Town of Beulaville 2020 CDBG-NR (Housing)..... \$750,000
 Contact: Lori Williams, Town Clerk (910) 298-4647
 *Successfully Closed Out

Town of Greenevers 2020 CDBG-NR (Housing)..... \$750,000
 Contact: Emma Brinson, Town Clerk (910) 289-3078
 *Successfully Closed Out

Town of Elizabethtown 2020 CDBG-NR (Housing, Pedestrian) \$750,000
 Contact: Pat Devane, Assistant Town Manager (910) 862-2066
 *Successfully Closed Out

County of Sampson 2020 CDBG-NR (Housing)..... \$750,000
 Contact: Juanita Brewington, Purchasing & Contracting Officer (910) 592-1945
 *Successfully Closed Out

Town of Roseboro 2020 CDBG-NR (Housing)..... \$750,000
 Contact: Alice Butler, Mayor (910) 525-4121
 *Successfully Closed Out

Town of Tabor City 2019 CDBG-I (Sewer) \$2,000,000
 Contact: Al J. Leonard, Jr., Town Manager (910) 649-7426
 *Successfully Closed Out

County of Columbus 2019 CDBG-NR (Housing) \$750,000
 Contact: Gail Edwards, Assistant County Manager (910) 640-6630
 *Successfully Closed Out

Town of River Bend 2019 CDBG-NR (Housing)..... \$750,000
 Contact: Delane Jackson, Town Manager (252) 638-3870
 *Successfully Closed Out

Town of Tabor City 2017 CDBG-NR (Housing)..... \$750,000
 Contact: Al J. Leonard, Jr., Town Manager (910) 649-7426
 *Successfully Closed Out

City of Lumberton 2017 CDBG-NR (Housing)..... \$750,000
 Contact: Wayne Horne, City Manager (910) 671-3804
 *Successfully Closed Out

Town of Fair Bluff 2017 CDBG-NR (Housing)..... \$750,000
 Contact: Al J. Leonard, Jr., Town Planner (910) 649-7426
 *Successfully Closed Out

Town of Fair Bluff 2017 CDBG-I (Sewer)..... \$2,000,000
 Contact: Al J. Leonard, Jr., Town Planner (910) 649-7426
 *Successfully Closed Out

Town of Faison 2017 CDBG-I (Sewer)..... \$1,311,515
 Contact: Carolyn Kenyon., Mayor (910) 267-2721
 *Successfully Closed Out

Town of Fair Bluff HMGP – Matthew (Housing) \$8,290,786
 Contact: Al J. Leonard, Jr., Town Planner (910) 649-7426

City of Lumberton HMGP – Matthew (Housing)..... \$12,863,089
 Contact: Wayne Horne, City Manager (910) 671-3804

County of Columbus HMGP - Matthew (Housing)..... \$913,295
 Contact: Gail Edwards, Assistant County Manager (910) 640-6630
 *Successfully Closed Out

Town of Greenevers 2016 CDBG-I (Sewer)..... \$1,638,000
 Contact: Emma Brinson, Town Clerk (910) 289-3078
 *Successfully Closed Out

Town of Faison 2016 CDBG-I (Sewer)..... \$688,485
 Contact: Carolyn Kenyon., Mayor (910) 267-2721
 *Successfully Closed Out

Town of Brunswick 2016 CDBG-I (Sewer) \$1,301,000
 Contact: Al J. Leonard, Jr., Town Planner (910) 649-7426
 *Successfully Closed Out

Town of Tabor City 2015 CDBG-I (Sewer) \$2,000,000
 Contact: Al J. Leonard, Jr., Town Manager (910) 649-7426
 *Successfully Closed Out

Town of Fair Bluff 2014 CDBG-I (Sewer)..... \$3,000,000
 Contact: Al J. Leonard, Jr., Town Planner (910) 649-7426
 *Successfully Closed Out

Town of Brunswick 2012 CDBG (Sewer)..... \$750,000
 Contact: Al J. Leonard, Jr., Town Planner (910) 642-6741
 *Successfully Closed Out

