

MEETING OF THE BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
BETHEL TOWN HALL
August 4, 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, and Clerk, Linda Sheppard

Call to Order

Mayor Wilson called the meeting to order at 6:16pm. Mayor Pro-Tem Griggs gave the invocation. Andreea Cabrera then led the pledge of allegiance.

It is noted that one item was added to the agenda: 1) Report on the public auction for Tax Parcels 9216 and 29604.

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

Commissioner Lilley made a motion to approve the minutes from the Regular Monthly Meeting on June 2, 2026, Commissioner Conger seconded the motion, the motion carried unanimously.

Commissioner Lilley made a motion to approve the minutes from the Special Called Meeting on June 29, 2026, Mayor Pro-Tem Griggs seconded the motion, the motion carried unanimously.

Public Comments

Chad Brown of Nelson Street expressed concerns about speeding along Nelson Street and suggested the installation of a four-way stop to help improve traffic safety.

Charles Earl Harris Jr. expressed concerns regarding the Town's restrictions on operating all-terrain vehicles (ATVs), commonly referred to as "gators." He stated that he uses his vehicle for weed spraying purposes and would like consideration given to that use.

Public Auction Report

Interim Town Manager, Scott Elliott provided the following report concerning an auction of two properties in Bethel. This occurred at 6:00pm on August 4, 2026, prior to the start of the regular Town Board meeting.

1. Mayor Wilson called the Public Auction to order at 6:05pm. Tax Parcel 9216 (0.08 acres) and Tax Parcel 29604 (0.05 acres), located off W. Church Street and Barnhill Street, were offered for sale by auction. The Town elected to use the auction process because previous upset bidding methods resulted in significant advertising costs. Attorney Keen Lassiter provided background information, noting that at the June 2, 2026, regular monthly meeting, the Board approved a resolution authorizing a public auction and the accompanying public notice for the sale of Town property. He explained that both parcels have been declared surplus to the Town's needs. The general statutory notice requirement was satisfied through the Daily Reflector (the local newspaper) as an advertisement published on July 2, 2026.
2. Attorney Lassiter further stated that the successful bidder must provide a deposit equal to 5% of the bid amount at the time of the public auction. The Town will hold the deposit until the Board either accepts or rejects the highest bid. Upon acceptance of the bid by the Board, the closing must occur within 45 days of the sale and at that time, the remaining payment will be due, if not, the deposit will be forfeited. Conveyance of the property will be a non-warranty deed, and the buyer will be responsible for obtaining a lawyer to complete this process at their expense.
3. Tax Parcel 9216 (0.08 acres) auctioned first, starting at \$770. The auction ended at \$1400 to Freddie Rambert Jr.
4. Next, Tax Parcel 29604 (0.05 acres) auctioned, starting at \$550. The auction ended at \$625 to Geraldine Dixon-Brown.
5. Freddie Rambert Jr. was the highest bidder of \$1400 for Tax Parcel 9216 and has a bid deposit of \$70. Geraldine Dixon-Brown was the highest bidder of \$625 for Tax Parcel 29604 and has a bid deposit of \$31.25.

Mayor Pro-Tem Griggs made a motion to accept Freddie Rambert Jr.'s bid for \$1400 on Tax Parcel 9216, Commissioner Lilley seconded the motion, the motion carried unanimously.

Commissioner Lilley made a motion to accept Geraldine Dixon-Brown's bid for \$625 on Tax Parcel 29604, Commissioner Conger seconded the motion, the motion carried unanimously.

Public Hearing

Ben Jones with Faltor Consulting described the 2026 CDBG Neighborhood Revitalization Grant project and how the funding could assist the town's revitalization needs if funded (See Attachment A). He explained that the Town was awarded this grant in 2025.

Interim Town Manager asked Ben Jones to explain the term "LMI." Mr. Jones stated that LMI stands for Low-to-Moderate Income and explained that eligibility is determined using income guidelines established by the U.S. Department of Housing and Urban Development (HUD) on a sliding scale.

Commissioner Whitehurst asked when the 2025 Community Development Block Grant (CDBG) project would begin. Mr. Jones responded that the funding request has been submitted; however, the North Carolina Department of Commerce has not yet released the funds.

Commissioner Jones asked whether applicants designated as alternates during the 2025 CDBG project would be given first consideration. Mr. Jones responded that this would not necessarily be the case, as the Housing Committee will review and determine applicant priority.

Interim Town Manager asked whether applicants from the 2025 CDBG project would be re-evaluated to ensure they still meet program eligibility requirements. Mr. Jones stated that he could verify eligibility again after applicants have been selected.

Interim Town Manager noted that it is possible for the Town of Bethel to apply for additional Community Development Block Grant (CDBG) funding for the current grant if other municipalities that were awarded funds do not expend their full allocations.

Commissioner Lilley asked whether the funds would be disbursed by the State in a lump sum or in increments. Mr. Jones responded that there were options and funds could be distributed on a reimbursement basis or through periodic requisition requests.

Commissioner Lilley also asked whether all houses included in the project would be constructed simultaneously. Mr. Jones stated that construction is expected to proceed concurrently, pending any delays. He noted that issues such as unresolved title matters could affect the timeline for individual properties.

Commissioner Jones asked about the composition of the Housing Committee. The Interim Town Manager stated that the current committee consists of Mayor Wilson, Mayor Pro-Tem Griggs (prior to her appointment to the Board), Margaret Highsmith, and himself. He added that expanding the committee is an option should the Board wish to do so.

Mayor Wilson opened the public hearing.

Dorothy Roberson asked if the grant was for inside or outside city limits. Interim Town Manager stated that it was for the citizens inside the Town of Bethel. Mr. Jones noted that Pitt County has similar grants that would apply to all of Pitt County residents.

Mary Hall would like to be considered as a member for the Housing Committee.

Commissioner Lilley made a motion to close the public hearing, Mayor Pro-Tem Griggs seconded the motion, the motion carried unanimously.

Mayor Wilson closed the public hearing.

Presentations

Strategic Economic Development Plan:

At the Board's June 2, 2026 meeting, the Board approved an MOU (Memorandum of Understanding) and Resolution (Attachment B) for the development of a Strategic Economic Development Plan for Bethel. Sharon Smith with the NC Department of Commerce – Rural Economic Development Division Main Street and Rural Planning Center made a presentation surrounding the process of developing the strategic plan (See Attachment C). Mrs. Smith noted that the Town will form an appointed committee to gather and provide input and feedback.

Old Business

Consideration of Planning Board Member Applicants:

This matter was deferred from the Board's June 2, 2026, meeting due to the absence of a Commissioner.

On April 7, 2026, the Board approved amendments to Chapter 151: Planning of the Town's Code of Ordinances (See Attachment D). Under the amended provisions of Chapter 151, the Planning Board is to consist of seven members. Five members must be residents of the Town of Bethel, while two members must represent the Town's Extra-Territorial Jurisdiction (ETJ). The ETJ representatives are appointed by the Pitt County Board of Commissioners. On April 9, 2026, staff posted a public notice seeking applications from individuals interested in serving on the Town of Bethel's newly established Planning Board. The application period concluded on May 18, 2026.

The following is a list of Bethel residents as applicants who previously applied (in alphabetical order):

Ferrell Blount
 Jennifer Brown
 April Bullock
 Barbara Bynum
 Andrea Andrews Cabrera
 Izora Ebron
 Trudy W. Gulley
 Cathy Lee Jones
 Haylie Mathis
 Susie J. Moore
 Ken Stuart Perry
 James Mitchell Stalls
 Robert Young

The following is a Bethel ETJ (Extra Territorial Jurisdiction) area resident that was submitted:
 Kevin Adams

It was further noted that two additional people submitted applications after the initial deadline to be considered:

- Sylvester Zigah applied on 6-3-26 after the Board's 6-2-26 meeting. He would be an in-town resident of Bethel (Attachment E).
- Otis Cox applied on 6-3-26 after the Board's 6-2-26 meeting. He would be an ETJ applicant (Attachment F).

It was stated that each Commissioner would nominate one applicant, and the Board would then vote either in favor of or against each nominee.

Commissioner Jones nominated Cathy Jones – nomination **passed** unanimously.

Commissioner Whitehurst nominated Ferrell Blount – nomination **passed** vote four to one (Commissioner Conger, Commissioner Lilley, Mayor Pro-Tem Griggs, Commissioner Whitehurst were for the nomination, Commissioner Jones was against the nomination).

Mayor Pro-Tem Griggs nominated Izora Ebron – nomination **passed** unanimously.

Commissioner Lilley nominated Robert Young – nomination **failed** vote two to three (Mayor Pro-Tem Griggs, Commissioner Whitehurst, and Commissioner Jones were against the nomination. Commissioner Conger, Commissioner Lilley were for the nomination).

Commissioner Conger nominated Andrea Cabrera – nomination **passed** unanimously.

Commissioner Jones nominated Haylie Mathis – nomination **failed** vote one to four (Commissioner Conger, Commissioner Lilley, Mayor Pro-Tem Griggs, Commissioner Whitehurst were against the nomination. Commissioner Jones was for the nomination).

Commissioner Whitehurst nominated Stuart Perry – nomination **passed** vote four to one (Commissioner Conger, Commissioner Lilley, Mayor Pro-Tem Griggs, and Commissioner Whitehurst were for the nomination. Commissioner Jones was against the nomination).

Commissioner Whitehurst nominated Kevin Adams and Otis Cox for ETJ Board members – nomination **passed** unanimously.

