

MEETING OF THE BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
BETHEL TOWN HALL
December 2, 2025

Present: Mayor Carl Wilson, Mayor Pro-Temp Barbara Bynum, Commissioner Ferrell Blount, Commissioner Thomas Lilley, Commissioner Fred Whitehurst

Newly Elected Present: Commissioner Elvis Jones, Commissioner Cassandra Conger, and Commissioner Camilla Griggs

Members of the Board Absent: Commissioner Tina Staton

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 6:05 P.M. Mayor Pro Temp Bynum gave the invocation. Clemmie German then led the pledge of allegiance.

The swearing-in Ceremony of Mayor and the Board of Commissioners was conducted individually by Judge Wendy Hazelton.

An appreciation letter for outgoing Commissioners was read aloud and given to Mayor Pro Temp Bynum and Commissioner Blount by Mayor Wilson. Commissioner Tina Staton was not present.

Commissioner Lilley made a motion to approve the proposed agenda, the motion carried unanimously.

Mayor Wilson opened the nomination process to select a Mayor Pro Temp.

Commissioner Whitehurst nominated Commissioner Griggs to serve as Mayor Pro Temp.

Commissioner Jones made a motion to close the nomination, the motion carried unanimously.

Commissioner Griggs to serve as Mayor Pro Temp was approved by acclamation.

Commissioner Lilley made a motion to approve the Consent Agenda consisting of the Regular Monthly Meeting Minutes for November 4, 2025, approve amendment to the FY 24-25 audit agreement, and approve a modified Margaret Little Blout Memorial Library agreement, the motion carried unanimously.

Public Comments

No public comments.

Presentations

Code of Ordinances-Update:

The Town has been under contract with the Mid-East Commission for the past year to conduct a thorough review of the Town of Bethel's Code of Ordinances and the Town's zoning map.

Joshua Hollis, Mid-East Commission, Planner II presented an overview of this project as well as a status update. The Code of Ordinances document will need to come back before the Board in 2026 for formal approval.

Fiscal Year 2024-2025 Audit Presentation:

The Town's auditor, Greg Redman, CPA, has completed the Town's FY24-25 annual audit. The audit has also been approved by the LGC (Local Government Commission). Mr. Redman was scheduled to present at the December 2, 2025 meeting but due to a family emergency will be present to present the audit at the January 6, 2026 meeting.

Old Business

Storm Water Asset Inventory Assessment (AIA Study):

Scott Godefroy and Ben Williams of Rivers & Associates presented a high-level summary of the draft study pertaining to the Town of Bethel's Stormwater Asset Inventory Assessment (AIA). This study began back in November of 2024.

Interim Town Manager recommended that the Board hold a workshop in January 2026 to allow Rivers & Associates to go into detail regarding the results of the study.

Interim Town Manager asked for a rough cost estimate regarding potential total project costs. Ben Williams responded that it would be about \$70,000 to clean some drainage areas, \$1.2 million for the CCTV effort, and about \$2.5 million of upgrades and replacements, totaling almost \$3.9 million.

A preliminary project is to clean the canal between McWhorter Street and Cherry Street. This is a very small project in the larger project.

New Business

Donation of Three Vacant Tax Parcel – Smith Street Park:

The Town of Bethel has been contacted by a representative of the owners of three vacant parcels of land adjacent to Smith St. Park. The owners of these parcels desire to donate them to the Town. The combined acreage (.23 + .13 + .06 acres) is .42 acres.

Attachment A is an email from the representative of the parcels (Martha Moore) as well as an aerial photo of the park and three parcels to be donated highlighted in red. These parcels are located on the north end of the park.

Commissioner Lilley made a motion to direct the Town Attorney to research the parcels to determine if they can be donated free and clear and bring back before the board for next step(s), motion carried unanimously.