Town of Wagram 2012 CDBG (Public Facility, Parks & Recreation).....	\$500,000
*Successfully Closed Out	
Town of Tabor City 2010 CDBG (Parks).....	\$650,000
*Successfully Closed Out	
Town of Tabor City 2010 CDBG (Parks).....	\$78,920
*Successfully Closed Out	
Town of Tabor City 2010 CDBG (Housing, Water, Sewer, Street)	\$1,000,000
*Successfully Closed Out	
Town of Clarkton 2009 CDBG-R (Sewer)	\$300,000
*Successfully Closed Out	
Town of Elizabethtown 2011 CDBG (Drainage, Pedestrian)	\$240,000
*Successfully Closed Out	
Town of Elizabethtown 2009 CDBG (Housing, Water, Sewer, Street).....	\$850,000
*Successfully Closed Out	
Town of Elizabethtown 2009 CDBG (Sewer)	\$24,308
*Successfully Closed Out	
Town of Elizabethtown 2009 CDBG (Sewer)	\$240,000
*Successfully Closed Out	
Town of Roseboro 2008 CDBG (Housing, Sewer, Street, Drainage).....	\$850,000
*Successfully Closed Out	
Town of Chadbourne 2008 CDBG (Housing, Sewer, Street, Drainage)	\$850,000
*Successfully Closed Out	
County of Columbus 2008 CDBG (Housing).....	\$400,000
*Successfully Closed Out	
Town of Lillington 2008 CDBG-HD (Sewer, Streets)	\$250,000
*Successfully Closed Out	
Town of Tabor City 2007 CDBG-HD (Sewer, Sidewalks)	\$250,000
*Successfully Closed Out	
Town of Brunswick 2007 CDBG (Housing, Sewer, Streets).....	\$850,000
*Successfully Closed Out	

OTHER EXPERIENCE
OTHER ENGINEERING PROJECTS

Carver Community Center, Fair Bluff, NC
Tabor City Athletic Complex PARTF, Tabor City, NC
Fair Bluff Uptown Business Center – Fair Bluff, NC
Piling Plans and Stormwater Plans (± 200) – Beach Communities, NC
Jacksonville Commons Recreation Storage Building – Jacksonville, NC
Tall Oaks Senior Living Apartments – Elizabethtown, NC
Forest Glenn Apartments – Tabor City, NC
Cornerstone Village – Beulaville, NC
Forest Edge Apartments – Tabor City, NC
Brunswick Place Apartments – Brunswick, NC
Dry Brook Apartments – Lillington, NC
Police Department Firearms Training Building – Jacksonville, NC
Eastern Outfitters Building – Hampstead, NC
Boyington Place Subdivision – Jacksonville, NC
Shoreline Subdivision – Leland, NC
Surf City Crossing Development Park – Surf City, NC
Westgate Subdivision – Leland, NC
Simpsons Crossing Subdivision – Richlands, NC
Bradham Place Subdivision – Richlands, NC
Vocational Rehabilitation Center – Wilson, NC
Vocational Rehabilitation Center – Kenansville, NC
Serenity Funeral Home – Beulaville, NC
National Auto Carwash Facility – Jacksonville, NC
Jones Auto Carwash – Jacksonville, NC
Atlantic Veneer – Morehead City, NC
Shell Lube – Jacksonville, NC
Visitor Center – Fair Bluff, NC
Lord Duplin Apartments – Warsaw, NC
John Deer Lawn and Garden Retail Facility – Wendell, NC
Wing Spot Dining Hall – Clinton, NC
All State Insurance Office – Fuquay-Varina, NC
Church Facilities – (± 20) – Eastern NC
Agricultural Engineering - Litter Sheds

FEE SCHEDULE

Project Manager	\$130.00
Project Field Inspector	\$80.00
Secretarial	\$40.00

The hourly fee schedule above includes all travel, overhead, and miscellaneous expenses.