New Business

Contract for Law Enforcement Services:

The Pitt County Sheriff's Office has presented the Town with a contract to renew law enforcement services being delivered within the Town. The Town and Sheriff's Office entered

the first contract from January 1, 2024 through December 31, 2024 (base hourly rate of \$42.50 plus \$2.96 hour fuel surcharge). This contract was then replaced with the second contract with a service period of June 1, 2024 through June 30, 2025 (base hourly rate of \$47.00 per hour plus \$2.96 hour fuel surcharge). The third contract was a renewal of the second with no increase in price. Service period was July 1, 2025 through August 31, 2025 with automatic renewals occurring every two months.

The fourth proposed contract (Attachment G) is a term of July 1, 2026 through June 30, 2027 (\$47.00 base hourly rate and \$3.75 hourly fuel surcharge). Funds are budgeted in the FY 26-27 budget to cover this contractual cost for law enforcement services.

Commissioner Lilley made a motion to approve law enforcement contract with the Pitt County Sheriff's Office, Commissioner Conger seconded the motion, the motion carried unanimously.

Town of Bethel – Fee Schedule Modification:

The Town of Bethel has historically had a motor vehicle fee of \$5.00. This fee raises ~\$4,000 that is included in the Town's revenues. This fee is collected via NCDMV each year as motor vehicles go up for registration renewal. DMV then passes this fee and personal property tax on the vehicle to Pitt County who then transmits both the fees and taxes to each municipality.

This fee should have been listed in the Budget Ordinance for FY 26-27. In light of that not occurring, it was recommended that the Town amend its Fee Schedule and add this.

Commissioner Jones made a motion to amend fee schedule and add the existing motor vehicle fee of \$5.00, Commissioner Lilley seconded the motion, the motion carried unanimously.

Interlocal Agreement Between Town of Bethel and Pitt County- Flood Damage Prevention Ordinance:

The Pitt County Planning Department has served as the Town's administrator for the Bethel Flood Damage Prevention Ordinance (FDPO) since January 2004. Recently, the Town adopted an updated FDPO on October 7, 2025. With this update, a new Interlocal Agreement needs to be executed with Pitt County for them to continue as the Town's administrator for this ordinance (Attachment H) This function continues to be performed at no cost to the Town.

Commissioner Lilley made a motion to approve the Interlocal Agreement between the Town of Bethel and Pitt County for the administration of Bethel's Flood Damage Prevention Ordinance, Mayor Pro-Tem Griggs seconded the motion, the motion carried unanimously.

GFL Garbage Container Pick-up:

GFL is under contract with the Town to pick up garbage via their bins and trucks. The Town is then billed \$9.93/month per pick-up. Annualized per customer, this would be \$119.16. The total annual cost of the GFL contract as paid by the Town is ~\$73,000.

Recently, the Town has become aware that GFL also picks up non-residential garbage at the same time they pick-up residential. Also, some locations have multiple containers that are being picked up. Each container emptied is a billable event by GFL.

Based on this, several points were raised:

- 1) The Town only captures revenue for residential garbage collection via the annual tax bill sent out by Pitt County. There is a \$168.00 fee that is collected for this service. It is noted that the difference between \$168.00 and \$119.16 is \$48.84. This difference can be attributed to the additional cost the Town incurs for yard waste collection under a separate contract.
- 2) If a location has multiple green GFL trash bins, should the property owner be billed annually by the Town for the additional cost of each container?
- 3) If a property is deemed to be non-residential (and thus not paying the \$168.00 fee), should service be discontinued or the property owner billed annually by the Town for the Service?

Commissioner Conger made a motion that if a location has multiple GFL trash bins, the property owner should be billed annually by the Town for the additional cost of each container and if a property is deemed to be non-residential the property owner should be billed annually by the Town for the service, Mayor Pro-Tem Griggs seconded the motion, the motion carried unanimously.

Selection of Firm for Professional Engineering Services:

The Town posted an RFQ (Request for Qualifications) to identify engineering firms who would like to be considered in the selection process to provide Professional Engineering Services. By having a firm vetted through this process, the Town will not have to release an RFQ each time it wishes to employ the services of a firm. This will become a service on a “as needed basis”.

Attachment I is a copy of the RFQ published by the Town. In response to the RFQ, the Town received one submission from Rivers & Associates, Inc. Attachment J is a copy of the firm's qualifications package submitted in response to the RFQ. Attachment K is a copy of the Master Service Agreement that is being proposed by Rivers & Associates.

Commissioner Lilley made a motion to consider selecting Rivers & Associates to be the Town's consulting Professional Engineering Firm and awarding a Master Service Agreement to Rivers & Associates, Inc. for Professional Engineering Services for the Town of Bethel, Commissioner Whitehurst seconded the motion, the motion carried unanimously.

Road Closure Approval – Andrews St.:

On August 22, 2026 from 9:00am – 3:00pm there will be a “Show & Shine” event in Bethel (Attachment L). This event would like to have Andrews St. closed for the day to accommodate the event.

Mayor Pro-Tem Griggs made a motion to close Andrews St. between Main St. and James St., Commissioner Lilley seconded the motion, the motion carried unanimously.

Budget/Financial Matters (Attachment M):

Interim Town Manager presented Budget Amendment #2 – The proposed budget amendment appropriates out of fund balance \$1,200 that was given to the Town in last fiscal year (June) for the Senior Center. The money was given by Bethel Lodge 589 (Masonic) to be used for building maintenance at the Senior Center.

Interim Town Manager presented Budget Amendment #3 – The proposed budget amendment accounts for the Fire Department's 50-50 grant from the North Carolina – Office of State Fire Marshall (NC-OSFM) as previously approved and submitted last fiscal year. Total amount is \$76,049.87 (\$38,025 grant and \$38,025 match).

Commissioner Conger made a motion to approve Budget Amendments #2, Mayor Pro-Tem Griggs seconded the motion, the motion carried unanimously.

Commissioner Lilley made a motion to approve Budget Amendments #3, Mayor Pro-Tem Griggs seconded the motion, the motion carried unanimously.

Departmental Reports

Interim Town Manager:

The Interim Town Manager gave the Public Safety Report for the month of May and June 2026 (See Attachment N).

Interim Town Manager also gave the financial report for May and June 2026 (Attachment O).

Mayor Pro-Tem Griggs made a motion to approve the financial report for May and June 2026, Commissioner Conger seconded the motion, motion carried unanimously.

It was announced that the next meeting will be held September 1, 2026.

It was announced that the Town of Bethel became a member of the North Carolina Chamber/Greater Greenville Chamber to enhance its engagement with the local and statewide business community. The primary purpose was to make the Town eligible to and to gain access to a municipal health insurance program offering reduced insurance costs for employees.

The Pitt Stop Mural Dedication will be held on August 7, 2026, at 10:00 a.m. If weather conditions prevent the event from being held on that date, it will be rescheduled for August 14, 2026 (Attachment P).

It was announced that Congressman Greg Murphy will be visiting Bethel on Wednesday, August 5, 2026 from 3:30pm to 5:00pm for a Meet and Greet.

It was also announced that the Town Hall renovation project is nearing completion. Improvements included the replacement of windows throughout the building, with the original windows now being offered for sale. In addition, a dedicated space for the Pitt County Sheriff's Office to use for intermittent use while deputies are in town on patrol. This area includes a bathroom, kitchenette, and open office workspace that can be utilized by both Sheriff's Office personnel and Town staff.

Fire Department

Fire Chief Lilley gave a report for the month of June and July 2026 (See Attachment Q).

Public Works

Public Works continues to make improvements throughout Town by painting curbs, mowing grass, and cleaning properties. Paving at Smith Street Park is expected to begin soon, pending weather conditions.

Town Attorney

No report was given.

Closing Remarks

Mayor Pro-Tem Griggs made a motion to recess the Town Board meeting at 8:03pm as well as convene the Closed Session Meeting at 8:03pm, Commissioner Lilley seconded the motion, the motion carried unanimously.

Commissioner Lilley made a motion to come out of the Closed Session at 8:24pm as well as reconvene the Town Board meeting at 8:24pm, Mayor Pro-Tem Griggs seconded the motion, the motion carried unanimously.

Commissioner Lilley made a motion to adjourn the meeting at 8:25pm, Mayor Pro-Tem Griggs seconded the motion, the motion carried unanimously.

Mayor, Carl Wilson

ATTEST:

Linda Sheppard, Town Clerk

Date

NOTICE OF PUBLIC HEARING
TOWN OF BETHEL
APPLICATION FOR
2026 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

Notice is hereby given that the Bethel Board of Commissioners will hold a public hearing on August 4, 2026 at 6:00 p.m. in the Town Hall at 141 W. Railroad Street, Bethel NC to solicit public input on local community development and needs in relation to the Community Development Block Grant (CDBG) funding for a project in the community.

The Town of Bethel anticipates submitting a CDBG application in 2026. Information on the amount of funding available, the requirements on benefit to low-and-moderate income persons, eligible activities, and plans to minimize displacement and provide displacement assistance as necessary will be available. Citizens will also be given the opportunity to provide oral and written comment on Bethel's use of CDBG funds. All interested citizens are encouraged to attend.

For additional information or to submit written comments, send to Town Manager Scott Elliot, Town of Bethel, 141 W. Railroad St., Bethel, NC 27812 or call 252-818-0891. Comments should be postmarked by August 3, 2026.

If you plan to attend and require special accommodations because of a disability or physical impairment, please contact Town Manager Scott Elliot at 252-818-0891 (TDD 800-735-2962) at least 2 days prior to the hearing.