Repeal Ordinance No. 23-O (Prohibition Against Dog Tethering):

On August 1, 2023 the Town Code of Ordinances was amended by adopting language to prohibit the tethering of dogs (See Attachment B). As the Board is aware, Pitt County Animal Control provides services to the Town for animal control matters. At this time, there is no other municipality among the ten (10) that has dog tethering regulations in place. Also, Pitt County is unable to enforce this existing ordinance for the Town because this ordinance language is not included in the Pitt County's Comprehensive Animal Control Ordinance. This being the case, it was recommended to repeal this language. It was noted that if a dog is being neglected or abused, the County can still be asked to step in and investigate this type of situation.

Commissioner Whitehurst asked if this will allow dogs to roam free and Interim Town Manager responded that it will not. This ordinance only repeals the prohibition against tethering of dogs.

Mayor Pro Temp Griggs made a motion to repeal Ordinance No. 23-O, Ordinance Amending Chapter 91 of the Code of Ordinances of the Town of Bethel, NC – Prohibition Against Tethering of Dogs, motion carried unanimously.

Budget/Financial Matters:

Interim Town Manager presented Budget Amendment - #6 (Attachment C). The budget amendment moves \$7,500 of \$10,000 from within the Public Works budget. It moves monies from Capital Needs (560-7000) to Equipment/Equipment Maintenance (560-1600).

Commissioner Lilley made a motion to approve Budget Amendment - #6, motion carried unanimously.

Residential Yard Debris Contract:

The Town's contract for residential yard debris pick-up with C&W Lawncare, LLC was terminated due to default. This was effective at the beginning of November. Since that time, the Town has utilized the services of its current contractor who was awarded the Town's municipal lawncare contract. This has been with Home Front Lawn & Tree Services, LLC. The Town has had a verbal agreement to perform this work for \$3,600 per month (prior contract was \$3,000 monthly).

Commissioner Whitehurst asked what was C&W Lawncare, LLC's default and Interim Town Manager responded that there were equipment issues and non-compliance of pick-up for an extended period of time with no hope of resolution.

Commissioner Conger made a motion to award a written contract for this service to Homefront Lawn & Tree Services, LLC at \$3,600/month through the period of June 30, 2026, the motion carried unanimously.

Departmental Reports

Interim Town Manager:

It was announced that there is an Essentials of Municipal Government class being offered in Rocky Mount, NC February 12-13, 2026 for all newly elected officials. The registration fee will be paid by the Town.

Interim Town Manager referenced the public safety report for the month of October 2025 from information provided to the Town of Bethel from the Sheriff's Office (See Attachment D).

The Interim Town Manager gave the financial report for the month of October 2025 (See Attachment E).

Mayor Pro Temp Griggs made a motion to approve the financial report for the month of October 2025, motion carried unanimously.

It was announced that the Pitt Stop Mural(s) concept will be brought back before the Board for input. The Town received funding from Greenville Eastern North Carolina Alliance for \$20,000 and \$4,000 from the Arts Commission. A soft opening of the actual Pitt Stop facility is scheduled for March 2026.

Interim Town Manager and Mayor Wilson had a conversation with an individual who wants to provide lobbying services to the Town to lobby the North Carolina General Assembly. This item will be brought back at budget time.

It was announced that a traveling baseball league would like to utilize the Field of Dreams for practice.

It was announced that the entire Town (residential and non-residential properties) has been surveyed for violation of the Public Nuisance ordinance. A total of 107 certified letters were sent to property owners for overgrown grass or shrubs, structures that needed to be torn down or required major rehab and/or for excess junk. Calls from property owners regarding clean up or commitment to fix are being logged.

It was announced that the Bethel Tree Lighting will be held at the Town Gazebo on Saturday, December 6, 2025 at 6pm and the Bethel Christmas Parade will be held Saturday, December 13, 2025 at 10am.

It was announced that the next monthly meeting will be held January 6, 2026. A proposed meeting schedule for 2026 was presented (See Attachment F).

Commissioner Lilley made a motion to approve the proposed 2026 Board of Commissioners Meeting Schedule and post for public view, the motion carried unanimously.

Fire Department

Fire Chief Lilley gave a report of calls for November 2025 (See Attachment G).

Fire Chief Lilley reported that truck 2102 has a packing problem on the pump.

Fire Chief Lilley made a suggestion to have, “In God We Trust” as a logo on the top of each truck and it would be included in the graphic design at no cost.