Unfortunately, CDBG requirements are changing. More administrative work is required and less administrative funds are allowed. Our fee is typically 10% of the total project plus service delivery based on the specific activities within the project. We know that the average fees to complete a typical program are around 18-20%. Based upon your project activities, The ADAMS COMPANY, Inc. proposes to complete all necessary administration activities within the scope of this project for a **lump sum administration fee of \$75,000** and a **service delivery fee of \$40,000**. Upon the Town's selection of our firm to perform services for this program, we will be happy to negotiate the lump sum fee if a different level of service is desired.

SUMMARY

The ADAMS COMPANY, Inc. feels that we are the most qualified firm to meet the needs of Bethel's CDBG-NR project. We are extremely interested in initiating a relationship with the Town and look forward to this venture. We are confident that our level of service will meet and exceed your expectations and create a lasting relationship with you. Our goal is to continue this relationship and serve your present and future needs. We are comfortable that you have additional needs that we can assist you with during the course of implementing this project, and we will be happy to assist you in developing ideas to meet all your needs.

REFERENCES

1. Mr. Billy Hammond, Mayor
Town of Fair Bluff
P. O. Box 157
Fair Bluff, NC 28439
Phone: 910-649-7426
2. Mr. Wayne Home, City Manager
City of Lumberton
500 N. Cedar Street
Lumberton, NC 28359
Phone: 910-671-3804
3. Mrs. Alice Butler, Mayor
Town of Roseboro
PO Box 848
Roseboro, NC 28382
Phone: 910-525-4121
4. Ms. Anna West, Town Manager
Town of Kenansville
PO Box 370
Kenansville, NC 28349
Phone: 910-447-4735
5. Mr. Al Leonard, Capital Projects Director
Town of Tabor City
P.O. Drawer 655
Tabor City, NC 28463
Phone: 910-653-3458

THE **ADAMS COMPANY** INC.

ENGINEERING AND DESIGN

Firm License No. C-4438

708 Abner Phillips Road | Warsaw, NC 28398 | (910) 293-2770

RESUMES

Joshua E. Outlaw, PE

Education

B.S. Civil Engineering, North Carolina State University, 2006

Professional License and Certification

Registered Professional Engineer in North Carolina

Experience

2023-Present: The ADAMS COMPANY, Inc. – Owner and President

Took over ownership and continued serving 100% of the previous CDBG clients. As sole owner, duties include administration of community development programs, coordination of housing, water, sewer, streets, drainage, recreational activities and miscellaneous engineering design of water, sewer and street improvements. Other responsibilities involve construction estimating and bidding, construction scheduling and management, and general office management

2020-2022: The ADAMS COMPANY, Inc. - Engineer

Responsible for assisting with the design and development of water, sewer, and other special projects. Create specifications and plans for the above. Other duties also include assisting with administration of community development programs, coordination of housing, water, sewer, streets, drainage, recreational activities, and miscellaneous engineering design of water, sewer and street improvements.

2012-2020: Smithfield Foods Hog Production Division - Senior Project Engineer

Responsible for site/grading/utility design for new construction and renovations on hog farms in eight states and Mexico. Managed refrigeration projects from inception to construction, chose sites for most beneficial impact and ensured contractors were able to proceed with minimal interruption. Reviewed and submitted permit packages for review by state and local agencies. Maintained environmental documents including SPCC plans, stormwater plans, and air permits for support operations such as feed mills and garages.

2012: Kleinfelder - Project Engineer

Created erosion control/stormwater plans for natural gas pipelines. Performed grading and stormwater calculations for natural gas processing facilities. Created site/erosion control plans for permitting review for solar farm sites.

2009-2012: The Wooten Company - Project Engineer

Created water models for municipal drinking water systems. Designed and sized drinking water and sewer pump stations. Created design plans and specifications for municipal water/wastewater projects.

THE **ADAMS COMPANY** INC.

ENGINEERING AND DESIGN

Firm License No. C-4438

708 Abner Phillips Road | Warsaw, NC 28398 | (910) 293-2770

RESUMES

Tammy H. Daniels

Education

Associate in Applied Science Degree in Business Administration
James Sprunt Community College, 1995

Experience

1998-Present: Community Development Specialist and Office Manager for The ADAMS COMPANY, Inc.