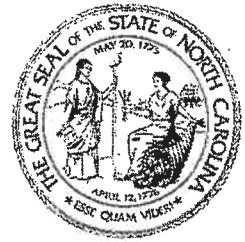
This information is available in Spanish or any other language upon request. Please contact Scott Elliot at 252-818-0891 or at 141 W. Railroad St., Bethel, NC 27812 for accommodations for this request.

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

Carl Wilson
Mayor
Town of Bethel
EEO Employer



N.C. Department of Commerce
 Rural Economic Development Division
 NC Main Street & Rural Planning Center
 Rural Planning Program



**MEMORANDUM OF UNDERSTANDING
 Strategic Economic Development Plan Project
 for the Town of Bethel, NC**

This Memorandum of Understanding (MOU) is entered into by and between the N.C. Department of Commerce, Rural Economic Development Division, NC Main Street & Rural Planning Center, Rural Planning Program ("Program") and the Town of Bethel, NC ("Town") and together the "Parties," for the purpose of setting out the terms and understandings between the Parties for the Program to assist the Town with the preparation of a strategic economic development plan ("Project").

WHEREAS, the Town has requested assistance from the Program with the preparation of an strategic economic development plan.

WHEREAS, as part of the N.C. Department of Commerce, the state's lead agency for promoting economic development and prosperity, the Program provides services and assistance to local units of government to add value to their community economic development efforts.

WHEREAS, the mission of the NC Main Street & Rural Planning Center, which includes the Program, is to work in regions, counties, cities, towns, downtown districts and in designated North Carolina Main Street communities to inspire placemaking through building asset-based economic development strategies that achieve measurable results, such as investment, business growth, and jobs. To further that mission, the Program may share successful "best practices" with other communities when appropriate. In this context, relevant materials produced from the project and economic outcomes may be shared with other communities, as needed.

The Program and Town agree as follows:

I. Project Scope of Work

Program Services and Project Activities

The Program will conduct a planning process for the Town to help it create a strategic economic development plan. Components of the planning process are outlined below but may be adjusted to meet the needs of the Town.

- A. Guided Tour of the Town of Bethel – Early in the planning process for the Project, the Town will lead a tour of Bethel for Program staff.
- B. Community Assessment by Program Staff
 1. Review existing plans, reports, data, and other information about the Town of Bethel and the surrounding region.

2. Gather input from Town officials and staff, a local work group, stakeholders, and the community regarding the economy of Bethel through interviews, surveys, and other methods.
 3. Facilitate meetings with a local work group and Town staff to:
 - a. Present and discuss economic and other relevant data and information.
 - b. Identify and discuss local assets and how they relate to the local economy.
 - c. Conduct and discuss a SWOT analysis.
 - d. Present and discuss the results of interviews, surveys, and other input gathered during the Community Assessment.
- C. Strategic Economic Development Plan Development
1. Facilitate meetings with a local work group and Town staff and use the results of the Community Assessment to:
 - a. Develop an economic positioning/vision statement that identifies the Town's economic development strategies.
 - b. Develop economic development strategies with goals, objectives, and actions/projects.
 - c. Finalize a draft strategic economic development plan.
 2. Present or assist Town staff to present the draft economic development strategic plan to the Bethel Town Council. An electronic copy of the plan will also be provided.

Town Roles and Responsibilities

- A. Guided Tour of the Town of Bethel – Early in the planning process for the Project, the Town will lead a tour of Bethel for Program staff.
- B. Local Work Group - The Town will be responsible for assembling a local work group to participate in the Project. The local work group may include, but is not limited to, elected or appointed officials, Town staff, local business owners/operators, representatives of civic organizations with an interest in the community, and/or active residents.
- C. Meetings – The Town will be responsible for providing or otherwise securing meeting space for the local work group and other activities related to the Project. If local work group meetings and/or other Project activities must be conducted virtually, using an internet-based video conferencing platform, for example, the Town will be responsible for ensuring participants are able to access and attend such meetings.
- D. Meeting Materials and Other Information – The Town will share meeting agenda, relevant maps and other images, documents, and plans electronically with the Program and all Project participants.

Proposed Project Timeline

The Project is scheduled to begin in June 2026 and to be completed by December 2026.

Project Staff

The lead Program staff member for the Project will be **Sharon Smith, Community Economic Development Planner for the Northeast Region**, with assistance from other Program staff members, as needed.

The primary Town point of contact for the Project will be **D. Scott Elliot, Bethel Interim Town Manager**.

No Cost for Services

The Program will provide Project services (including Program staff time, materials, and travel), and final project work products at no cost to the Town of Bethel.

Next Steps

The Project start date will be scheduled upon receipt by the Program of this signed MOU and a signed resolution, adopted by the Bethel Town Council, that requests assistance from the Program for the Project (sample resolution attached).

II. Effective Term and Termination of MOU

This MOU will be effective on the date the last of the Parties executes it. This MOU is subject to modification at any time upon written amendment signed by the Parties. In the event of Program staff turnover, budget reductions, or other unforeseeable events, however, the Program may be compelled to place a project in an indefinite "hold" status until replacement staff resources can be secured. In rare cases, where very specialized staff skills are unable to be replaced, the project commitment may be terminated by the Program. Projects may also be reprioritized consistent with department or division policies.

III. Auditing

The records as they relate to this MOU shall be accessible to the North Carolina State Auditor's Office in accordance with N.C. Gen. Stat. §147-64.7 and to any other State or federal entity authorized to conduct audits with respect to activities performed pursuant to this MOU.

IV. Information Sharing/Confidentiality

To facilitate necessary information sharing and cooperation in fulfilling the purpose of this MOU, the Parties agree that they will protect all confidential information provided to them by the other Party in accordance with applicable state and federal statutes. Those employees who receive confidential information will be limited by the Parties to those who need access

to it for the purpose of carrying out the functions outlined in this MOU and confidential information shall not be disclosed to third parties for any purpose, except when required by law.

V. Notices

All notices given in connection with this MOU shall be in writing and, if routine, may be sent by email and, if requested, followed by first class United States mail, postage prepaid, or sent by certified mail, return receipt requested, hand delivered, or delivered by overnight courier. Notices shall be delivered to the appropriate Parties at the addresses set forth below.

PROGRAM:

Karen Smith, AICP, Rural Planning Program Manager
NC Main Street & Rural Planning Center
ksmith@commerce.nc.gov

TOWN:

D. Scott Elliot, Interim Town Manager
Town of Bethel
P.O. Box 337
Bethel, NC 27812
manager@townofbethelnc.com

VI. Governing Law

This MOU is governed and construed in accordance with the laws of the State of North Carolina.

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VII. Signatures

The Program and Town agree to the foregoing understandings as indicated by the signatures below of their respective authorized representatives.

**NORTH CAROLINA DEPARTMENT OF COMMERCE
RURAL ECONOMIC DEVELOPMENT DIVISION
NC MAIN STREET & RURAL PLANNING CENTER
RURAL PLANNING PROGRAM**

Karen C. Smith, AICP
Rural Planning Program Manager

Date

TOWN OF BETHEL, NC

Carl Wilson
Carl Wilson, Mayor
Town of Bethel, NC

6-2-26
Date

Please sign, date, and return the MOU and resolution by email to:
Karen Smith, Rural Planning Program Manager
ksmith@commerce.nc.gov

Please also send the signed MOU and resolution by email to:
Sharon Smith, Community Economic Development Planner
sharon.smith@commerce.nc.gov

**Resolution Requesting the Services of the
NC Main Street & Rural Planning Center, Rural Planning Program,
to Assist with the Development of a Strategic Economic Development Plan
for the Town of Bethel NC**

WHEREAS, the Town Commission of the Town of Bethel intends to develop an asset-based Strategic Economic Development Plan ("Project") for the Town to identify opportunities and provide a framework on which to build and grow the local economy; and

WHEREAS, the NC Main Street & Rural Planning Center's Rural Planning Program ("Program") provides strategic economic development planning services to rural communities in North Carolina; and

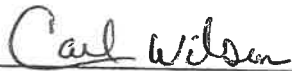
WHEREAS, the Town would like the Program to assist the Town with the Project; and

WHEREAS, the Town and the Program have reached agreement on the scope of work for the Project, as outlined in the attached Memorandum of Understanding.

NOW, THEREFORE, BE IT RESOLVED, that the Town Commission of the Town of Bethel hereby requests that the Program assist the Town with the development of a Strategic Economic Development Plan and expresses its commitment to review and adopt the plan.

Duly adopted by the Town of Bethel, NC Town Commission,

this 2 day of June, 2026.



Carl Wilson, Mayor
Town of Bethel, NC

ATTEST:

 Town Clerk



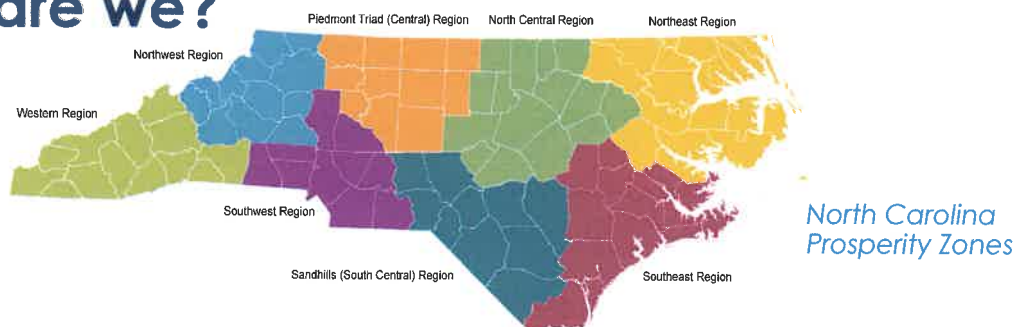
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NC Main Street & Rural Planning Center

Rural Economic Development Division
 North Carolina Department of Commerce



Who are we?



