

MEETING OF THE BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
BETHEL TOWN HALL
November 4, 2025

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

Members of the Board Absent: None

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 6:00 P.M. Mayor Pro Temp Bynum gave the invocation.

First grade student, Mari'Ella Lynch of Bethel School then led the pledge of allegiance.

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

Commissioner Staton made a motion to approve the minutes from the regular monthly meeting on October 7, 2025, the motion carried unanimously.

Public Comments

Kelsey Mareno, new owner of DaNite restaurant, announced that DaNite will be reopening within 2-3 weeks with the same menu.

Deborah Jordan, a citizen of Bethel, expressed concerns of citizen's financials with the uncertainty surrounding food stamps.

Old Business

Interim Town Manager would like to bring the Town Hall Renovation – Law Enforcement Office/Bathroom/Kitchenette back at the December 2, 2025 meeting as the bid proposal is not ready.

As a follow-up to the October 7, 2025 regular meeting, two letters have been prepared for recommended use to reflect what the Town should charge for expenses incurred for cleaning up public nuisances such as over grown lots and debris (See Attachment A).

Commissioner Lilley made a motion to approve the nuisance form letters, motion carried unanimously.

Commissioner Lilley made a motion to change the Schedule of Fees to reflect the \$75 fee/fine, motion carried unanimously.

New Business

Interim Town Manager presented Budget Amendment A (Attachment B). The budget amendment accounts for the budgeted 3% COLA (Cost of Living) funding that has been held in a COLA reserve line item. This budget transfer will enable it to now be moved to each appropriate line-item in the budget. This is included in the current FY25-26 operating budget.

Mayor Pro Temp Bynum made a motion to approve Budget Amendment A, motion carried unanimously.

Interim Town Manager presented Budget Amendment - #5 (Attachment C). The budget amendment accounts for the moving of funds to pay for the Carolina Earth Movers Contract of \$15,500 as approved by the Board at the October 7, 2025 regular meeting.

Commissioner Lilley made a motion to approve Budget Amendment - #5, motion carried unanimously.

Departmental Reports

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

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

Commissioner Lilley made a motion to approve the financial report for the month of September 2025, motion carried unanimously.

It was announced that the next monthly meeting will be held December 2, 2025 and new and/or returning Board members will be sworn in.

Town Clerk, Linda Sheppard was recognized for graduating from the Clerks Certification Institute at UNC – School of Government.

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 also announced that the audit for Fiscal Year 24-25 is due December 31, 2025 and it is now completed. Greg Redman will be present at the next Board meeting to present the completed audit.

Fire Department

Fire Chief Lilley gave a report of calls for October 2025 (See Attachment F).

Fire Chief Lilley reported that all trucks were up and running. There are a few issues with two bay door openers. November 22, 2025, starting at 11am, the Fire Department will be selling Boston Butts, barbecue by the pound, and barbecue and slaw sandwiches.

Public Works

Public Works is completing various projects around Town.

Town Attorney

No report was given.

Closing Remarks

Interim Town Manager announced that the Library has put out a schedule of events for the month of November 2025.

Mayor Wilson announced the Sweet Potato Drop at the Field of Dreams on November 21, 2025. It was also announced that the Bethel Youth Activity Center will be hosting a Veterans Day Celebration on November 11, 2025 as well as putting out flags for Veterans Day.

Mayor Wilson encouraged citizens to visit the Bethel Youth Activity Center.

Commissioner Lilley made a motion to go into closed session regarding G.S. – 143-318.11(a)(6) personnel, the motion carried unanimously.

Commissioner Blount made a motion to reconvene the regular Town Board meeting at 6:35pm, the motion carried unanimously.

Commissioner Lilley made a motion to allow a 3% COLA raise and 5% 401k match to Interim Town Manager retroactive July 1, 2025, the motion carried unanimously.

Commissioner Blount made a motion to adjourn the meeting at 6:36pm, the motion carried unanimously.