As a Community Development Specialist and Office Manager, responsibilities include administrative activities associated with Community Development programs, coordination of housing rehabilitation, grant/loan qualifications, relocation, financial management and all computer related activities.

May 1995-1998: Community Development Specialist and Office Manager for ADePt Construction and Development, Inc.

Responsible for administrative activities associated with Community Development programs, coordination of housing rehabilitation, grant/loan qualifications, relocation, financial management and all computer related activities.

THE **ADAMS COMPANY** INC.

ENGINEERING AND DESIGN

Firm License No. C-4438

708 Abner Phillips Road | Warsaw, NC 28398 | (910) 293-2770

RESUMES

David S. Carter

Education

B.F.A. Communication Arts, East Carolina University, 1989

Experience

2021-Present: The ADAMS COMPANY, Inc. – Housing Rehabilitation Specialist

Responsible for all phases of housing acquisition, elevation, and reconstruction including taking applications, field inspections, preparations of floor plan drawings, contract specifications, bidding, construction coordination, inspections, and authorizing payments.

1996-2021: DC Graphics – Creative Director

Increased company growth as sole owner of the Raleigh based design studio via satisfied customer referrals and repeat business. Established ongoing business relationships with multiple clients by providing creative communications. Worked with internal management of clients to maintain a consistent message by creating new design brand guidelines. Developed original print collateral, trade show graphics, and strategic support materials. Collaborated with managers and served as liaison with supply vendors resulting in on-time deliverables. Created critical input to business development plans for product launches and new business strategies by proactively implementing brand alignment and digital presence that increased product awareness which provided sales leads for final processing.

1990-1996: Corporate Communications Inc. – Art Director

Managed all ad agency creative projects from multiple account executives by overseeing freelance designers and vendors that enabled products to be delivered ahead of schedule. Proactively filled a vacant production manager position by overseeing timelines, budgeting, all agency vendors and suppliers that resulted in the agency saving money by combining two paid positions into one. Continued a collaborative working relationship with the owner for an additional decade and assisted him in all creative aspects for his new company that increased growth for both parties.

1989-1990: NC Association of Educators – Graphic Designer

As part of an in-house communications department, duties included managing all ad agency creative projects from multiple account executives by overseeing freelance designers and vendors resulting in products delivered ahead of schedule.