Commissioner Whitehurst made a motion to allow, “In God We Trust” be as a logo on top of each truck, the motion carried unanimously.

Public Works

It was reported that Public Works is completing various projects around Town.

Town Attorney

No report was given.

Closing Remarks

Commissioner Whitehurst made a motion to adjourn the meeting at 7:42pm, the motion carried unanimously.

Mayor, Carl Wilson

ATTEST:

Linda Sheppard, Town Clerk

Date

Moore Heirs Land Donation

From Martha Moore <somuchmooremedia@gmail.com>
Date Wed 11/19/2025 11:37 AM
To Town Manager of Bethel <manager@townofbethelinc.com>
Cc Martha Moore <somuchmoore@charter.net>

You don't often get email from somuchmooremedia@gmail.com. [Learn why this is important](#)

Scott,

Thank you for chatting with me recently about making a donation of 3 parcels to the Town of Bethel.

I am the oldest Edwin G. Moore II heir and am representing the interests of my brother and two sisters in writing to you today to say that we would like to donate 3 land parcels:

#15318

#15320

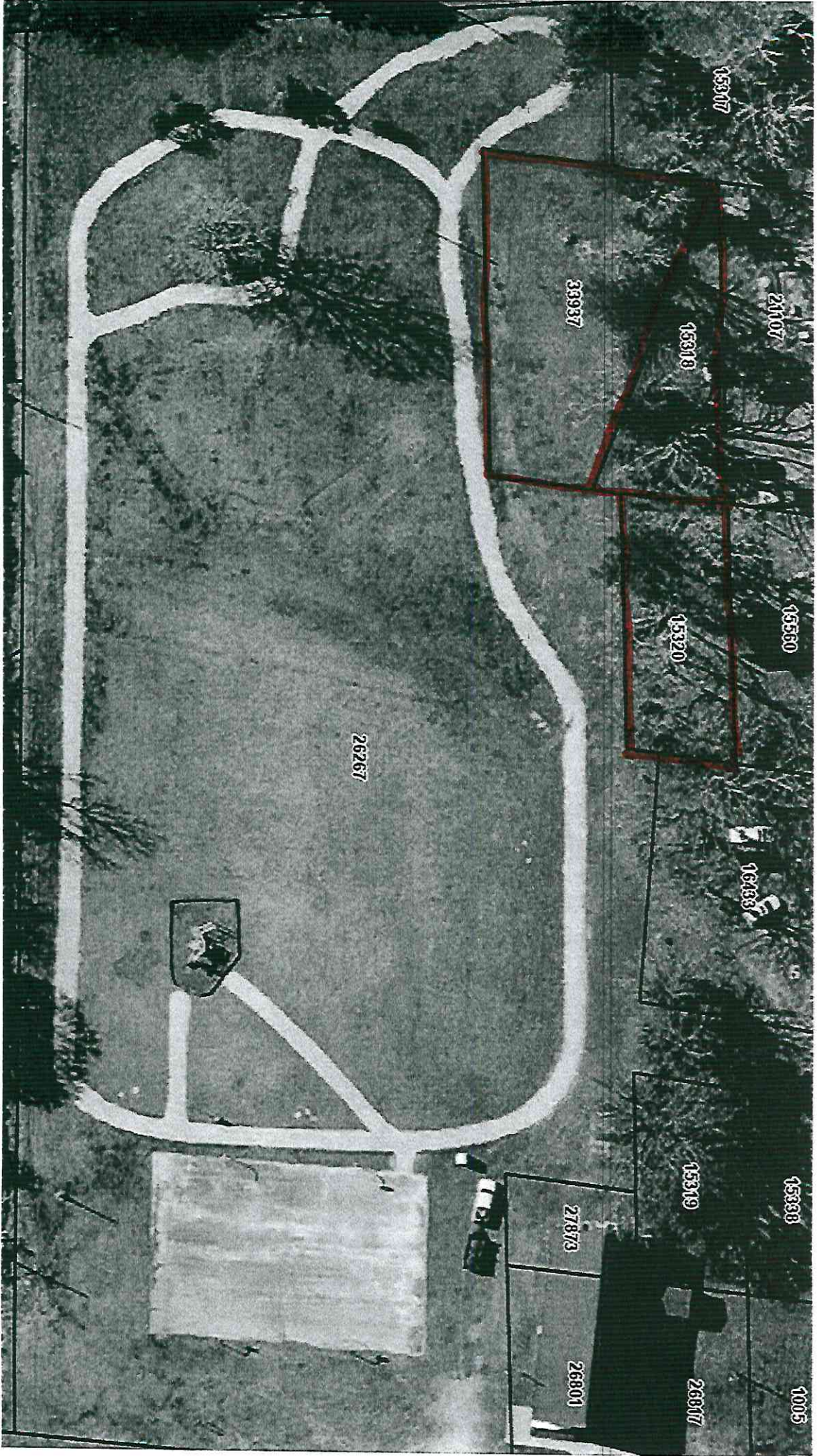
#33937

As I mentioned, my dad Edwin G. Moore II died in 1991 and my mom Maribelle R. Moore died in 2014 and all paperwork (deed) got lost many years ago. I took over payments of the Pitt Co. taxes even before my mom passed away.

Please let me know what we need to do to proceed with a smooth hand over.

Sincerely,
Martha

Martha Moore
so much **MOORE** media
Instagram: @marthamoore3223
mobile: 615-202-1313
www.somuchmoore.com
somuchmooremedia@gmail.com
somuchmoore@charter.net
1819 Tula Pace Road
Pleasant View, TN 37146



15307

21107

15330

15338

1005

15319

15320

16433

15319

26317

33937

27873

26801

26267

ORDINANCE NO. 25-0-4

ORDINANCE AMENDING CHAPTER 91 OF THE CODE OF ORDINANCES OF
THE TOWN OF BETHEL, NORTH CAROLINA

BE IT ORDAINED by the Board of Commissioners of the Town of Bethel, North Carolina that Chapter 91 of the Code of Ordinances of the Town of Bethel is hereby amended by deleting in its entirety the following section:

Section 91.12 Prohibition Against Tethering of Dogs