Mayor, Carl Wilson

ATTEST:

Linda Sheppard, Town Clerk

Date



Town of Bethel North Carolina



252-818-0891



141 W Railroad St
PO Box 337
Bethel, NC 27812



www.bethelnc.org

ATTACHMENT A

Date

Name

Address

City, State Zip

Re: Violation of Town Ordinances-Public Nuisance

Problem Address

City, State Zip

Parcel #

Mr./Mrs.

This letter is to place you on notice that property records indicate that you are the owner of the property located at _____ in Bethel. The property is a public nuisance and is in violation of Bethel Ordinance Section 95.15 through 95.21. A copy of said ordinances is attached for your review. Currently, a heavy growth of weeds and other noxious vegetation are present and considered a nuisance. This violation must be addressed immediately. The property is considered to be dangerous and presents hazards to public health and safety in the community.

In order to abide by the Town Ordinance, you have 10 days to remedy the violation by mowing your lot and removing the vegetation accordingly. If you fail to do so, the Town has the authority to abate the violation by having your lot mowed and removing any vegetation that violates the Town ordinances. With this, you will be fined a \$75.00 fee as well as incur the actual cost for the Town to contract and have your property taken care of. You shall be required to reimburse the Town for these expenses. If you fail to so reimburse the Town, the expenses by the Town to improve your lot will be a lien on the real property and can be collected as unpaid ad valorem taxes or by a lawsuit filed in the Pitt County Court.

Thank you in advance for your anticipated and prompt attention to remedy this violation.

Sincerely,

Scott Elliott, Town Manager
Town of Bethel



Town of Bethel North Carolina



252-818-0891



141 W Railroad St
PO Box 337
Bethel, NC 27812



www.bethelnc.org

Date

Name

Address

City, State Zip

Re: Violation of Town Ordinances-Public Nuisance

Problem Address

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Parcel #

Mr./Mrs.

This letter is to place you on notice that property records indicate that you are the owner of the property located at _____ in Bethel. The property is a public nuisance and is in violation of Bethel Ordinance Section 95.15 through 95.21. A copy of said ordinances is attached for your review. Currently, a collection of garbage/debris is present and considered a nuisance. This violation must be addressed immediately. The property is considered to be dangerous and presents hazards to public health and safety in the community.

In order to abide by the Town Ordinance, you have 15 days to remedy the violation by collecting and removing garbage and debris accordingly. If you fail to do so, the Town has the authority to abate the violation by removing any garbage/debris that violates the Town ordinances. With this, you will be fined a \$75.00 fee as well as incur the actual cost for the Town to contract and have your property taken care of. You shall be required to reimburse the Town for these expenses. If you fail to so reimburse the Town, the expenses by the Town to improve your lot will be a lien on the real property and can be collected as unpaid ad valorem taxes or by a lawsuit filed in the Pitt County Court.

Thank you in advance for your anticipated and prompt attention to remedy this violation
Sincerely,

Scott Elliott, Town Manager
Town of Bethel

ATTACHMENT B

TOWN OF BETHEL
LINE ITEM TRANSFER/BUDGET AMENDMENT

10/6/25
Transfer # A
Department: VARIOUS

LINE ITEM TRANSFER					
FROM			TO		
Account Name	Acct #	Amount	Account Name	Acct #	Amount
COLA Reserve	10-420-0201	\$ (3,368.00)	Salaries-Admin	10-420-0200	\$ 2,659.00
COLA Reserve	10-530-0201	\$ (1,250.00)	FICA/Medicare	10-420-0500	\$ 200.00
COLA Reserve	10-560-0201	\$ (4,270.00)	401k Retirement	10-420-0800	\$ 131.00
			Retirement	10-420-0700	\$ 378.00
			Salaries-Fire	10-530-0200	\$ 1,170.00
			FICA/Medicare	10-530-0500	\$ 90.00
			Salaries-Public Works	10-560-0200	\$ 3,479.00
			FICA/Medicare	10-560-0500	\$ 262.00
			401k Retirement	10-560-0800	\$ 136.00
			Retirement	10-560-0700	\$ 393.00
Total		\$ (8,898.00)	Total		\$ 8,898.00

BUDGET AMENDMENT					
REVENUES			EXPENDITURES		
Account Name	Acct #	Amount	Account Name	Acct #	Amount
Total		\$ -	Total		\$ -

Explanation: To move fund from COLA reserve to actual line items.