CERTIFICATION REGARDING DEBARMENT

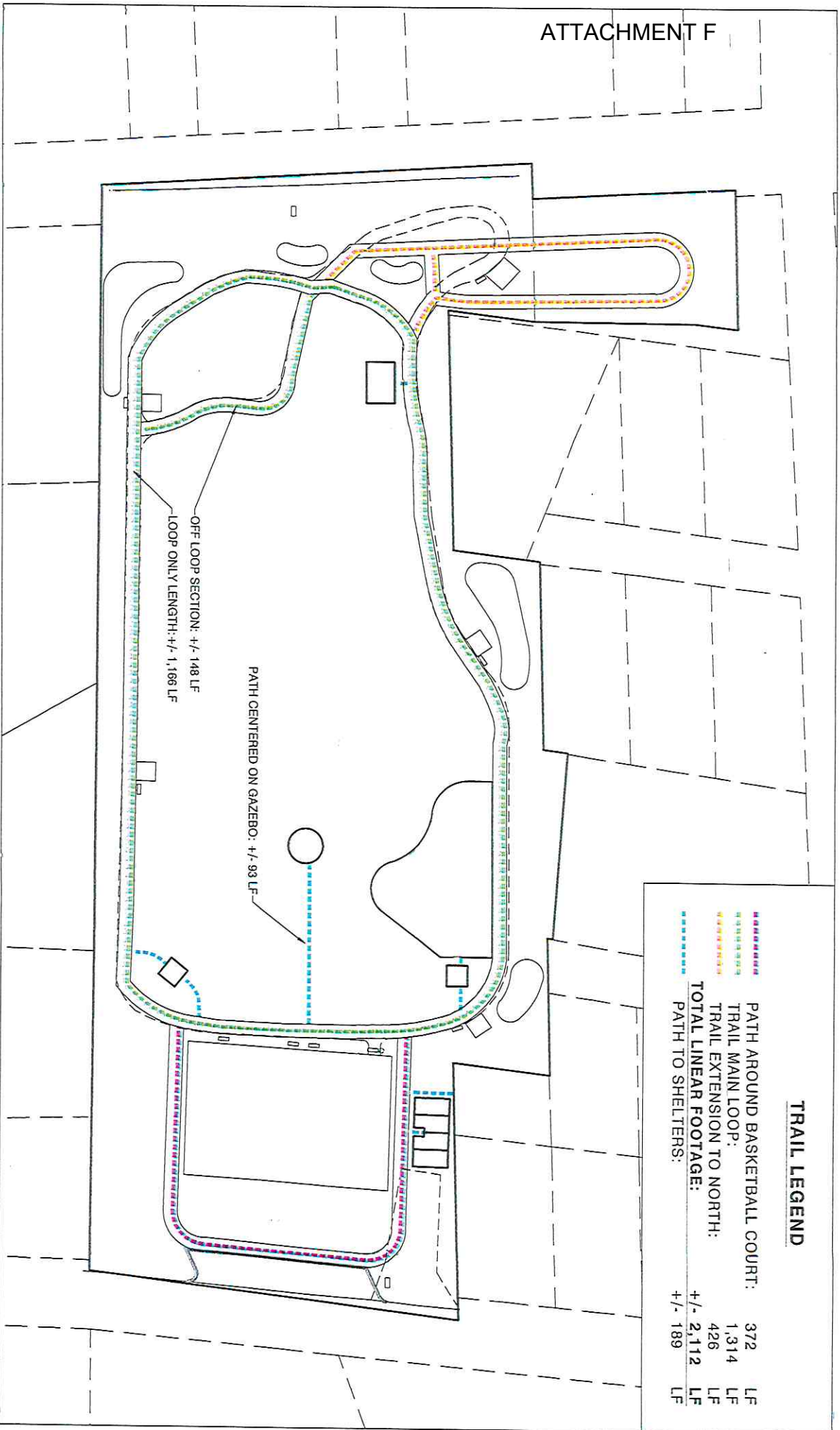
DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, for prospective participants in primary covered transactions:

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

As the duly authorized representative of the firm, I hereby certify that the firm will comply with the above applicable certification(s).

Name of firm The Adams Company, Inc.	Grant Number and Project Name Bethel CDBG-NR
Printed Name and Title of Authorized Representative Joshua E Outlaw, President	
Signature 	Date April 2, 2026



TRAIL LEGEND

	PATH AROUND BASKETBALL COURT:	372	LF
	TRAIL MAIN LOOP:	1,314	LF
	TRAIL EXTENSION TO NORTH:	426	LF
	TOTAL LINEAR FOOTAGE:	+/- 2,112	LF
	PATH TO SHELTERS:	+/- 189	LF

PATH CENTERED ON GAZEBO: +/- 93 LF

OFF LOOP SECTION: +/- 148 LF
 LOOP ONLY LENGTH: +/- 1,166 LF



TOWN OF BETHEL, NC
 MAP PRODUCED: FEBRUARY 20, 2023
 BY: JESSICA WILSON, CIVIL ENGINEER

SMITH STREET PARK REDEVELOPMENT
 TOWN OF BETHEL, NC
 TRAIL LENGTH EXHIBIT



Simmons Public Utility Site Work Inc.

DBE, SBE, MBE, HUB, HUB Zone, NC
 Pre-Approved Subcontractor
 112 Caldis St. P.O. Box 507
 Whiteville, NC 28472

Phone: 910-653-9186
 Fax: 910-377-2078

To: Town Of Bethel Address: Town Hall, 141 West Rail Rd St. Bethel, NC 27812	Contact: Carl Wilson Phone: Fax:
Project Name: Bethel Walking Trail Project Location: 141 Lincoln St., Bethel, NC	Bid Number: 2-233 Bid Date:

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
01	Fine Grade	1,892.00	SY	\$2.94	\$5,562.48
02	Pave 1.5" S9.5B Asphalt	1,892.00	SY	\$28.31	\$53,562.52
03	Mobilization	1.00	LS	\$3,397.54	\$3,397.54
Bid Price Subtotal:					\$62,522.54
Total Bid Price:					\$62,522.54

Notes:

- The above price do not include Geo Report
- All work will be completed in a workmanlike manner according to standard practices. This proposal is good for 30 days. The warranty period for all labor and materials furnished and work performed shall be 1 year
- All change orders shall be in writing and signed by both parties. Any alteration or deviation from specifications on the quote involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. The estimate does not include material price increases or additional labor and materials that may be required should unforeseen problems arise after the work has started.
- The above price does not include Material Testing.
- The Traffic Control Not Included.

Payment Terms:

The Bidder will submit to Simmons Public Utility Site Work Inc a deposit of 25% of the contract price, second draw 65% and the remaining balance due upon completion.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: Simmons Public Utility Site Work Inc.</p> <p>Authorized Signature: _____</p> <p>Estimator: Sherry Grissett (843) 421-7453 sherrygrissett@gmail.com</p>
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Garris Grading & Paving, Inc.
 5950 Gay Road
 Farmville, NC 27828 US
 2527491101 |
 office@garrispaving.com



ADDRESS
 TOWN OF BETHEL

Estimate 9254A

DATE 02/10/2026

PROJECT ADDRESS
 3681 Barnhill St, Bethel

JOB NAME
 Smith St Park Walking Path 9254

DESCRIPTION	QTY	RATE	AMOUNT
(1.) Asphalt Walking Path - clip excess grass from existing stone path, add up to 80 tons of ABC stone, spray grass poison, grade and pave using 2" type S9.5B asphalt. UNITS IN SY.	1,470	24.95	36,676.50
(2.) Asphalt Walking Path (New Area)- excavate/dispose 8" earth material, add stabilization fabric and 6" ABC stone. Spray grass poison, grade and pave using 2" type S9.5B asphalt. UNITS IN SY.	830	54.05	44,861.50
Note: If necessary to remove any deficient subgrade material to achieve adequate compaction, the cost to undercut/backfill will be \$50/ton (\$2500 minimum charge).			
Note Garris Grading and Paving, Inc. produces virgin asphalt (contains no recyclables which provides a consistent, cleaner looking product with increased integrity).			

DESCRIPTION

QTY

RATE AMOUNT

ADDITIONAL TERMS AND CONDITIONS

(1) Among the items not included in the previously quoted prices are as follows:

- (A) Undercut and backfill of unsuitable material
- (B) Temporary facilities or utilities
- (C) Adjustment or relocation of new or existing utilities
- (D) Traffic Control
- (E) Road Signage
- (F) Soil or grass poisons

(2) Garris Grading & Paving Inc. will warrant material and workmanship for a period of one year-after installation.

(3) The prices quoted herein are based on the base being in a firm, stable, with specified compaction and unyielding conditions. Garris Grading & Paving, Inc. will not pave until the above conditions are met.

(4) Our bid is based upon 2 move ins. Additional move-ins beyond our control will be invoiced at \$1000 per occurrence

(5) Garris Grading & Paving, Inc. will not be responsible for standing water in areas that are designed with less than 2% fall.

(6) THESE PRICES ARE BASED ON THE NCDOT MONTHLY TERMINAL FOB ASPHALT BINDER PRICE BEING AT \$542.50 FOR THE MONTH OF February 2026. IF THIS PRICE SHOULD FLUCTUATE AT ANY TIME, UP OR DOWN, WE RESERVE THE RIGHT TO ADJUST OUR PRICES ACCORDINGLY.

Please be aware that we will be unable to conduct our services until a signed contract is received

And once Contract is received the office will contact you about scheduling

This proposal may be withdrawn if not accepted within 30 days of proposal

GARRIS GRADING AND PAVING. INC

Authorized

Specified

Signature _____

Note: This proposal may be withdrawn if not accepted within 30 days

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are

herby accepted. You are authorized to do the work as specified.