- (A) It shall be unlawful to tether an unattended dog outdoors, including hunting dogs. When on the property of the dog owner, dogs may run loose when attended by a responsible person who can control the dogs either by voice commands or by a leash. When on the property of the dog owner, dogs may run unattended if kept in a penned area, secured enclosure or an area surrounded by an effectively operating electronic fence. The prohibition regarding when or where dogs may run loose shall not apply to hunting dogs when they are being used for lawful hunting purposes. For the first sixty (60) days following the effective date of this section, only warning citations shall be issued for violations.
- (B) Dogs must be kept indoors or in a securely fenced-in area.
- (C) Securely fenced-in areas must measure at least 10 feet by 10 feet and at least 6 feet in height. For dogs weighing 29 pounds or less, a secured fenced in area must measure at least 6 feet by 6 feet and at least 5 feet in height.
- (D) For each additional dog, there shall be an additional 50 square feet of space of penned area.
- (E) The living area for dogs must be kept clean, dry and clear of debris and waste. Dogs must have adequate shelter that protects them from injury and the weather, including rain, direct sunlight, heat above 90 degrees, and cold below 32 degrees. It must have a solid floor and be large enough for the dog to lie in comfortably. Dogs must always have access to fresh water in a clean and durable container and must be provided with nutritious food on a daily basis.

Adopted this the ____ day of December, 2025.

ATTEST:

Carl Wilson, Mayor

Linda Shepherd, Town Clerk

TOWN OF BETHEL
LINE ITEM TRANSFER/BUDGET AMENDMENT

12/2/25
Transfer # 6
Department: STREETS

LINE ITEM TRANSFER					
<u>FROM</u>			<u>TO</u>		
<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>	<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>
Total		\$ -	Total		\$ -

BUDGET AMENDMENT					
<u>REVENUES</u>			<u>EXPENDITURES</u>		
<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>	<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>
			Capital Outlay	10-560-7000	\$ (7,500.00)
			Equipment Maintenance	10-560-1600	\$ 7,500.00
Total		\$ -	Total		\$ -