Requested by: _____

Approved by: _____

Town of Bethel
Monthly Crime Statistic September 2025
 October 9, 2025

Total Calls For Service N= 68(CAD Data)
 Total Incident Reports N= 22

Index Crimes

Violent Crime	July 2025	August 2025	September 2025
Murder	0	0	0
Sexual Assault	0	0	0
Robbery	0	0	0
Assault	2	1	0
Property Crime			
Burglary	0	0	1
Larceny	1	1	0
Auto Theft	0	1	0
Arson	0	0	0

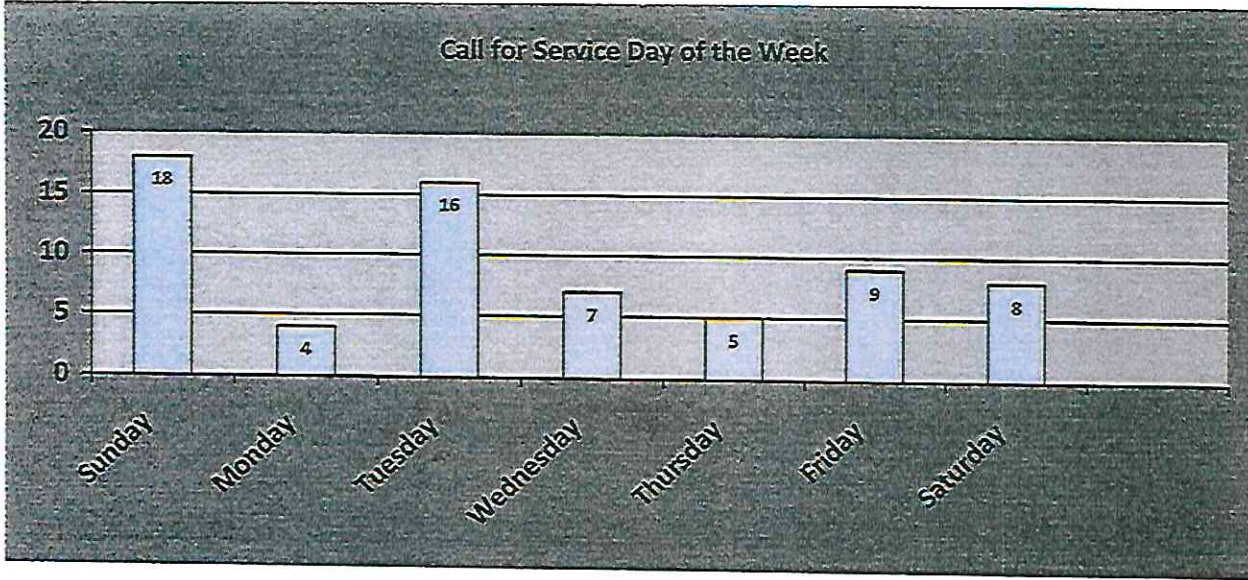
Total Part II Crimes reported N= 21
 (Numbers Based on the number of incident reports)

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

Traffic Complaint Report	0
Traffic Stops	1
Business Checks	184 (These are done in addition to calls for service.)
Sex Offender Check	0
Welfare Check	6
Alarm	7
Warrant Service	1
Ride By	0

Calls for Service Day of the Week

N= 67 (CAD Data)



ATTACHMENT E

Budget vs Actual (Summary)