Payment will be made as outlined above

CUSTOMER SIGNATURE

Signature: _____

Date of Acceptance _____

EST #9254A Smith St Park Walking Path

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Contact Garris Grading & Paving, Inc. to pay.
Contact Garris Grading & Paving, Inc. to pay.

Payment will be due upon presentation of invoice.
Interest will be charged at 1.5% per month for accounts due over 30 days.

All material is guaranteed to be as specified.
All work to be completed in a workmanlike manner according to standard practices.

Any agreements contingent upon strikes, accidents, or delays beyond our control.

Owner to carry fire, tornado, and other necessary insurance.

Our Workers are fully covered by Worker's Compensation Insurance.

This proposal may be withdrawn if not accepted within 30 days.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Payment will be made as outlined above.

TOTAL	\$81,538.00
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Accepted By

Accepted Date

**A Resolution of the Town of Bethel Board of Commissioners
Opposing Modifications to Municipal Property Tax Authority**

WHEREAS, municipal governments are organized and chartered under the laws of the State of North Carolina to provide necessary public services, such as Public Safety (Police & Fire Protection), Public Works (Street Construction and Maintenance & Stormwater Maintenance), Water and Sewer, Solid Waste, Planning & Regulation (Zoning/Land Use Regulation, Building Inspections and Code Enforcement), Transportation and other services such as Parks & Recreation, Libraries, Economic Development and Cultural Programs; and

WHEREAS, local property taxes constitute a primary, stable, and locally controlled source of revenue necessary to fund municipal services and to meet both ongoing operational needs and long-term capital obligations; and

WHEREAS, the authority to levy, assess, and adjust property taxes allows municipal governments to respond responsibly to changing economic conditions, population growth, service demands, emergencies, and state or federal mandates; and

WHEREAS, locally elected board members are held accountable by their constituents by the power of the ballot regarding local decisions such as setting the property tax rate; and

WHEREAS, municipalities follow transparent procedures prior to any tax changes by presenting annual budgets on a strict schedule, hosting open meetings for citizen input and questions, and submitting public bonds for voter consideration; and

WHEREAS, proposals to modify, limit, cap, freeze, or otherwise restrict municipal property tax authority – whether through constitutional amendment, statutory change, or administrative action – may reduce local flexibility, undermine fiscal stability, and shift costs to less stable revenue sources; and

WHEREAS, such modifications may result in unintended consequences, including service reductions, delayed infrastructure investment, increased fees, and inequitable impacts on residents; and

WHEREAS, municipal governments are best positioned to balance fiscal responsibility with service delivery, accountability, and responsiveness to local needs through transparent budgeting and elected representation.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Bethel Board of Commissioners supports the current property tax authority in North Carolina, which enables municipalities to manage property tax rates; and

BE IT FURTHER RESOLVED, that the Town of Bethel Board of Commissioners formally opposes any constitutional amendment that would restrict, cap, reduce, or otherwise limit local property tax authority.

Adopted this the 5th day of May, 2026.

TOWN OF BETHEL

Mayor Carl Wilson

ATTEST:

Linda Sheppard, Town Clerk

TOWN OF BETHEL

LINE ITEM TRANSFER/BUDGET AMENDMENT

5/5/26

Transfer # _____ 18 _____

Department: LIBRARY

LINE ITEM TRANSFER					
FROM			TO		
Account Name	Acct #	Amount	Account Name	Acct #	Amount
Total		\$ -	Total		\$ -

BUDGET AMENDMENT					
REVENUES			EXPENDITURES		
Account Name	Acct #	Amount	Account Name	Acct #	Amount
			Utilities	10-420-1300	\$ (2,000.00)
			Utilities	10-630-1300	\$ 2,000.00
Total		\$ -	Total		\$ -

Explanation: To move funds to Utilities-Library

Requested by:

Approved by:

Town of Bethel
Monthly Crime Statistic March 2026
 April 14, 2026

Total Calls For Service N= 88 (CAD Data)
 Total Incident Reports N= 26

Index Crimes

Violent Crime	January 2026	February 2026	March 2026
Murder	0	0	0
Sexual Assault	0	0	0
Robbery	0	0	0
Assault	2	1	3
Property Crime			
Burglary	0	0	0
Larceny	3	1	2
Auto Theft	0	0	1
Arson	0	0	0

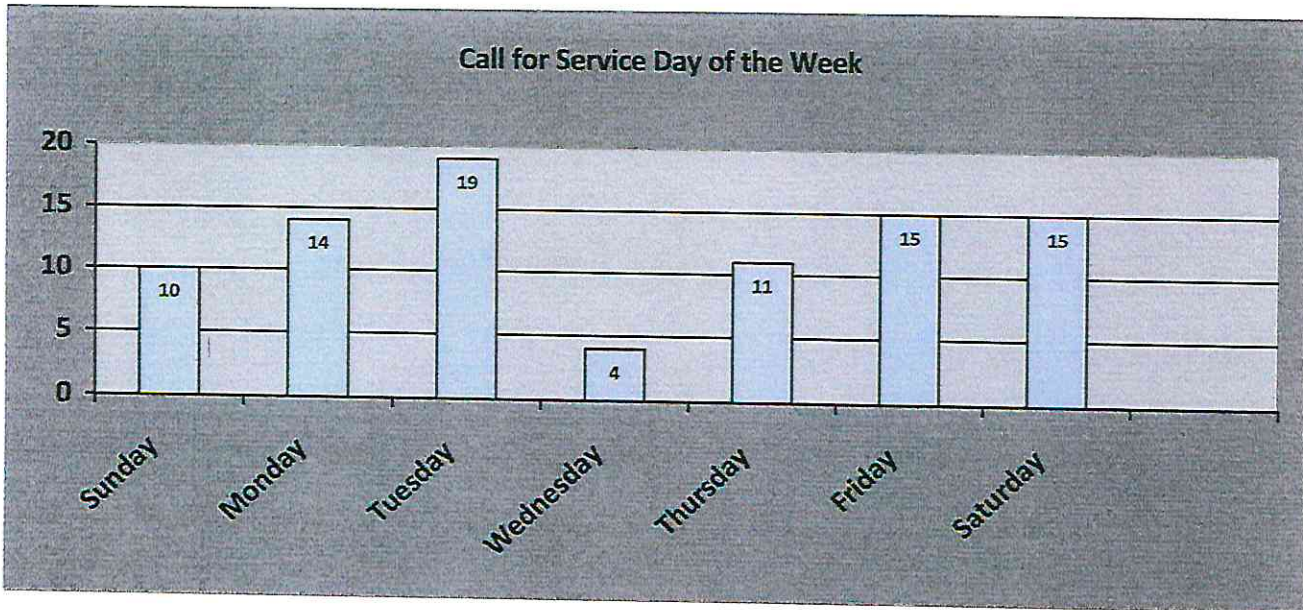
Total Part II Crimes reported N= 20
 (Numbers Based on the number of incident reports)

The most common Calls For Service prefomed with in the city of Bethel.

Traffic Complaint Report	0
Traffic Stops	11
Business Checks	160 (These are done in addition to calls for service.)
Sex Offender Check	0
Welfare Check	0
Alarm	10
Warrant Service	2
Ride By	19

Calls for Service Day of the Week

N= 88 (CAD Data)





April

CALLS:	NUMBER:
WATER FLOWS	6
CAR FIRES	
STORM MODES	
BRUSH FIRES	
MOTOR VEHICLE CRASHES	2
HOUSE FIRES	
STRUCTURE FIRES	1
ALARMS	2
ASSIST EMS	2
SERVICE CALLS	
OUTSIDE COUNTY FIRES	1
POWER LINES DOWN	
C02 ALARMS	1
OTHER: <i>SMOKE ALARMS</i>	1

TRAINING HOURS:	TOTAL: <i>84</i>
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EQUIPMENT UPDATE:	
2102	OK
2104	OK
2105 <i>Camera Fixed</i>	OK
2106 <i>Air LEAKS</i>	OK
2109	OK
OTHER: _____	
OTHER: _____	