Explanation: To move \$7500 from capital outlay to equipment maintenance

Requested by:

Approved by:

Town of Bethel
Monthly Crime Statistic October 2025
 November 12, 2025

Total Calls For Service N= 132(CAD Data)

Total Incident Reports N= 36

Index Crimes

Violent Crime	August 2025	September 2025	October 2025
Murder	0	0	0
Sexual Assault	0	0	0
Robbery	0	0	0
Assault	1	0	4
Property Crime			
Burglary	0	1	0
Larceny	1	0	3
Auto Theft	1	0	0
Arson	0	0	0

Total Part II Crimes reported N= 29

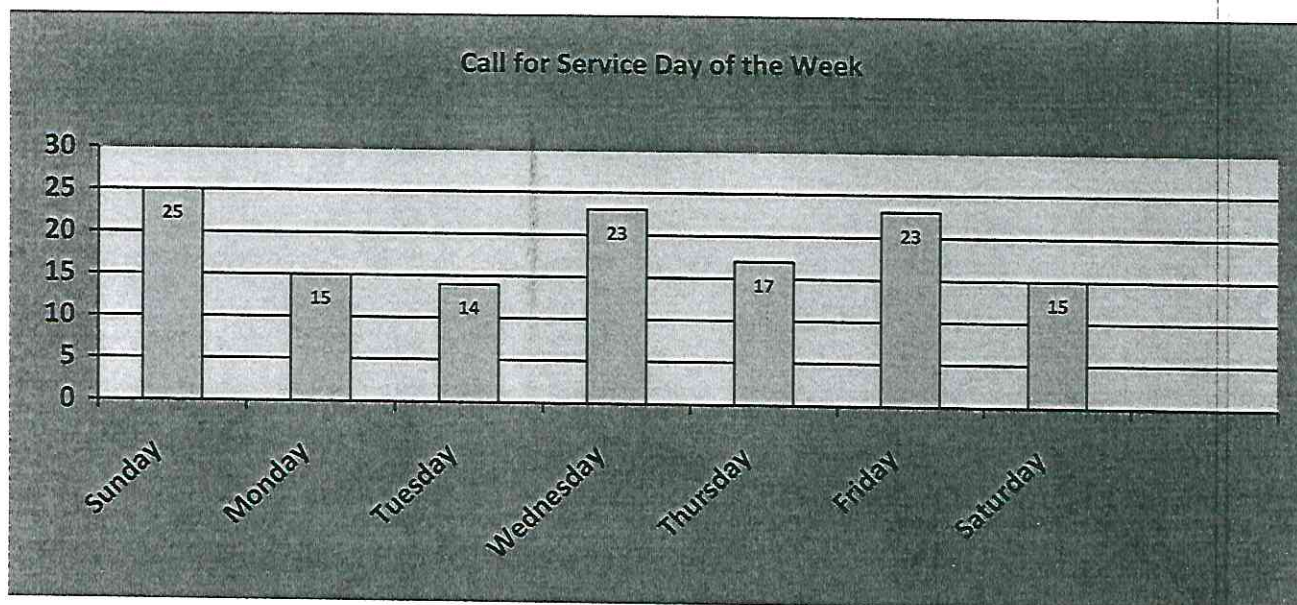
(Numbers Based on the number of incident reports)

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

Traffic Complaint Report	0
Traffic Stops	6
Business Checks	265 (These are done in addition to calls for service.)
Sex Offender Check	12
Welfare Check	4
Alarm	6
Warrant Service	0
Ride By	16

Calls for Service Day of the Week

N= 132 (CAD Data)



Cash Balance Report
Period Ending 10/31/2025

ATTACHMENT E

Town of Bethel

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Bank 5	SOUTHERN BANK & TRUST Acct# 5531103060	
	Account	Balance
	10-102-0000 GENERAL FUND CHECKING	\$340,162.77
	63-102-0000 ARP GRANT CHECKING	\$0.00
	64-102-0000 SCIF GRANT FUND CHECKING	-\$3,358.40
	65-102-0000 RTG CASH	-\$29,305.36
	Bank 5 Total:	\$307,499.01
Bank 6		
	Account	Balance
	10-151-0000 NCCMT INVESTMENTS	\$2,434,241.13
	64-151-0000 NCCMT INVESTMENTS	\$166,251.89
	65-151-0000 NCCMT INVESTMENTS	\$200,000.00
	66-151-0000 NCCMT-STRUCTURE DEMOLITION	\$200,000.00
	Bank 6 Total:	\$3,000,493.02

Total Cash Balance:	\$3,307,992.03
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Budget vs Actual (Summary)

Town of Bethel
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Period Ending 10/31/2025

10 GENERAL FUND							
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Revenues							
	2,069,075	0.00	148,682.10	148,682.10	553,576.86	(1,515,498.14)	27%
Revenues Totals:	2,069,075	0.00	148,682.10	148,682.10	553,576.86	(1,515,498.14)	27%
Expenses							
GOVERNING BODY	33,990	0.00	1,830.06	1,830.06	9,640.17	24,349.83	28%
ADMINISTRATION-GF	471,871	628.00	31,531.08	31,531.08	168,355.43	302,887.57	36%
TAX COLLECTION PITT COUNTY	7,500	0.00	1,229.67	1,229.67	4,774.23	2,725.77	64%
POLICE DEPARTMENT	221,100	0.00	14,988.00	14,988.00	46,704.67	174,395.33	21%
FIRE DEPARTMENT	691,666	12,844.05	5,950.01	5,950.01	59,251.61	619,570.34	10%
STREET DEPARTMENT	449,374	5,482.65	34,501.71	34,501.71	112,771.73	331,119.62	26%
SANITATION DEPARTMENT	71,400	0.00	940.10	940.10	7,860.30	63,539.70	11%
RECREATION DEPARTMENT	16,400	0.00	0.00	0.00	6,317.05	10,082.95	39%
LIBRARY	26,708	0.00	314.83	314.83	23,961.99	2,746.01	90%
CEMETERY DEPARTMENT	20,000	0.00	550.00	550.00	2,520.00	17,480.00	13%
SENIOR CENTER	22,234	0.00	826.66	826.66	3,502.80	18,731.20	16%
STORMWATER	0	(30,600.00)	0.00	0.00	30,600.00	0.00	
CONTINGENCY	25,000	0.00	0.00	0.00	0.00	25,000.00	
DEBT SERVICE	11,832	0.00	986.00	986.00	3,944.00	7,888.00	33%
Expenses Totals:	2,069,075	(11,645.30)	93,648.12	93,648.12	480,203.98	1,600,516.32	23%
10 GENERAL FUND	Revenues Over/(Under)	Expenses:	55,033.98	55,033.98	73,372.88		

TOWN OF BETHEL BOARD OF COMMISSIONERS
2026 MEETING CALENDAR

January

January 6, 2026

February

February 3, 2026

March

March 3, 2026

April

April 7, 2026

May

May 5, 2026

June

June 2, 2026

June TBD, 2026: Budget Workshop

June TBD, 2026: Budget Public Hearing Fiscal Year 25-26

July

No Scheduled Meeting

August

August 4, 2026

September

September 1, 2026

October

October 6, 2026

November

November 3, 2026

December

December 1, 2026

Note: "Agenda Review" meetings for regular scheduled board meetings will occur the prior Thursday at 4:00pm to each meeting.



FIRE REPORT TEMPLA...



11-01-25	11-30-25
CALLS:	NUMBER:
WATER FLOWS	3
CAR FIRES	
STORM MODES	
BRUSH FIRES	
MOTOR VEHICLE CRASHES	
HOUSE FIRES	
STRUCTURE FIRES	
ALARMS	
ASSIST EMS	1
SERVICE CALLS	
OUTSIDE COUNTY FIRES	
POWER LINES DOWN	
OTHER: _____	
OTHER: _____	
TRAINING HOURS:	TOTAL: 25
EQUIPMENT UPDATE:	
2102- PAILING	FOR PUMP
2104	OK
2105	OK
2106	OK
2109	OK