Town of Bethel
10/15/2025 3:50:36 PM

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Period Ending 9/30/2025

10 GENERAL FUND	Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent	
Revenues		2,046,645	0.00	310,460.40	404,894.76	404,894.76	(1,641,750.24)	20%	
Revenues Totals:		2,046,645	0.00	310,460.40	404,894.76	404,894.76	(1,641,750.24)	20%	
Expenses		33,990	0.00	2,717.43	7,693.12	7,693.12	26,296.88	23%	
GOVERNING BODY		471,871	0.00	67,909.14	129,828.67	129,828.67	342,042.33	28%	
ADMINISTRATION-GF		7,500	0.00	2,748.23	3,544.56	3,544.56	3,955.44	47%	
TAX COLLECTION PITT COUNTY		221,100	0.00	100.00	30,951.67	30,951.67	190,148.33	14%	
POLICE DEPARTMENT		669,236	12,844.05	27,067.80	53,255.97	53,255.97	603,135.98	10%	
FIRE DEPARTMENT		449,374	3,236.00	21,466.96	70,672.14	70,672.14	375,465.86	16%	
STREET DEPARTMENT		71,400	0.00	980.10	6,920.20	6,920.20	64,479.80	10%	
SANITATION DEPARTMENT		16,400	0.00	654.75	1,317.05	1,317.05	15,082.95	8%	
RECREATION DEPARTMENT		26,708	0.00	337.52	23,647.16	23,647.16	3,060.84	89%	
LIBRARY		20,000	0.00	750.00	1,950.00	1,950.00	18,050.00	10%	
CEMETERY DEPARTMENT		22,234	0.00	1,243.09	2,676.14	2,676.14	19,557.86	12%	
SENIOR CENTER		0	(30,600.00)	9,000.00	30,600.00	30,600.00	0.00		
STORMWATER		25,000	0.00	0.00	0.00	0.00	25,000.00		
CONTINGENCY		11,832	0.00	986.00	2,958.00	2,958.00	8,874.00	25%	
DEBT SERVICE		Expenses Totals:		2,046,645	(14,519.95)	135,961.02	366,014.68	1,695,150.27	17%
10 GENERAL FUND		Revenues Over/(Under) Expenses:		174,499.38	38,880.08	38,880.08			

Cash Balance Report

Bank	Bank Info	GL Account	Beg Bal	Debits	Credits	Balance
Bank: 5						
5		10-102-0000 GE	\$328,276.55	\$785.43	\$0.00	\$329,061.98
5		63-102-0000 AR	\$0.00	\$0.00	\$0.00	\$0.00
5		64-102-0000 SC	(\$3,328.40)	\$0.00	\$0.00	(\$3,328.40)
5		65-102-0000 RT	(\$29,125.36)	\$0.00	\$0.00	(\$29,125.36)
			\$295,822.79	\$785.43	\$0.00	\$296,608.22
Bank: 6						
6		10-151-0000 NC	\$2,414,811.33	\$9,702.57	\$0.00	\$2,424,513.90
6		64-151-0000 NC	\$165,115.89	\$565.42	\$0.00	\$165,681.31
6		65-151-0000 NC	\$200,000.00	\$0.00	\$0.00	\$200,000.00
6		66-151-0000 NC	\$200,000.00	\$0.00	\$0.00	\$200,000.00
			\$2,979,927.22	\$10,267.99	\$0.00	\$2,990,195.21
			\$3,275,750.01	\$11,053.42	\$0.00	\$3,286,803.43

Total Cash Balance

FIRE DEPARTMENT MONTHLY REPORTS
 MONTH OF Oct

ATTACHMENT F

CALLS:	NUMBER:
WATER FLOWS	1
CAR FIRES	
STORM MODES	
BRUSH FIRES	
MOTOR VEHICLE CRASHES	2
HOUSE FIRES	
STRUCTURE FIRES	2
ALARMS	1
ASSIST EMS	1
SERVICE CALLS	
OUTSIDE COUNTY FIRES	1
POWER LINES DOWN	
OTHER: _____	
OTHER: _____	

TRAINING HOURS: **TOTAL:** 43

EQUIPMENT UPDATE:
