

MEETING OF THE BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
BETHEL TOWN HALL
April 7, 2026

Present: Mayor Carl Wilson, Mayor Pro-Tem Camilla Griggs, Commissioner Cassandra Conger, Commissioner Elvis Jones, Commissioner Thomas Lilley, 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 6:02pm. Mayor Pro Tem Griggs gave the invocation. Jim Conger then led the pledge of allegiance.

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

Commissioner Conger made a motion to approve the minutes from the Regular Monthly Meeting on March 3, 2026, Commissioner Lilley seconded the motion, the motion carried unanimously.

Public Comments

Tricia Werkau, citizen of Railroad Street, expressed concerns about the oil/petroleum shortages, war, and citizens with food insecurities and pleaded for the community to better band together.

Presentations

Jim Conger, Chairman of the Bethel Resource Community Center presented the newly created Bethel Resource Community Center which previously existed as the Bethel Advocacy Center under the umbrella of the Northern Pitt County Improvement Association. The Bethel Resource Community Center separated to better serve specifically the Bethel area.

Old Business

Professional Services Agreement – Amendment: Stormwater Utility Rate Study:
At the Board's March 3, 2026, meeting, the Stormwater Utility Rate Study was presented, discussed, and approved. However, a contract amendment to the Professional Services Agreement with Rivers & Associates is now needed to include the Stormwater Utility Rate Study. A contract was previously executed to perform the overall AIA (Asset Inventory Assessment) Stormwater Study. Cost for this amendment is \$40,000. See Attachment A.

Mayor Pro Tem Griggs made a motion to approve the amendment to the Professional Services Agreement with Rivers & Associates to conduct Stormwater Utility Rate Study, Commissioner Conger seconded the motion, the motion carried unanimously.

Draft Code of Ethics – Revised:

As presented in the March 3, 2026 meeting, as a result of attending the recent Essentials of Municipal Government training put on by the NCLM and the UNC School of Government, it was realized that a code of ethics for the Town Board needed to be drafted as required by North Carolina General Statute (NCGS 160-A-86). The proposed language is closely modeled after language used by the City of Clinton, NC. It was determined that language from the model Code of Ethics from Clinton, NC as posted online was missing portions of the adopted language. Section 5 now incorporates four additional paragraphs that makes the section read clearer (See Attachment B).

Town Attorney, Keen Lassiter recommended the Code of Ethics be adopted as a policy.

Commissioner Whitehurst made a motion to adopt the revised Code of Ethics as a policy, Commissioner Lilley seconded the motion, the motion carried unanimously.

New Business

Amendment to Bethel's Code of Ordinances (Chapter 151: Planning):

Revisions are needed to the Town's Code of Ordinances (previously discussed in the Board's February 3, 2026 meeting) in order to move forward with a separately appointed Planning Board. Attachment C are the revisions requested. It was noted that ETJ (extraterritorial jurisdiction) members are required by state statute to be appointed by Pitt County Board of Commissioners. Members can be suggested by the Town of Bethel Board of Commissioners via a letter from the Mayor to Pitt County Board of Commissioners. Attachment D is a Town of Bethel Planning Board Application.

It was noted that although the Planning Board will have authority to do certain duties, these duties are not mandatory or automatically given to the Planning Board.

Commissioner Conger made a motion to approve the amendment to the Town's Code of Ordinances (Chapter 151: Planning) and post accepting applications, Mayor Pro Tem Griggs seconded the motion, the motion carried unanimously.

Budget/Financial Matters (Attachment E):

Interim Town Manager presented Budget Amendment #13 – The proposed budget amendment moves \$2,000 from Utilities (Administration) to Utilities (Library) budget.

Interim Town Manager presented Budget Amendment #14 – The proposed budget amendment moves \$2,000 from Utilities (Administration) to Tax Collection Fees budget.

Interim Town Manager presented Budget Amendment #15 – The proposed budget amendment moves \$2,000 from the Contingency to Governing Board Travel budget.

Interim Town Manager presented Budget Amendment #16 – The proposed budget amendment moves \$40,000 from Fund Balance to fund the Stormwater Utility Rate Study budget.

Interim Town Manager presented Budget Amendment #17 – The proposed budget amendment moves and adjusts funding with the SCIF (State Capital Infrastructure Fund) grant budget.

Commissioner Whitehurst made a motion to approve Budget Amendments #13, #14, #15, #16, and #17, Commissioner Conger seconded the motion, the motion carried unanimously.

Record Retention Schedule:

Town Clerk, Linda Sheppard presented that according to NCGS and the NC Department of Natural and Cultural Resources, it is required that the Town Board approves any records that are no longer necessary to keep. Attachment F is a Destruction Log of dates and types of records that are eligible to be destroyed.

Commissioner Lilley made a motion to approve properly destroying documents by shredding according to the submitted Destruction Log, Mayor Pro Tem Griggs seconded the motion, the motion carried unanimously.

Departmental Reports

Interim Town Manager:

The Interim Town Manager gave the financial report for the month of February 2026 (See Attachment G).

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

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

It was announced that the next monthly meeting will be held May 5, 2026.

It was announced that there will be a Pitt Stop “Stakeholders Meeting” for the Mural Project on April 10, 2026 from 5:30pm-6:30pm.

Tax Parcels 9216 and 29604 were upset in the bid process. The upset bid process will continue.

A Special Called Meeting was proposed for May 12, 2026 for a follow-up of the Stormwater Drainage discussion and to present the draft proposed budget for Fiscal Year (FY) 26-27.

Fire Department

Bathroom renovations should be completed the week of April 6th, 2026. Fire Chief Lilley gave a report (Attachment I) for March 2026. He added that Truck 2106 has a broken window. He noted that hose testing is complete and pump testing is next. Department of Transportation (DOT) inspections and oil changes will occur after July 1, 2026.

Public Works

Interim Town Manager presented that Public Works has completed the Pinelawn and Bethel cemetery cleaning.

Interim Town Manager stated that the Smith Street Park playground equipment installation has been completed and is operational. The old playground equipment has been moved to Field of Dreams but requires new borders and playground mulch.

Interim Town Manager presented that the electricity at Field of Dreams required some work to be functional for the Easter Parade on April 4, 2026 and any events going forward.

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 a draft deed for the donation, and it has been approved by the seller’s representative. His office has asked for all of the owner’s names according to their drivers’ license and is awaiting a response from the seller’s representative. Mr. Lassiter will bring the deed back at a future meeting for approval by the Board.

Closing Remarks

Commissioner Lilley made a motion to adjourn the meeting at 6:52pm, Mayor Pro Tem Griggs seconded the motion, the motion carried unanimously.

Mayor, Carl Wilson

ATTEST:

Linda Sheppard, Town Clerk

Date

This is EXHIBIT K, consisting of 3 pages, referred to in and part of the Agreement between Owner and Engineer for Professional Services dated November 5, 2024.

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 1

The Effective Date of this Amendment is: April 7, 2026.

Background Data

Effective Date of Owner-Engineer Agreement: November 5, 2024

Owner: Town of Bethel

Engineer: Rivers & Associates, Inc.

Project: Bethel Stormwater Asset Inventory and Assessment

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- Additional Services to be performed by Engineer
- Modifications to services of Engineer
- Modifications to responsibilities of Owner
- Modifications of payment to Engineer
- Modifications to time(s) for rendering services
- N/A Modifications to other terms and conditions of the Agreement

Description of Modifications:

The Stormwater Asset inventory and Assessment Project will be amended to incorporate the development a Stormwater Utility Rate Study for possible establishment and implementation of a stormwater utility for the operation and maintenance of the Town's stormwater conveyance system.

Services to be provided include:

- Compile and review existing stormwater financial documents.
- Collect existing GIS parcel mapping and orthophotography data.
- Review collected data for accuracy.
- Review and establish parcel/owner type data.
- Calculate and review impervious surface data for established owner types.
- Review operation and maintenance (O&M) programs and associated costs to evaluate and input future budget requirements.
- Design Utility Rate methodology

- Compute and evaluate proposed charges
- Project revenues up to 5 years.
- Report preparation and review
- Review Draft Rate Study with Town staff
- Finalize report

See Attachment 1 for Services to be Provided by the Owner.

Agreement Summary:

Original agreement amount:	\$ <u>180,000.00</u>
Net change for prior amendments:	\$ <u>0.00</u>
This amendment amount:	\$ <u>40,000.00</u>
Adjusted Agreement amount:	\$ <u>220,000.00</u>

Change in time for services (days or date, as applicable): Additional 5 months

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

ENGINEER:

Rivers & Associates, Inc.

By: _____
 Print name: _____

By: _____
 Print name: Gregory J. Churchill, P.E.

Title: _____

Title: President

Date Signed: _____

Date Signed: _____

This is Attachment 1, Services to be Provided by Owner, referred to in and part of the Exhibit K – Amendment to Owner-Engineer Agreement - Short Form of Agreement between Owner and Engineer for Professional Services dated April 7, 2026.

SERVICES TO BE PROVIDED BY THE OWNER

Owner shall provide the following services:

General

1. Make available for the Engineer's use and reliance any and all information at the Owner's disposal concerning the Bethel Stormwater system pertinent to the Engineer's performance for the Project work, or otherwise assist in obtaining such information as may be required for performance of the Project work.
 - a. System maps and drawings, including available shape files for water system assets.
 - b. Equipment manuals.
 - c. Operational data.
 - d. Managerial data.
 - e. Maintenance records and contracts, as amended.
 - f. Reports for previous 24-month period.
 - g. Prior studies, evaluation and inspection reports pertaining to the stormwater system assets.
 - h. Digital files of prior mapping and/or hydraulic models.
 - i. Projected growth demands.
 - j. Assist in defining user types and their locations.
 - k. Town/Departmental budgets and financial records.
 - l. Any interlocal management agreements, as amended.
2. Make available the most recent approved Town audit for the Engineer's use and reliance.
3. Make available the most recent edition of the Owner's Capital Improvement Plan (CIP) for the Engineer's use and reliance.
4. Make available for general consultation with the Engineer members of the Owner's staff and Internal Asset Management Team knowledgeable of the stormwater system.
5. Assist Engineer with establishing goals and objectives for stormwater user rate study outcomes.
6. Provide for public awareness and public relations both prior to and during the Project.
7. Provide timely review and feedback of reports and documents provided by the Engineer.
8. Any services desired/required not specifically provided by the Engineer's scope of work for basic services.

Code of Ethics for the Town Board of Commissioners of Bethel, North Carolina

Whereas, Section 160A-86 of the North Carolina General Statutes requires local governing boards to adopt a code of ethics, and

Whereas, as elected local government officials, we are charged with upholding the trust of the citizens of the Town of Bethel, North Carolina and with obeying relevant laws.

Now, Therefore, Be It Resolved in recognition of our obligations as citizens of the State of North Carolina and as elected local government officials representing the citizens of the Town of Bethel, and acting pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, we the Town Board of Commissioners of Bethel, North Carolina, do hereby adopt the following general principles and code of ethics to guide the Town Commission in its lawful decision-making. (Hereinafter the terms "elected local government official(s) or elected official(s), the board, board member(s) or elected member(s)," shall be used interchangeably when referring to the Town of Bethel, Board of Commissioners.)

General Principles Underlying the Code of Ethics

- The stability and proper operation of democratic representative government depends upon public confidence in the integrity of the government, and upon responsible exercise of the trust conferred by the people upon their elected officials.
- Governmental decisions and policy must be made and implemented through proper channels and processes of the governmental structure.
- Elected local government officials must be able to act in a manner that maintains their integrity and independence, yet is responsive to the interests and needs of those they represent.
- Elected local government officials must always remain aware that at various times they play different roles:
 - As advocates, who strive to advance the legitimate needs of their citizens,

- As legislators, who balance the public interest and private rights in considering and enacting ordinances, orders, and resolutions, and
- As fair and impartial decision-makers, when making quasi-judicial and administrative determinations.
- Elected local government officials must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly.
- Elected local government officials must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

Code of Ethics

Purpose. The purpose of this code of ethics is to establish guidelines for ethical standards of conduct for board members and to provide guidance in determining what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a board member's best judgment.

Section 1. Board members should take care to obey all laws that apply to their official actions as board members. Board members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, board members should feel free to assert policy positions and opinions without fear of reprisal from fellow board members or citizens. To assert that a board member is behaving unethically based upon a disagreement with that board member based on a question of policy (and not on the board member's ethical behavior) is unfair, dishonest, irresponsible, and itself unethical.

The board shall endeavor to keep itself up-to-date, through its attorney or other sources, of new or on-going legal or ethical quandaries or difficulties that they may face in their official positions.

Section 2. Board members should act with integrity and with independence from improper influence as they exercise the functions of their offices.

Board members should use their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner. They should be self-governing and not subject

to improper influence, while at the same time being able to consider the opinions and ideas of others.

At the same time, however, board members should recognize that they are part of a larger group and should act accordingly. They should respect their office and not behave in ways that reflect badly on it. They should treat other board members and the public with respect, and should honor the opinions of others even when they disagree. They should recognize that they are not generally authorized to act on behalf of the board, since the board must take official action as a body.

Section 3. Board members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. A board member is considered to be acting with impropriety if a reasonable person who was made aware of the totality of the circumstances surrounding the board member's action would conclude that it was more likely than not that the behavior did not befit someone in the board member's position.

If a board member concludes that his or her actions, while legal and ethical, may be misunderstood, he or she may seek the advice of the board's attorney. He or she may also state on the record the facts of the situation and the steps taken to resolve it.

Section 4. Board members of local governing boards should be faithful in the performance of the duties of their offices. They should act as the especially responsible citizens whom others can trust and respect.

Board members should be faithful in their attendance at meetings and in their preparation for those meetings. They should carefully analyze all credible information that is provided to them.

As a group of citizens to whom much has been entrusted, the board should demand full accountability from those over whom it has authority. The board should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

Board members should be willing to bear their fair share of the board's workload. To the extent appropriate, they should be willing to put the board's interests ahead of their own.

Section 5. Board members of local governing boards should conduct the affairs of their boards in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. This recognition includes sensitivity to those matters recognized by law. The board should remember when meeting that they are conducting the public's business. They should also remember that the records of their local government belong to the public and not to them or their employees. They should make clear that a climate of openness is to be maintained at all times in their governmental units.

In order to ensure strict compliance with the laws governing openness, governing board members should strive to be open. They should prohibit unjustified delay in fulfilling public records requests. They should take deliberate steps before they go into closed session for any reason, to ensure that the closed session will be lawful.

Censure Procedures. If the elected board has reason to believe that one of its board members has violated a provision of this code of ethics, it may open an investigation into the matter. All information compiled, including the grounds for the finding of probable cause, shall be shared with the board member when it is received. All information pertaining to the case shall be open to public inspection and copying as pursuant to the North Carolina General Statute §132-1.

Should the board determine, by a minimum two-thirds majority, that it wishes to proceed further with censure proceedings, it shall call for a quasi-judicial hearing at a regular meeting or at a special meeting convened for that purpose. Notice of the hearing stating its time, place, and purpose shall be published twice in two separate calendar weeks in a newspaper of general circulation or shall be advertised for the same amount of time on the jurisdiction's website. The notice shall state that a detailed list of the allegations against the board member is available for public inspection and copying in the office of the Town clerk.

The hearing shall be convened at the time and place specified. Any and all votes during the hearing and any deliberations that follow shall be taken by the "ayes" and "noes" and recorded in the board's minutes. The hearing and any deliberations shall be conducted in open session in accordance with the requirements of the North Carolina open meetings statutes - General Statutes §143-318.9 and §143-318.10. The rules governing the hearing shall be those that apply to a standard quasi-judicial hearing. For purposes of illustration but not limitation, the accused board member shall have the right to have counsel present, to present and cross-examine expert and other witnesses, and to offer evidence. An audio or video recording of the proceedings shall be prepared.

The accused board member shall have the right to challenge the participation of any other board member or the presiding officer based on bias or self-interest. If such a challenge is made, the board shall immediately hear evidence and vote on the challenge. Neither the accused board member nor the board member whose participation is challenged may vote, although both may offer evidence. The challenge shall be decided by a majority vote of those present and voting, a quorum being present. ¹

Once the hearing is concluded, it shall be closed by vote of the board. The presiding officer shall next entertain a motion to adopt a non-binding resolution censuring the board member based on specified violations of the code of ethics. Any motion made must be an affirmative one in favor of adopting a non-binding resolution of censure. If the motion or resolution does not state particular grounds for censure under the code of ethics, the presiding officer shall rule it out of order.

If a motion to adopt a non-binding resolution of censure stating particular grounds under the code of ethics has been made, the board shall debate the motion. The accused board member and any other board members who

¹ Under both the city and the county voting statutes, persons may be excused from voting on matters involving their own financial interest or official conduct. See G.S. 160A-75 and 153A-43, respectively. A censure proceeding is a matter involving a member's official conduct, and the member accused in the proceeding should not take part in any votes that take place. Since a censure proceeding is a quasi-judicial matter, board members should also be excused from voting if they are impermissibly biased in the matter under consideration. This is the basis for excusing members other than the person who is being directly accused.

have been removed from participation because of bias or self-interest may remain present, but shall not be allowed to participate in the debate. At the conclusion of the debate, the board members shall vote, except for the accused board member and any other board members who have been removed from participation. If the motion is approved by a two-thirds vote of those present and voting, a quorum being present, the motion is approved and the non-binding resolution of censure is adopted.

The non-binding resolution of censure shall be made a part of the minutes of the board. Any recording of the board's quasi-judicial proceedings shall be approved by the board as a permanent part of the board's minutes. The proceedings shall then be considered concluded, the board having done all that it legally can with respect to the matter in question.

Legal Enforcement. As explained in the prior section and elsewhere in the code of ethics, local governing boards have no legal power to bring criminal or other charges against each other, or otherwise to control each other's behavior directly. At the same time, the board expects that individual board members will probably wish to behave in a manner that is both legal and ethical.

The following legal rules² are listed below that also relate to ethical principles. Also, local governing board members should consider legal restrictions in terms of behavior that they should avoid. While requirements found in the law should be viewed as a minimum standard, board members should always consider whether there are ethical problems with other behavior, even if it does not violate criminal or other statutes dealing with conflicts of interest or other subjects:

- Avoid deriving a direct benefit from contracts in which you are involved in making or administering on behalf of the public agency. (G.S. 14-234(a)(1); criminal penalty; note defined terms in the statute: direct benefit, involved in making or administering a contract.)
- Avoid attempting to influence others who are involved in making or administering a contract on behalf of the public agency, even if you aren't involved, if you will derive a direct benefit from the contract. (G.S.

² Professor Frayda Bluestein of the UNC School of Government is credited for this part of the code documents.

14-234 (a)(2); criminal penalty; note defined terms in the statute: direct benefit, involved in making or administering a contract.)

- Avoid soliciting or receiving any gift or reward in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency you serve. (G.S. 14-234 (a)(3); criminal penalty.)
- Consider the ethical and practical consequences of deriving a direct benefit from a contract that is authorized under any exception to the statute, and weigh these considerations against the potential advantage to the public agency and to yourself. Follow reporting requirements to ensure transparency. (G.S. 14-234 (b); (d1).)
- Avoid participating in deliberations about or voting on a contract in which you have a direct benefit, when the contract is undertaken as allowed under any exception to the statute. (G.S. 14-234 (b1); criminal penalty.)
- Avoid using your knowledge of contemplated action by you or your unit, or information known to you in your official capacity and not made public, to acquire a financial interest in any property, transaction, or enterprise, or to gain a financial benefit that may be affected by the information or contemplated action. Avoid intentionally aiding another to do any of these things. (G.S. 14-234.1; criminal penalty.)
- Avoid receiving any gift or favor from a current, past, or potential contractor. (G.S. 133-32(a); criminal penalty.)
- Consider the ethical and practical consequences of accepting a gift or favor under any exception to the statutory prohibition, and follow reporting requirements to ensure transparency. (G.S. 133-32(d).)
- Avoid voting on matters involving your own financial interest or official conduct. (G.S. 160A-75; 153A-44.) Disclose the existence of the direct financial interest in advance, and, when in doubt, obtain an opinion from your local attorney about whether you must vote or may be excused.
- Avoid voting on any zoning map or text amendment where the outcome of the vote is reasonably likely to have a direct, substantial, and readily identifiable financial impact on you.
- Do not participate in or vote on any quasi-judicial matter, including matters that come before the board when acting in a quasi-judicial capacity under G.S. 160A-388 or 153A-345, if participation would violate affected persons' constitutional right to an impartial decision-maker.

Impermissible conflicts under this standard include having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. (G.S. 381(d), 160A-388(e1), 153A-340(g), 153A-345(e1); violation of constitutional standard by one board member invalidates the entire vote.)

- Fulfill your statutory obligation to vote on all matters that come before you even when there are appearances of conflict, and only refrain from voting when there is a legal basis for or requirement to be excused from voting.
- Avoid secret meeting(s) before the actual Board of Commissioners meeting.

Adopted this the ___ day of _____ 2026.

Carl Wilson, Mayor

Linda Sheppard, Town Clerk

ORDINANCE NO. 26-O-01

ORDINANCE AMENDING CHAPTER 151 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 151 of the Code of Ordinances of the Town of Bethel is hereby amended as follows:

CHAPTER 151: PLANNING

This chapter is deleted in its entirety.

The following is hereby added as a new Chapter 151.

CHAPTER 151: PLANNING

Section

- 151.01 Planning Board created
- 151.02 Membership and vacancies; attendance
- 151.03 Organization, rules, meetings and records
- 151.04 Jurisdiction and voting
- 151.05 General powers and duties
- 151.06 Basic studies
- 151.07 Comprehensive plans
- 151.08 Zoning amendments
- 151.09 Subdivision regulations
- 151.10 Public facilities
- 151.11 Miscellaneous powers and duties
- 151.12 Annual report; analysis of expenditures; budget request

Statutory references:

Planning agency, see G.S. § 160A-361 & G.S. § 160D-301

Subdivision regulation, see G.S. § 160A-371

Supplemental powers, see G.S. § 160A-363

§ 151.01 PLANNING BOARD CREATED.

Pursuant to G.S. § 160A-361 and 160A-362, there is hereby created a Planning Board of the town, to perform the functions and the duties herein prescribed. **G.S. § 160D-301 is further referenced.**

(Prior Code, §38-1) (Ord. passed 2-10-1980)

§ 151.02 MEMBERSHIP AND VACANCIES; ATTENDANCE.

(A) The Planning Board shall consist of ~~nine~~ **seven** members.

(1) Five members shall be citizens and residents of the town, and shall be appointed by the Town Council **Board**; ~~three~~ **two** members shall be citizens of the county who reside outside the town but within the extraterritorial jurisdiction of the town as specified by an extraterritorial boundary ordinance adopted pursuant to G.S. ' 160A-360(b), and shall be appointed by ~~the Town Council~~ **Pitt County Board of Commissioners**. ~~and one member shall be appointed by the Edgecomb County Town Council.~~

(2) The members of the Planning Board shall serve for terms of three years each, such terms to be initially staggered as follows: two members for one year, ~~three~~ **two** members for two years and ~~four~~ **three** members for three years.

(3) Thereafter, member vacancies shall be appointed for a term of three years for each member appointed.

(B) Vacancies occurring for reasons other than expiration of term shall be filled as they occur for the unexpired remainder of the term. Faithful attendance at meetings of the Board is to be considered a prerequisite to continued membership, and the Town Council **Board** may remove and replace any member continually delinquent in his duty to attend.

(Prior Code, §' 38-2) (Ord. passed 2-10-1980; Ord. passed 11-14-1989)

§ 151.03 ORGANIZATION, RULES, MEETINGS AND RECORDS.

(A) The Planning Board shall elect a Chairperson, and create and fill such other offices as it may determine. The term of the Chairperson and other officers shall be one year, with eligibility for reelection.

(B) The Board shall adopt rules for transaction of its business and shall keep a record of its members attendance and of its resolutions, discussions, findings and recommendations, which record shall be a public record.

(C) The Board shall hold at least one meeting ~~monthly~~ **semi-annually**, and all of its meetings shall be open to the public. There shall be a quorum of four members for the purpose of taking any official action.

(Prior Code, §' 38-3) (Ord. passed 2-10-1980)

§' 151.04 JURISDICTION AND VOTING.

(A) The ~~three~~ **two** members appointed to the Planning Board by the Town Council **Pitt County Board of Commissioners** as representatives of the extraterritorial area outside the town shall have equal rights, privileges and duties with the other members of the Board in all matters pertaining to

the regulation of such area, both in preparation of the original regulations and in consideration of any proposed amendments to such regulations.

(B) On all matters pertaining to the regulation of the area within the corporate limits, only those Board members appointed by the Town Council Board of the town to represent the area within the corporate limits shall vote. For taking action on any matter pertaining to the extraterritorial zoning area, the two members of there shall be present a quorum of at least two members from the extraterritorial area must be present to vote.

(C) For the taking of action on any matter pertaining to the area within the corporate limits, there shall be present a quorum of at least three of the members appointed to represent the area within the corporate limits of the town.

(Prior Code, § 38-4) (Ord. passed 2-10-1980)

§ 151.05 GENERAL POWERS AND DUTIES.

It shall be the duty of the Planning Board, in general, to:

(A) Make studies of the area within its jurisdiction and surrounding area;

(B) Determine objectives to be sought in the development of the study area;

(C) Prepare and adopt plans for achieving those objectives;

(D) Develop and recommend policies, ordinances, administrative procedures and other means for carrying out plans that the Town Council Board may direct;

(E) Advise the Town Council Board concerning the use and amendment of means for carrying out plans;

(F) Exercise any functions in the administration and enforcement of various means for carrying out plans that the Town Council may direct; and

(G) Perform any other related duties that the Town Council Board may direct.

(Prior Code, § 38-5) (Ord. passed 2-10-1980)

§ 151.06 BASIC STUDIES.

(A) As background for its comprehensive plans and any ordinances it may prepare, the Planning Board may gather maps and aerial photographs of human-made and natural physical features of the area, statistics on past trends and present conditions with respect to population, property values, the economic base of the community, land use and such other information as is important or likely to be important in determining the amount, direction and kind of development to be expected in the area and its various parts.

(B) In addition, the Planning Board may make, cause to be made, or obtain special studies on the location, condition and adequacy of specific facilities, which may include, but are not limited to, studies of housing, commercial and industrial facilities, parks, playgrounds and recreational facilities, public and private utilities, and traffic, transportation and parking facilities.

(C) All officials of the town shall, upon request, furnish to the Planning Board such available records or information as it may require in its work. The Board or its agents may, in the performance of its official duties, enter upon lands and make examination or surveys and maintain necessary monuments thereon.

(Prior Code, § 38-6) (Ord. passed 2-10-1980)

§ 151.07 COMPREHENSIVE PLANS.

(A) The comprehensive plans, with the accompanying maps, plats, charts and descriptive matter, shall be and show the Planning Board's recommendations to the Town Council Board for the development of the area, including, among other things, the general location, character and extent of streets, bridges, boulevards, parkways, playgrounds, squares, parks, aviation fields and other public ways, grounds and opens; the general location and extent of public utilities and terminals, whether publicly or privately owned or operated, for water, power, gas, sanitation, transportation, communication and other purposes; and the removal, relocation, widening, narrowing, vacating, abandonment, change of use or extension of any of the foregoing ways, buildings, grounds, open spaces, properties, utilities or terminals.

(B) The comprehensive plans and any ordinances or other measures to effectuate the plans shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the town and its environs which will, in accordance with present and future needs, best promote health, safety, morals and the general welfare, as well as efficiency and economy in the process of development, including, among other things, adequate provision for traffic, the promotion of safety from fire and other things, adequate provision for light and air, the promotion of the healthful and convenient distribution of population, the promotion of good civic design and arrangement, the wise and efficient expenditure of public funds, and the adequate provision of public utilities, services and other public requirements.

(Prior Code, ' 38-7) (Ord. passed 2-10-1980)

§' 151.08 ZONING AMENDMENTS.

The Planning Board may initiate, from time to time, proposals for amendment of the zoning ordinance and map, based upon its studies and plans. In addition, it shall review and make recommendations to the Town Council Board concerning all proposed amendments to the zoning ordinance and map.

(Prior Code, § 38-8) (Ord. passed 2-10-1980)

§' 151.09 SUBDIVISION REGULATIONS.

(A) The Planning Board shall review, from time to time, the existing regulations for the control of land subdivision in the area and submit to the Town Council Board its recommendations, if any, for the revision of said regulations.

(B) The Planning Board shall review and make recommendations to the Town Council Board concerning all proposed major plats of land subdivision.
(Prior Code, § 38-9) (Ord. passed 2-10-1980)

§' 151.10 PUBLIC FACILITIES.

The Planning Board shall review with the town officials and report its recommendations to the Town Council Board upon the extent, location and design of all public structures and facilities, on the acquisition and disposal of public properties, on the establishment of building lines, mapped street lines and proposals to change existing street lines; however, whether or not there is a recommendation from the Planning Board, the Town Council Board may, if it deems wise, take final action on any such matter at any time.
(Prior Code, § 38-10) (Ord. passed 2-10-1980)

§' 151.11 MISCELLANEOUS POWERS AND DUTIES.

(A) The Planning Board may conduct such public hearings as may be required to gather information necessary for the drafting, establishment and maintenance of the plans. Before recommending any such plans to the Town Council Board, the Planning Board shall hold at least one public hearing thereon.

(B) The Planning Board shall have power to promote interest in and an understanding of its recommendations, and to that end, it may publish and distribute copies of its recommendations and may employ such other means of publicity and education as it may determine.
(Prior Code, § 38-11) (Ord. passed 2-10-1980)

~~§' 151.12 ANNUAL REPORT; ANALYSIS OF EXPENDITURES; BUDGET REQUEST.~~

~~The Planning Board shall, in May of each year, submit in writing to the Town Council a report of its activities, and an analysis of the expenditures to date for the current fiscal year; and shall submit to the Town Council for budget consideration its requested budget of funds needed for operation during the ensuing fiscal year.
(Prior Code, § 38-12) (Ord. passed 2-10-1980)~~

Adopted this the 7th day of April, 2026.

Carl Wilson, Mayor

ATTEST:

Linda Sheppard, Town Clerk



PLANNING BOARD APPLICATION

TOWN OF BETHEL
141 W Railroad St,
PO Box 337,
Bethel, NC 27812
Phone: (252) 818-0891
Email: bethelnc.org

NAME _____

MAILING ADDRESS _____

HOME ADDRESS _____

EMAIL ADDRESS _____ @ _____ .COM

WORK PHONE # _____ HOME # _____ CELL # _____

RESIDENT OF THE CITY YES/NO NUMBER OF YEARS _____

BUSINESS OWNER IN THE CITY YES/NO NUMBER OF YEARS _____

1. WHY ARE YOU INTERESTED IN SERVING ON THE TOWN OF BETHEL PLANNING BOARD?

2. DO YOU HAVE SPECIAL SKILLS, EXPERIENCE, OR BACKGROUND WHICH WOULD ASSIST YOU IN WORKING ON THIS BOARD? WHAT IS YOUR PROFESSIONAL AND EDUCATIONAL BACKGROUND?

SIGNATURE

DATE

THANK YOU FOR YOUR INTEREST IN THE TOWN OF BETHEL AND SPECIFICALLY YOUR INTEREST IN BEING CONSIDERED FOR THE PLANNING BOARD. YOU ALONG WITH OTHER APPLICANTS WILL BE CONSIDERED FOR ANY CURRENT VACANCIES.

TOWN OF BETHEL

LINE ITEM TRANSFER/BUDGET AMENDMENT

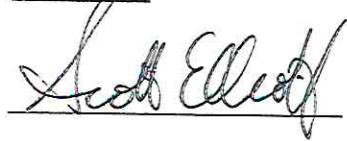
4/9/26
 Transfer # 13
 Department: LIBRARY

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

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

Explanation: To move funds from Admin utilities to Library utilities

Requested by:



Approved by:

TOWN OF BETHEL

LINE ITEM TRANSFER/BUDGET AMENDMENT

4/9/26

Transfer # 14

Department: TAX COLLECTION FEES

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)
			Tax Collection Fees	10-440-4500	\$ 2,000.00
Total		\$ -	Total		\$ -

Explanation: To appropriate funds to cover tax collection fees

Requested by:

Scott Elliott

Approved by:

TOWN OF BETHEL

LINE ITEM TRANSFER/BUDGET AMENDMENT

4/7/26

Transfer # 15

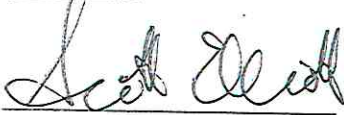
Department: GOVERNING BODY

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
			Contingency	10-818-9000	\$ (2,000.00)
			Travel	10-410-1400	\$ 2,000.00
Total		\$ -	Total		\$ -

Explanation: To appropriate additional \$2000 for travel-governing body

Requested by:



Approved by:

TOWN OF BETHEL

LINE ITEM TRANSFER/BUDGET AMENDMENT

4/7/26

Transfer # 16

Department: STORMWATER

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
Fund Balance Appropriated	10-399-0000	\$ 40,000.00	Stormwater Expenditures	10-670-7000	\$ 40,000.00
Total		\$ 40,000.00	Total		\$ 40,000.00

Explanation: To appropriate fund balance for Stormwater Utility Rate Fee Study, approved 3/3/26

Requested by:

Scott Elliott

Approved by:

Budget vs Actual (Summary)

Town of Bethel
3/9/2026 3:45:39 PM

Period Ending 2/28/2026

10 GENERAL FUND		Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
Description								
Revenues								
		2,174,575	0.00	137,497.29	312,754.48	1,063,719.51	(1,110,855.49)	49%
Totals:		2,174,575	0.00	137,497.29	312,754.48	1,063,719.51	(1,110,855.49)	49%
Expenses								
GOVERNING BODY		33,990	0.00	2,800.10	4,949.19	21,839.41	12,150.59	64%
ADMINISTRATION-GF		471,871	0.00	32,971.01	62,288.27	303,135.68	168,735.32	64%
TAX COLLECTION PITT COUNTY		7,500	0.00	1,033.23	2,506.64	7,831.32	(331.32)	104%
POLICE DEPARTMENT		221,100	0.00	0.00	0.00	85,074.03	136,025.97	38%
FIRE DEPARTMENT		691,666	15.57	7,765.79	25,746.09	117,558.61	574,091.82	17%
STREET DEPARTMENT		449,374	1,215.00	25,029.02	52,098.96	230,436.65	217,722.35	52%
SANITATION DEPARTMENT		71,400	0.00	6,006.95	12,045.58	37,043.38	34,356.62	52%
RECREATION DEPARTMENT		16,400	0.00	0.00	320.00	8,271.38	8,128.62	50%
LIBRARY		26,708	0.00	1,165.11	2,157.31	27,805.95	(1,097.95)	104%
CEMETERY DEPARTMENT		20,000	0.00	1,200.00	3,350.00	7,470.00	12,530.00	37%
SENIOR CENTER		22,234	0.00	3,070.55	5,234.49	13,186.32	9,047.68	59%
STORMWATER		116,350	0.00	2,000.00	27,340.00	107,500.00	8,850.00	92%
CONTINGENCY		14,150	0.00	0.00	0.00	0.00	14,150.00	
DEBT SERVICE		11,832	0.00	986.00	1,972.00	7,888.00	3,944.00	67%
Expenses Totals:		2,174,575	1,230.57	84,027.76	200,008.53	975,040.73	1,198,303.70	45%
10 GENERAL FUND Revenues Over/(Under) Expenses:				53,469.53	112,745.95	88,678.78		

Cash Balance Report

Period Ending 2/28/2026

Town of Bethel

4/2/2026 3:03 PM

Page 1/1

Bank 5	SOUTHERN BANK & TRUST Acct#- 5531103060	
	Account	Balance
	10-102-0000 GENERAL FUND CHECKING	\$310,623.67
	15-102-0000 CAPITAL RESERVE CASH	\$0.00
	63-102-0000 ARP GRANT CHECKING	\$0.00
	64-102-0000 SCIF GRANT FUND CHECKING	-\$20,058.40
	65-102-0000 RTG CASH	-\$30,115.36

Bank 5 Total: \$260,449.91

Bank 6		
	Account	Balance
	10-151-0000 NCCMT INVESTMENTS	\$2,469,011.14
	64-151-0000 NCCMT INVESTMENTS	\$168,291.44
	65-151-0000 NCCMT INVESTMENTS	\$200,000.00
	66-151-0000 NCCMT-STRUCTURE DEMOLITION	\$200,000.00

Bank 6 Total: \$3,037,302.58

Total Cash Balance:	\$3,297,752.49
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Town of Bethel
Monthly Crime Statistic February 2026
 March 13, 2026

Total Calls For Service N= 61 (CAD Data)

Total Incident Reports N= 21

Index Crimes

Violent Crime	December 2025	January 2026	February 2026
Murder	0	0	0
Sexual Assault	0	0	0
Robbery	0	0	0
Assault	2	2	1
Property Crime			
Burglary	0	0	0
Larceny	1	3	1
Auto Theft	0	0	0
Arson	0	0	0

Total Part II Crimes reported N= 19

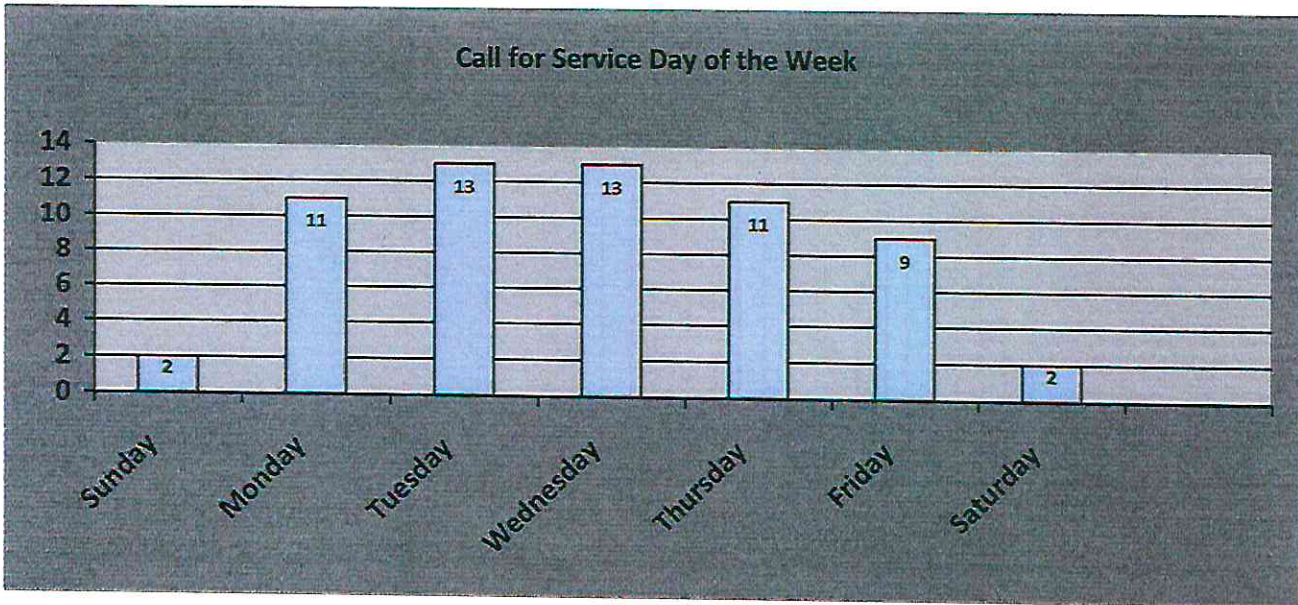
(Numbers Based on the number of incident reports)

The most common Calls For Service performed within the city of Bethel.

Traffic Complaint Report	0
Traffic Stops	1
Business Checks	213 (These are done in addition to calls for service.)
Sex Offender Check	0
Welfare Check	0
Alarm	2
Warrant Service	7
Ride By	9

Calls for Service Day of the Week

N= 61 (CAD Data)



X FIRE REPORT TEMPLA...



MARCH

CALLS:	NUMBER:
WATER FLOWS	
CAR FIRES	1
STORM MODES	
BRUSH FIRES	3
MOTOR VEHICLE CRASHES	3
HOUSE FIRES	
STRUCTURE FIRES	1
ALARMS	
ASSIST EMS	2
SERVICE CALLS	
OUTSIDE COUNTY FIRES	3
POWER LINES DOWN	
OTHER: CO2 ALARMS	1
OTHER:	

TRAINING HOURS:	TOTAL: 376
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EQUIPMENT UPDATE:	
2102	✓
2104	✓
2105	Camera out
2106	Air LEAK
2109	✓