Mission: The NC Main Street & Rural Planning Center works in regions, counties, cities, towns, downtown districts, and in designated North Carolina Main Street communities, to inspire place making through building asset-based economic development strategies that achieve measurable results such as investment, business growth, and jobs.

2

NC Commerce Rural Planning Program Services



Training and Education

- Economic Development Workshops and Other Regional & Statewide Training Opportunities
- North Carolina Main Street Conference
- Community-Specific Training for Development and Implementation
- Research and Information Sharing

5

NC Commerce Rural Planning Program Services

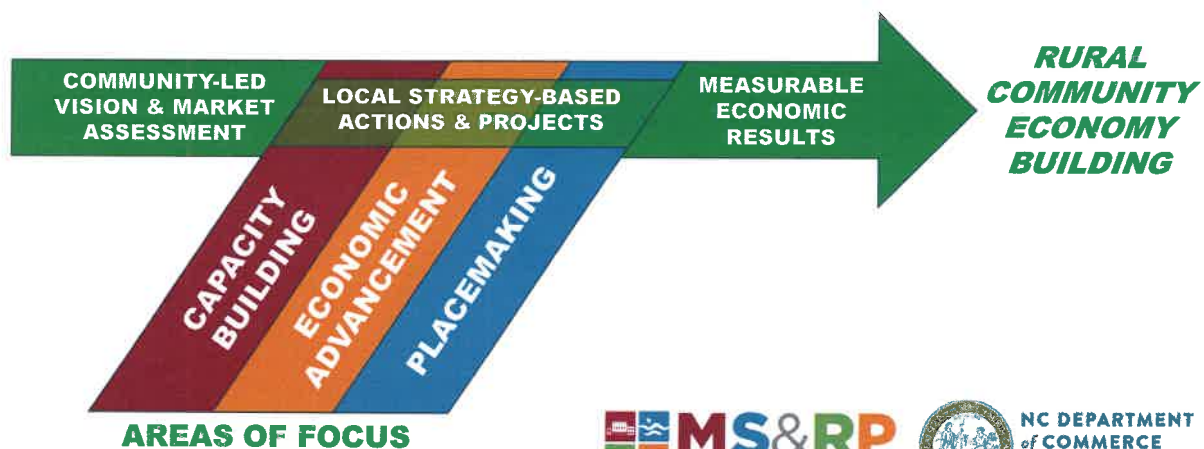


Technical Assistance

- Project Development
- Funding and Resource Identification
- Community Economic Opportunities Mapping and Analysis
- Local Policy and Ordinance Review
- Custom GIS Mapping
- Disaster Recovery Services
- Other Economic Development Planning Assistance

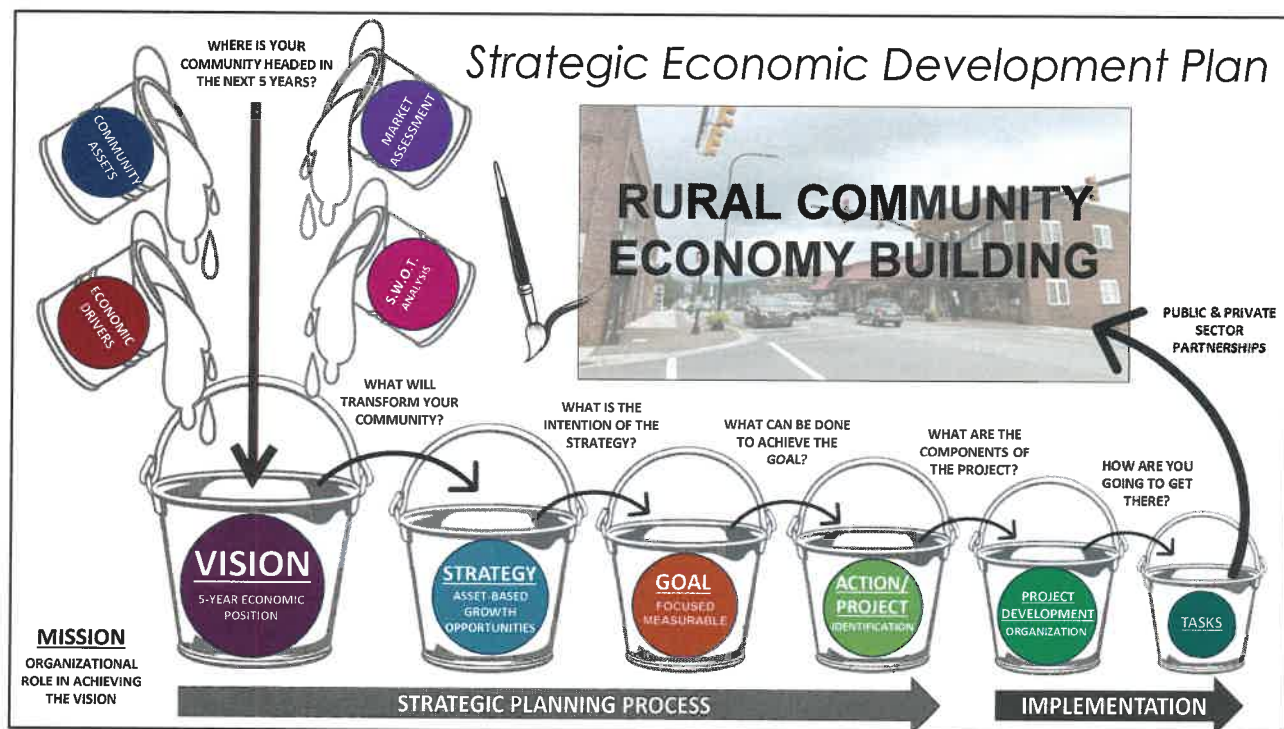
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NC Commerce Rural Planning Program Approach to Community Economy Building



Updated 2/9/2026

9



10

Community Vision + Asset-based Strategic Planning = Incremental Transformation



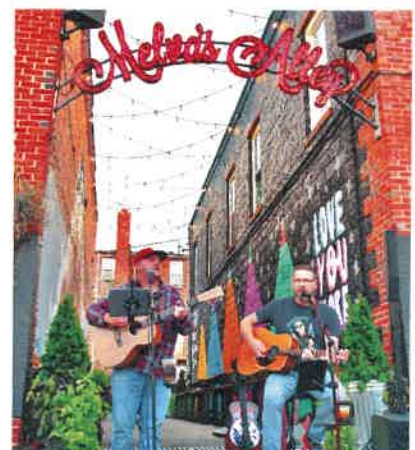
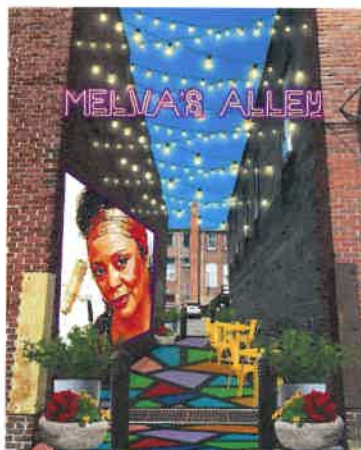
The **Community Vision** serves as the foundation of building your local economy.



**NC DEPARTMENT
of COMMERCE**
RURAL ECONOMIC
DEVELOPMENT

13

What's Your Vision for Your Community?



Asset → Vision → Action

NORTH CAROLINA DEPARTMENT OF COMMERCE

14

Can you SEE your vision in your mind?



NORTH CAROLINA DEPARTMENT OF COMMERCE

17

Can SEE your vision in your mind?



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NORTH CAROLINA DEPARTMENT OF COMMERCE

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QUESTIONS? & THANK YOU!

CONTACT:

Sharon Smith

Community Economic Development Planner
Northeast Region
NC Main Street & Rural Planning Center
NC Department of Commerce
Sharon.smith@commerce.nc.gov
919-923-3212



**NC DEPARTMENT
of COMMERCE**
RURAL ECONOMIC
DEVELOPMENT



MS&RP
NC MAIN STREET & RURAL PLANNING CENTER
DEPARTMENT OF COMMERCE



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 seven members.

(1) Five members shall be citizens and residents of the town, and shall be appointed by the Town Board; 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 Pitt County Board of Commissioners.

(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, two members for two years and 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 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 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 two members appointed to the Planning Board by the 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 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 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 Board may direct;

(E) Advise the Town 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 Board may direct; and

(G) Perform any other related duties that the Town 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 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 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 Board its recommendations, if any, for the revision of said regulations.

(B) The Planning Board shall review and make recommendations to the Town 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 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 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 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)

Adopted this the 7th day of April, 2026.



Carl Wilson, Mayor

ATTEST:



Linda Sheppard, Town Clerk



RECEIVED
JUN 03 REC'D

In-Town

PLANNING BOARD APPLICATION

ATTACHMENT E

TOWN OF BETHEL

141 W Railroad St,

PO Box 337,

Bethel, NC 27812

Phone: (252) 818-0891

Website: bethelnc.org

Email to: clerk@townofbethelnc.com

NAME SYLVESTER ZIGAH

MAILING ADDRESS 143 HAMMOND AVENUE, BETHEL, NC, 27812

HOME ADDRESS SAME AS ABOVE

EMAIL ADDRESS SKZigah @ yahoo .COM

WORK PHONE # 609-4966877 HOME # --- CELL # 609 4966877

RESIDENT OF THE CITY YES/NO NUMBER OF YEARS 2

BUSINESS OWNER IN THE CITY YES/NO NUMBER OF YEARS 1

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

PLEASE SEE ATTACHMENT

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?

PLEASE ATTACHMENT

[Signature]
SIGNATURE

June 3, 2026
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.

ATTACHMENT TO THE PLANNING BOARD APPLICATION

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

Since moving to Bethel, I have developed a strong interest in the town's future growth and development. I would like to become more involved in the community and contribute my experience toward supporting thoughtful planning and long-term growth for Bethel

I believe serving on the Planning Board would provide an opportunity to contribute meaningfully while learning more about the needs and priorities of the community

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:

My professional background includes experience in banking, finance, consulting, project management, business ownership, and international development in both the United States and Ghana, including many years in banking with Lloyds bank, New York and World Bank, Washington, DC. I currently own businesses operating in both North Carolina and Ghana.

My educational background includes a Bsc and MBA in Finance from Long Island University, NY; Executive studies in International Finance at Georgetown University, Washington DC., and studies in International Relations at Johns Hopkins University, Washington DC.

I believe my financial, business, and project experience would enable me to contribute constructively to discussions involving planning, economic development and long-term community growth.


Sylvester Zigah

June 3, 2026



RECEIVED
JUN 03 2006
ETJ

PLANNING BOARD APPLICATION

ATTACHMENT F

TOWN OF BETHEL

141 W Railroad St,

PO Box 337,

Bethel, NC 27812

Phone: (252) 818-0891

Website: bethelnc.org

Email to: clerk@townofbethelnc.com

NAME

Cox, Otis

MAILING ADDRESS

SAME

HOME ADDRESS

458 House Road Bethel, NC 27812

EMAIL ADDRESS

refinance4u2002@yahoo.com

WORK PHONE #

—

HOME #

—

CELL # (202) 805-7149

RESIDENT OF THE CITY ☒ YES ☐ NO

NUMBER OF YEARS on board here!

BUSINESS OWNER IN THE CITY ☒ YES ☐ NO

NUMBER OF YEARS

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

After retirement from nursing I thought it be nice to give back to the town after learning a lot about

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?

I spent 23 years as a Mortgage Broker. In commercial financing we interacted with planning boards, feasibility studies, Army Cor of Engineers and like organizations. SEE RESUME

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.

OTIS COX

✉ refinance4u2002@yahoo.com

☎ 2028057149

📍 Bethel, NC 27812

SKILLS

Sterile Procedures, Vascular Access Cert., Hemodialysis, range-of-motion principles/rehab

- Colostomy care
- Geriatric care
- Urinary catheter care
- Tracheostomy care
- IV maintenance
- Wound care specialist
- Dementia and Alzheimer's care

EDUCATION

Paul L. Dunbar High School
Washington, DC • 06/1983

High School Diploma

University of District of Columbia
Washington, DC • 05/1987

Associate of Applied Science:
Business Administration

Pitt Community College
Winterville, NC • 06/2009

Certificate of Technical Studies:
Nurse Aide I

Edgecombe Community College
Tarboro, NC • 04/2014

Certificate of Technical Studies:
Nurse Aide II

PROFESSIONAL SUMMARY

Healthcare professional with strong background in patient support, delivering high-quality care in fast-paced environments. Proven ability to collaborate effectively with healthcare teams, ensuring patient well-being and adapting to dynamic clinical needs. Skilled in patient hygiene, documentation, and emergency response.

WORK HISTORY

Omega Health Care Agency - Nurse Aide
Windsor, NC • 06/2023 - 09/2024

- 6 month assignment
- Assisted patients with daily living activities and personal hygiene.
- Monitored vital signs and reported changes to nursing staff promptly.
- Maintained cleanliness of patient areas, adhering to infection control protocols.
- Documented patient care accurately in electronic health records systems.

Vidant Medical Center - Cardiac Intermediate Unit: Care Partner
Greenville, NC • 10/2021 - 10/2022

- (252) 847-4100
- Assisted nurses in administering medications, ensuring proper dosage and timely delivery to patients.
- Assisted in physical therapy sessions, supporting patients as they worked to regain strength and mobility.
- Assisted with feeding and monitored intake to help patients achieve nutritional objectives.
- Monitored client vital signs, administered medications, and tracked behaviors to keep healthcare supervisor well-informed.

Howard University Hospital - Emergency Room Tech
Washington, DC • 02/2020 - 05/2020

- (202)865-6100
- Responded quickly and calmly to emergency situations, providing life-saving measures when necessary.
- Demonstrated adaptability in fast-paced environments by managing multiple tasks simultaneously while maintaining high levels of accuracy under pressure.
- Measured vital statistics, collected specimens for lab analysis and recorded data in appropriate medical records.
- Measured and fit crutches and canes, instructing patients on proper use of support devices.

United Medical Center - Emergency Department: Emergency Room Tech

Washington, DC • 09/2015 - 01/2020

NURSE AIDE REGISTRY

- Maryland BON CNE20190024
- District of Columbia Dept. of Health 809057
- North Carolina NA I(393337) and NA II c/o NC Board of Nursing
- Virginia Dept. of Health 1401184456

- (202)574-6000
- Carried out phlebotomy procedures and watched for adverse reactions.
- Collected basic samples, labeled specimens properly, and transferred to laboratory for testing.
- Assisted with resuscitation, CPR, and emergency airway procedures.
- Provided basic life support during emergencies, ensuring patient safety and stabilization.
- Assessed patient conditions and prioritized care based on urgency and medical protocols.
- Assisted in the preparation and administration of medications as per physician orders.
- Monitored vital signs and documented changes to support clinical decision-making.

Fresenius Medical Care Holdings Inc. - Patient Care Technician *Greenville, NC • 08/2014 - 10/2015*

- Assisted patients with dialysis procedures, ensuring comfort and safety throughout treatment.
- Monitored vital signs and equipment functioning during sessions to maintain optimal patient care.
- Maintained cleanliness and organization of dialysis machines and treatment area to enhance workflow efficiency.
- Supported nursing staff in preparing for treatments by gathering supplies and verifying patient information.
- Educated patients on dialysis processes and post-treatment care to promote understanding and compliance.
- Documented patient data accurately in electronic health records to ensure continuity of care and regulatory compliance.

Greenfield Place - Certified Nursing Assistant *Greenville, NC • 09/2012 - 03/2014*

- Provided high-quality personal care services such as bathing, grooming, dressing, and feeding to ensure patient dignity.
- Assisted patients with daily living activities for enhanced comfort and wellbeing.
- Checked patient vitals such as temperature, blood pressure, and blood sugar levels.
- Maintained a clean, safe environment by sanitizing surfaces, changing linens, and disposing of waste properly.
- Answered call lights and supported patient comfort and safety by adjusting bed rails and equipment.

Golden Living Center - Nursing Home - Certified Nursing Assistant *Tarboro, NC • 12/2011 - 07/2013*

- Assisted patients with daily living activities, ensuring comfort and safety.
- Monitored vital signs and reported changes to nursing staff promptly.
- Maintained patient records accurately, supporting care coordination efforts.
- Communicated effectively with patients and families to address concerns.
- Collaborated with healthcare team to implement individualized care plans.

Otis Cox

refinance4u2002@yahoo.com

(202) 805-7149

Connecting Lenders and Borrowers together for over 24 years. Turning one's desire of homeownership into a reality and making the process a fun, friendly and educational experience along the way. Having the knowledge and resources to secure the best financial solution towards completing homeownership has been extremely rewarding!

LOAN OFFICER/ORIGINATOR, LOAN PROCESSOR, SETTLEMENT OFFICER

Net Branch Manger:

Carteret Mortgage 3724 12th street NE Washington, DC 20017

*Complete Branch Location - 3 in-house loan officers, loan processor, office administrator
market target zip codes, take applications, collect documentation, process and settle loans
2.5 to 3.5 million in approx monthly volume*

CFIC dba Challenge Financial Investors Corp.

*Complete Branch Location - 5 in-house loan officers, 3 birdogs, 2 loan processors (FHA, VA and conventional), secretary
10 to 15 million in monthly volume*

Previous Employment:

Mortgage Amercia Investment Corp. 8401 Corporate drive Landover, Md. 20785

*-full time Loan Officer for 3 years
-promoted to supervisor of the Processing dept
-FHA eagle*

Mortgage Production Services 1400 Mercantile lane Suite 236, Largo, Md. 20785

*-Partner/owner
-3rd party origination, processing, and on-site settlements
-no loan servicing from this location
-Community Lending at this site for over 17 years
-averaged about 12 million in monthly volume (having seen peak months of 26 and 30 million)*

***Friendly Check Cashing 500 S. Memorial drive Greenville, NC 27834**

*-teller
-verifying and cashing checks
-selling money orders, cell phones and cellular service
-maintained a \$30,000 vault*

Additional Training:

Bankruptcy Counselor

Settlement Officer Training (over 20 settlements)

Real Estate Appraisal/ Apprentice (over 150 inspections)

Real Estate License Merrill Lynch 1989 - 1994 (left for the financing side)

Mortgage Banking on the Secondary Market

Credit Repair/Loan Modification

NAMB member

Fannie Mae, GNMA, FHA, VA Conventional Origination Principles



PITT COUNTY, NORTH CAROLINA
OFFICE OF THE SHERIFF
PAULA DANCE, SHERIFF

ATTACHMENT G

CONTRACT FOR LAW ENFORCEMENT SERVICES

THIS AGREEMENT made and entered into this the ___ day of June, 2026, by and between The Pitt County Office of the Sheriff, a body politic and corporate of the State of North Carolina, hereinafter referred to as "Office of the Sheriff" and the Town of Bethel, an individual or organization situated in or otherwise requesting service in Pitt Office of the Sheriff, North Carolina, hereinafter referred to as "Party."

WITNESSETH:

WHEREAS, this agreement shall supersede the previous Agreement for Services between the Parties which was previously in place.

WHEREAS, the Party desires the service of law enforcement officers and/or civilian staff members of the Office of the Sheriff to assist them in the following activity or function of the Party:

TERM: July 1, 2026 through June 30, 2027.

SERVICES: Subject to staffing availability, PCSO shall provide one deputy for law enforcement services:

Mondays–Wednesdays 8:00 a.m.–6:00 p.m.

Thursdays–Sundays 2:00 p.m.–2:00 a.m.

BOARD MEETING COVERAGE:

July 7, 2026

August 4, 2026

September 1, 2026

October 6, 2026

November 3, 2026

December 1, 2026

January 5, 2027

February 2, 2027

March 2, 2027

April 6, 2027

May 4, 2027

June 1, 2027

MAILING ADDRESS OFFICE:
POST OFFICE BOX 528
CAROLINA 27858

PH (252) 902-2800
FAX: (252) 830-4166100

STREET ADDRESS
NEW HOPE ROAD GREENVILLE, NORTH
GREENVILLE, NORTH CAROLINA 27834



PITT COUNTY, NORTH CAROLINA
OFFICE OF THE SHERIFF
PAULA DANCE, SHERIFF

CONTROL AND SUPERVISION: Deputies remain employees of Pitt County under the exclusive supervision of the Sheriff.

STAFFING CONTINGENCY: Coverage is subject to staffing, emergencies, training, illness, and operational needs.

COMPENSATION:

Base hourly rate: \$47.00

Fuel surcharge: \$3.75

Total hourly rate: \$50.75

Invoices are due within 30 days.

Party shall pay for services provided by the Office of the Sheriff, within thirty (30) days of receipt of the invoice, the money owed, in full.

TERMINATION: Either party may terminate upon written notice to the other with fourteen (14) days written notice.

INDEPENDENT GOVERNMENTAL ENTITIES: Neither party is an agent or employee of the other.

GOVERNMENTAL IMMUNITY: Nothing herein waives any defense or immunity available under North Carolina law.

E-VERIFY: Pursuant to North Carolina General Statute 143-133.3 and related state and federal laws, the undersigned hereby certifies that the party named herein, and the party's subcontractors, comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system

MAILING ADDRESS OFFICE:
POST OFFICE BOX 528
CAROLINA 27858

PH (252) 902-2800
FAX: (252) 830-4166100

STREET ADDRESS
NEW HOPE ROAD GREENVILLE, NORTH
GREENVILLE, NORTH CAROLINA 27834



PITT COUNTY, NORTH CAROLINA
OFFICE OF THE SHERIFF
PAULA DANCE, SHERIFF

NOTICE, FORCE MAJEURE, GOVERNING LAW, VENUE, SEVERABILITY, ENTIRE AGREEMENT, AMENDMENTS, COUNTERPARTS, AND ELECTRONIC SIGNATURES provisions apply.

SIGNATURES

PITT COUNTY SHERIFF'S OFFICE

Sheriff Paula Dance

Date: _____

PRE-AUDIT CERTIFICATE

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer

TOWN OF BETHEL

Scott Elliott, Town Manager

Date: _____

ATTEST:

MAILING ADDRESS OFFICE:
POST OFFICE BOX 528
CAROLINA 27858

PH (252) 902-2800
FAX: (252) 830-4166100

STREET ADDRESS
NEW HOPE ROAD GREENVILLE, NORTH
GREENVILLE, NORTH CAROLINA 27834

North Carolina
Pitt County

INTERLOCAL AGREEMENT
BETWEEN TOWN OF BETHEL AND
PITT COUNTY – FLOOD DAMAGE
PREVENTION ORDINANCE

THIS AGREEMENT, made and entered into this the 1st day of June, 2026, by and between the Town of Bethel, a municipal corporation organized and existing pursuant to the laws of the State of North Carolina, Party of the First Part and hereinafter referred to as the TOWN, and Pitt County, a political subdivision of the State of North Carolina established and operating pursuant to the laws of the State of North Carolina, Party of the Second part and hereinafter referred to as the County;

WITNESSETH:

WHEREAS, an agreement between TOWN and COUNTY was entered into by Resolution on January 2, 2004 and authorized COUNTY to expand and administer Pitt County's Flood Damage Prevention Ordinance (FDPO) within the planning jurisdiction which would include, and have effect in, TOWN; and

WHEREAS, COUNTY enacted a FDPO on January 2, 2004 and TOWN by resolution confirmed the extension of such FDPO into the TOWN's planning jurisdiction; and

WHEREAS, TOWN enacted a FDPO on October 7, 2025 as required by the State; and

WHEREAS, TOWN and COUNTY, pursuant to the authority granted by North Carolina General Statutes 160A-461, hereby covenant and agree as follows:

1. That the TOWN hereby contracts with the COUNTY to use the services of the Planning Department of the COUNTY to administer the TOWN's Flood Damage and Prevention Ordinance (FDPO) within the corporate limits and extra-territorial jurisdiction of the TOWN.
2. That the services provided by the Pitt County Planning Department for the administration of the FDPO shall be performed at no cost to the TOWN.
3. The TOWN agrees to indemnify and hold the COUNTY, its employees, agents, and contractors, harmless from any and all claims for liability, loss, injury, damages to person or property, costs or attorney's fees resulting for any action brought against Pitt County, its employees, agents, contractors, or Commissioners arising as a result of these services performed on behalf of the TOWN that are the subject matter of this Agreement.
4. That all fees and charges associated with administering the FDPO as adopted by the Pitt County Board of Commissioners, shall be collected by the COUNTY, shall be the sole property of the COUNTY, and no part hereof shall be payable to the TOWN.
5. That all development to take place within the TOWN's corporate limits or extra-territorial jurisdiction subject to the rules and regulations set forth in the aforementioned FDPO. No building permits shall be issued for any property until the flood zone is determined and the necessary building standards are met if the property is located within the one hundred (100) year floodplain. If the structure is to be constructed within the flood hazard area, preliminary and final elevation certificates will be required. The Pitt County Inspections Department will be responsible for ensuring construction complies with the standards set forth in the FDPO.
6. That any updates or modifications to the TOWN's FDPO shall be the responsibility of the TOWN, and the TOWN shall notify the COUNTY of any changes before adoption.
7. That the COUNTY will use every effort to enforce the FPDO, except that if any civil or criminal action becomes necessary, the TOWN shall bring any legal action as may be required to effectively enforce said Ordinance, upon written notice from the COUNTY of such violations.

8. That this Agreement shall continue until such time as either the TOWN or COUNTY resolves to discontinue the Agreement and presents six (6) months written notice to the other party of said termination or upon mutual agreement of both parties.

9. This Agreement may only be modified in writing and executed by both parties.

10. This Agreement replaces and supersedes any prior agreement between the TOWN and COUNTY in providing the use of services of the Planning Department of the COUNTY to administer the TOWN'S FDPO.

11. That the effective date of this Interlocal Agreement shall be June 1, 2026.

IN WITNESS WHEREOF, Town and County have executed this Agreement in duplicate originals effective on the day and year first above written, all pursuant to authority duly granted.



Pitt County

Mark C. Smith, Chairman
Pitt County Board of Commissioners

Attest:

Kimberly Hines, Clerk to the Board

Town of Bethel

Chairman

Attest:

Secretary and Clerk

**PITT COUNTY RESOLUTION
AUTHORIZING INTERLOCAL AGREEMENT
FOR
FLOOD DAMAGE PREVENTION ORDINANCE**

WHEREAS, Pitt County has the power, pursuant to North Carolina General Statutes §153A-445(a)(1) and Article 20 of Chapter 160A of the North Carolina General Statutes to enter into contracts or agreements with any one or more other units of local government in this State to execute any undertaking; and

WHEREAS, Pitt County and the Town of Bethel agree for the Pitt County Planning Department to administer the Town's Flood Damage Prevention Ordinance within the jurisdiction of the Town of Bethel in accordance with the Interlocal Agreement between the Town of Bethel and Pitt County;

WHEREAS, Pitt County Board of County Commissions must ratify by resolution any contract or agreement entered into pursuant to North Carolina General Statute §160A-461;

NOW, THEREFORE, be it

RESOLVED, by the Pitt County Board of Commissioners that the Chair is authorized to enter into the interlocal agreement for the Pitt County Planning Department to administer the Town's Flood Damage Prevention Ordinance within the jurisdiction of the Town of Bethel.

Approved this the 1st day of June, 2026.



Mark C. Smith, Chairman
Pitt County Board of Commissioners

ATTEST:

Kimberly W. Hines
Clerk





Bethel, NC

REQUEST FOR QUALIFICATIONS

The Town of Bethel, NC is seeking Requests for Qualifications (RFQ) from qualified engineering, surveying, and environmental consulting firms interested in providing due diligence services to the Town of Bethel. Interested firms are invited to submit proposals in the required quantity and format by 12 noon, Friday May 29th, 2026 to the following:

Scott Elliott, Interim Town Manger

Town of Bethel

141 W. Railroad Street

Bethel, NC 27812

Email: manager@townofbethelnc.com

For questions or to obtain a complete version of the RFQ, contact Scott Elliott at (252)818-0891 or manager@townofbethelnc.com or

<https://bethelnc.org/bids>

Request for Qualifications (RFQ) for Professional Engineering Services
Town of Bethel, NC
March 25, 2026

The Town of Bethel is seeking qualified firms/individuals to be considered for supporting on-call multi-disciplined professional engineering services to the Town of Bethel. This request for qualifications is intended to provide the Town of Bethel a flexible and effective way to respond to a range of engineering needs with an available firm ready to help in as many ways as possible. The firms selected shall have experience in, but not limited to, water, wastewater, stormwater, asset condition, transportation, parks and recreation, and public facilities. The selected firms will help with all potential preliminary and subsequent post-award work (funding application & administration, analytical reports such as environmental/biological/wetland, engineering design, surveying, Geotech, easements, CA/CO, studies, planning). The selected firms shall also have experience in a variety of funding sources, not limited to but including, SDA, Golden Leaf, NC Commerce, NC DWI, EDA, ARPA, FEMA, and any other funding source. The selected firms shall also be knowledgeable with all state and federal regulations and requirements along with uniform guidance as needed as well as a good understanding of the Town of Bethel's Code of Ordinances, State and Federal permit regulations, and all other practices that pertain to various projects.

The initial contract duration will be three (3) years with the option to extend annually up to five (5) years. Anticipated annual contract amounts for on-call services will be dependent upon specific needs for supplemental engineering services and available funding. No work is guaranteed under any contract with work assigned on an as needed basis to be determined by the Town of Bethel in its sole and absolute discretion. The Town will only consider one consultant at a time for any specific project, and should negotiations fail, price negotiations will be terminated with the selected firm and begin negotiations with another firm. The Town reserves the right to assign additional tasks to the selected firms, based on the Town's need, and the firm's availability, as well as past and current performance of the firm(s).

The Town of Bethel is an Equal Opportunity Employer and invites the submission of proposals from small and minority and women-owned firms, and historically underutilized businesses.

Federal Uniform Guidance:

If funding for any procurement is awarded from a federal source, whether in whole or in part, all provisions pursuant to 2 C.F.R. 200 will apply and will be followed by the Town and the firm.

Professional Service Categories:

The Town of Bethel is seeking Letters of Interest for this RFQ from firms to provide professional civil engineering and related consulting services including, but not limited to:

- Preliminary Engineering Studies and reports
- Grant writing, applications, and administration in various departments
- Design, including field surveys, plan and specification preparation
- Permitting (NCDEQ, NCDOT, USACE, FEMA, etc.)

- Construction Services including bidding, contract administration and observation
- Asset and records management, Asset Conditioning (GIS, web hosting, etc.)
- Environmental engineering
- Sanitary Sewer Evaluation Surveys
- Pretreatment Program Assistance
- Land surveying
- Transportation
- Land development and planning
- Water resources planning
- Financial analysis and rate studies
- ADA Transitioning
- Pavement condition surveys
- Stormwater Management

Submittal Requirements:

The following information shall be submitted with the maximum pages noted:

- A cover letter/Letter of Interest/ Statement (5 pages maximum) that states the firm's interest and expertise in one or more of the specific categories listed above that briefly describes which services that are provided by the firm, when the firm was founded, number of employees, office locations, including any proposed sub-consultants with like information. Minority business firms are encouraged to submit statements of qualifications.
- A list of key staff proposed for project assignment including the Principal in Charge, Project Manager/Engineer, Construction Administrator, Sub-Consultants, etc. This should include overall experience, tenure with the firms/subs, certifications/ license's, and areas of expertise. You must clearly indicate if you plan to use sub-contractors for any portion of the work.
- (10 pages maximum – 1 page maximum per person/sub-consultant.)
- Related Project Experience comprised of five recently completed municipal projects, including client/reference contact information, brief project description, initial & final project budget, construction costs & fees. (10 pages maximum- 1 page per project.)
- Maximum RFQ submittal document size is 20 pages, excluding firms work examples.
- A sample of the firm's work represented by a Preliminary Engineering Report, typical construction plan sheets, details, etc. is an additional 20 pages maximum.
- List of Grants Awarded and amounts for the past three years.

A group of key Town staff will evaluate each RFQ submittal, based on the specific submittal information requested, and may also utilize interviews, reference checks, past performance, etc. to evaluate and rate each submittal. It is anticipated that multiple firms will be selected.

Selection Process and Evaluation Criteria: All submissions shall be initially reviewed to determine if they meet the submission requirements. Those not meeting the minimum requirements set forth herein will be deemed non-responsive and will not be subject to further review. Firms ranked the highest will be short-listed for future projects.

Responsive submissions are scored on their past experience for the type of work involved. Submittals should be formatted to correspond to the following requirements:

1. Firm Capabilities (30% of Total Score)
 - a. Qualifications and capabilities of firm.
 - b. Experience in working with government agencies.
 - c. Experience overseeing and coordinating multiple concurrent projects.
 - d. Qualifications of individual team members.
2. Prior Experience (35% of Total Score)
 - a. Experience of the staff and firm with projects requiring Civil Engineering and related services. Include resume of staff that may be assigned to work on projects as required.
 - b. Experience with projects for public clients including familiarity with governmental decision-making and review process.
 - c. Provide references – include the names and current telephone numbers of the owner's project manager for every project listed, total dollar amount and a brief summary of work performed.
3. Project Approach (25% of Total Score)
 - a. Describe how you normally plan to accomplish the following project control and management issues. You may give examples of previous or current projects.
 1. Specific strategies for phased projects.
 2. Approach toward client communication and reporting.
 3. Budget methodology, cost control and value engineering.
 4. Quality control methodology.
 5. Schedule
4. Work Location (10% of Total Score)
 - a. Proximity of firm's office.
 - b. Firm's familiarity with the project area and local construction market.

Submittal Format/Deadline and Selection Schedule:

Electronic or hard copy submittals are due no later than Friday, May 29th at 12:00 noon.

Due to email file size limitations, firms may provide access to an FTP site in their electronic submittal sites for file download of the RFQ and work examples.

It is the intent of the Town to finalize the selection process by June 26, 2026. It is also anticipated that based on the selected firms and the anticipated capital project needs, Master Service Agreements with each selected firm will be in place by August 4, 2026.

Submittals shall be directed to:

Attn: Scott Elliott, Interim Town Manager
141 Railroad St.
Bethel, NC 27812

Email: manager@townofbethelnc.com
Phone 252-818-0891

Due Date: May 29, 2026
12:00 PM

Statement of Qualifications



ENGINEERING ON-CALL SERVICES

Submitted by:

Rivers
& ASSOCIATES, INC.
Since 1918

For :



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Mr. Scott Elliott, Interim Town Manager
Town of Bethel
141 W. Railroad Street / PO Box 337
Bethel, NC 27812

 70+ MI ROADWAYS,
SIDEWALKS & TRAILS

 70,000+ LF
DRAINAGE
CULVERTS

 50+ RECREATION,
PARKS & ATHLETIC
FACILITY PROJECTS

 AWARD WINNING
STORMWATER
PROJECTS

 50+
EMPLOYEES

 105+
YEARS OF SERVICE

Primary Client Contact
Scott Godefroy, P.E.
Phone: 706-726-8887 (mobile)
Email: sgodefroy
@riversandassociates.com

Corporate Office Address
107 East Second Street
Greenville, NC 27858
PO Box 929
Greenville, NC 27835
Phone: 252-752-4135

Branch Office Address
353 E. Six Forks Road
Raleigh, NC 27609

Firm Licensure
NC BELS License # F-0334
www.riversandassociates.com



Section 1 - Introductory Letter



ENGINEERS

PLANNERS

SURVEYORS

LANDSCAPE ARCHITECTS

Dear Mr. Elliott and Selection Committee Members:

To successfully accomplish its goal to rapidly move forward with various infrastructure projects without the need for separate procurement, the Town requires a consultant team with a successful track record of providing similar on-call services for local government. That Team is offered by *Rivers & Associates, Inc.* (Rivers). We are pleased to submit our Statement of Qualifications for your consideration.

Our firm has been selected and has provided on-call services for a number of local government entities under a Task Order format. We would certainly value an opportunity to work with and demonstrate our public utility engineering talents and abilities to the Town of Bethel. Rivers is applying for all "Scope of Services" listed in the Town of Bethel's Request for Qualifications (RFQ) and is providing confirmation of our willingness to execute and meet all of the requirements described in the RFQ.. We are confident that selecting the Rivers Team will provide the following key benefits:

- **THE RIGHT TEAM.** In addition to Rivers' in-house experience and capabilities providing planning, surveying and engineering, our Team includes highly qualified sub-consultant partners with whom we regularly team for mechanical/electrical/plumbing, structural and geotechnical engineering as well as environmental consultations/studies/permitting. *With our collective successful experience, you will be assured that your projects are in experienced and capable hands.*
- **EXTENSIVE PORTFOLIO.** Our portfolio of project works demonstrates extensive experience with multiple projects similar to those the Town might require where various obstacles were identified, navigated and overcome with appropriate solutions to successfully achieve project goals. *The Town's on-call needs present no obstacles or constraints that our team has not successfully navigated.*
- **NCDOT PRE-QUALIFIED.** Our Team holds NCDOT pre-qualification for specific activities which may be required. *A pre-qualified team benefits the Town for projects involving NCDOT funding or joint projects with NCDOT.*
- **LOCAL EXPERIENCE.** Rivers has an abundance of previous experience working with the Town having provided engineering consulting services for various types of projects, including parks and recreation, water system, sewer system, streets, drainage, and planning projects since the 1950's. *Combining our prior Town of Bethel project experience with our wide ranging utility experience presents another opportunity for the Town to successfully meet project goals.*
- **FUNDING ADMINISTRATION EXPERTISE.** For over fifty years, staying abreast of contemporary state and federal funding programs for public utility projects has been a Rivers priority; assisting clients to secure and administer funding for project implementation. *Our knowledge of funding resources will help the Town navigate the protocols of various funding resource programs.*

Sincerely,
RIVERS & ASSOCIATES, INC.

Gregory J. Churchill, P.E., President

Section 2 - Firm's Background and General Information

History of Our Firm

Rivers & Associates, Inc. (Rivers) is a locally-owned certified Small Professional Service Firm (SPSF) business corporation dedicated to providing responsive, quality professional service. Founded in 1918 in Greenville, NC as Henry L. Rivers, Consulting Engineers, the firm was incorporated in 1959 with the North Carolina Secretary of State as Rivers & Associates, Inc. and structured as a Sub-Chapter S corporation under Federal IRS provisions. Initially providing municipal engineering and drainage engineering services, areas of expertise have expanded as the firm has grown. While now offering other professional services that complement our core services, our foundation remains engineering for public works and utility infrastructure.

The company's corporate office remains in Greenville, NC with a branch office located in Raleigh, NC since 1985 serving primarily land development interests.

Rivers' Employment Organizational Profile

Rivers' organizational profile contains professional redundancy throughout its roster of employees. Our staff includes multiple project managers for engineering, surveying and landscape architecture projects, all of whom manage multiple projects at any given time. Our staff of engineers, surveyors, landscape architects, CAD designers/GIS Technicians and construction inspectors work with various project managers dependent upon work loads and project schedule needs.

Civil Engineers	18	Planners	2
Landscape Architect	4	Surveyors	8
CAD Draftsmen	11	Administrative	7
Constr. Inspectors	9	TOTAL	59

Areas of Service

As a regional leader in planning and engineering of public infrastructure, Rivers has assisted numerous eastern North Carolina municipalities and counties with evaluation, planning, funding assistance, design, permitting and construction administration/observation services.

Registered to provide services in North Carolina, South Carolina and Virginia, Rivers provides engineering, planning, surveying and landscape architecture services on a variety of projects including water/wastewater systems and treatment plants, natural gas storage and distribution, roadway and streetscapes, drainage and stormwater management, parks and recreational facilities, marinas and waterfront development, as well as site developments and buildings. Our clientele includes local, state and federal government, private developers, industry and commercial.

Office Where Work Will Be Performed

Rivers' staff to be assigned to the Town of Bethel On-Call Engineering Services are located less than fifteen (15) miles away in our Greenville, NC corporate office. Therefore, we are easily accessible to any Town of Bethel project site, but to Town staff as well.

Category of Services for Which Submitting SOQ

Rivers is applying for all "Scope of Services" listed in the Town of Bethel Request for Qualifications.

On-Call Services Experience

Rivers has a long history of providing on-call services to a number of local government clients, both formally via Task Order contracts as well as informally. Among others, services have been provided to the municipalities of Beaufort, Chocowinity, Clinton, Greenville, Jacksonville, Kitty Hawk, New Bern, and Williamston as well as the counties of Camden, Chowan, Warren and Washington. Rivers is currently selected for on-call services for the Town of Williamston, the Cities of Clinton, Jacksonville and Washington as well as Camden County and Warren County.

Sub-Consultant Teaming Partners

Rivers routinely teams with any number of sub-consultant partners for various projects, including certified MBE/DBE/HUB firms, based upon the type of services required, project location and availability. When various Town of Bethel on-call projects require expertise not within Rivers' services, we anticipate utilizing one or more

Section 2 - Firm's Background and General Information

of the highly qualified sub-consultant partners listed below with whom we have teamed to successfully complete numerous projects over a 30-40 year period of time. Should specific on-call projects require expertise not provided by the firms listed below, Rivers will look to its resource list of other routine sub-consultants. As needed, Rivers utilizes the approved NCDOT and HUD lists of certified MBE/DBE/HUB firms as a resource for outreach and solicitation when service expertise is required beyond the firms customarily utilized by Rivers.

Dibble & Pledger, PA (D&P) will provide mechanical, electrical and plumbing (MEP) engineering for projects with identified needs. Founded in Washington, NC in 1968, the firm incorporated in 1985 as Dibble & Pledger, PA. For over 50 years, D&P has provided mechanical, electrical, plumbing, controls and instrumentation engineering for local, state & federal government, industrial, and commercial clients. D&P has teamed with Rivers for over 40 years providing designs for electrical power, lighting, standby generation, controls, instrumentation, systems integration, HVAC and plumbing systems.

RPA Engineering, P.A. (RPA) is a professional engineering corporation with over 50 years of combined experience specializing in structural engineering for commercial, institutional, industrial, and residential projects. RPA provides structural engineering solutions to private and government entities as well as Architects, Engineers, and Contractors. The firm's experience includes design of new facilities, renovations/additions to existing facilities, evaluation of existing structures, and failure investigations.

GeoTechnologies, Inc. (GT) will collaborate with the Team to provide sub-surface soil borings and deep excavation foundation recommendations as required. GT is a full service geotechnical engineering and materials testing firm formed in 1992 to provide engineering services to the engineering and construction community. A registered professional corporation with the State of North Carolina and located in Raleigh, NC, the firm provides geotechnical engineering consulting services, laboratory testing services, field testing of asphalt, concrete, and soil during construction, and drilling of

any test borings needed for site evaluations. Their in-house laboratory is equipped to provide virtually any soil, concrete, or asphalt tests required as well as tri-axial shear and permeability testing. Since its formation in 1992, GT has worked in collaboration with Rivers on a multitude of public infrastructure projects including numerous water, wastewater, drainage and building projects.

Davey Resource Group (DRG) provides a full range of environmental services. Previously known as Land Management Group, the firm specializes in Section 404 and coastal wetland delineation and mapping, soils and geological investigations, Section 404/401 permitting, Coastal Zone Management Act permitting, natural resource inventories, and compensatory mitigation projects throughout the Carolinas. Their core activities involve various levels of state and federal permitting, wetland/soil mapping and regulatory submittals and approvals for municipal, industrial, commercial or residential land-uses. The interdisciplinary staff of wetland scientists, licensed soil scientists, environmental engineers, and professional geologists allow for detailed site assessments, report documentation, and design solutions to meet project objectives and timetables. DRG has served various municipal, state, federal and private entities for comprehensive environmental assessments, consultations and Section 404/401 permitting.

Staff Availability

Our corporate philosophy is to be responsive to the client's goals, including start dates, interim milestone dates and completion dates. To accomplish this philosophy in an ever-changing environment, Rivers is offering Mr. Scott Godefroy, P.E. as the Primary Client Contact and Primary Project Manager for Bethel on-call project assignments. When required based upon expertise best-suited for the project's need and/or current assignments, he will coordinate with the Project Principal for assignment of specific on-call projects to other Project Managers while remaining the Town's Primary Client Contact. Once assigned, Project Managers will have responsibility for project communication with Town representatives.

Rivers has ample staff located in our Greenville, NC office to service Bethel on-call projects as they arise. We can be flexible and provide expedient responses to spe-

Section 2 - Firm's Background and General Information

cific on-call project workloads, which will be integrated among and assigned to survey crews, mid- and junior-level engineers, and CAD designers/GIS technicians as appropriate, with priorities to match the Town's established goals and objectives.

Together, the Project Managers and Project Principal conclude how the project proceeds. Weekly internal project team meetings are held for the Project Manager and Project Team to update the Project Principal through review of project status/schedule, general design progression, matters of impediments and associated responses, and next steps. Additional project meetings are held at any time warranted based on developments that may routinely occur. Should the need arise, the Project Principal is responsible for committing additional resources to the project as necessary.

Other than for emergency response situations, prior to executing a contract for specific projects, Rivers' Primary Client Contact and assigned Project Manager will consult with the Town's Project Representative to review the tentative scope of work and schedule to finalize the associated tasks, level of effort and required timeline.

For emergency response situations, Rivers' will provide a prompt response by senior level staff to assist the Town in assessing and stabilizing the situation, and then immediately thereafter work with the Town's Project Representative to review ongoing scope of services and associated level of effort and timeline requirements.

Geographic Familiarity

Due to our experience with similar projects in eastern North Carolina including within Pitt County, Rivers brings a thorough understanding of the project as well as the geophysical characteristics of the area, allowing us to anticipate conditions that potentially impact construction. As a result, we are able to optimize planning and design to mitigate those circumstances. *Rivers has past experience working with the Town of Bethel on various infrastructure projects providing our firm with a great understanding of the Town's needs.*

Located in eastern North Carolina since 1918, and having designed projects throughout the region, Rivers' staff maintains strong relationships with State and Federal funding and regulatory agency personnel assigned to the eastern region of

the state, including USDA-RD, NCDEQ-DWI, NCDOT, USACOE, FEMA, Golden Leaf, etc. Engineering projects throughout the eastern region of the state, we also maintain working relationships with public-owned, private-owned, and publicly traded power company personnel. We are accustomed to working with these individuals to identify project strategies to achieve funding, regulatory and coordination requirements while assisting our client in meeting project goals in a cost-effective manner.

Working with multiple local government clients throughout eastern North Carolina, Rivers' staff have the familiarity of working with numerous utility construction contractors that typically provide services in our geographical region. This familiarity facilitates a positive working relationship with contractors, who recognize and generally appreciate Rivers' intention to fairly and equitably advocate for our client to receive the product which has been specified, bid and contracted. As a result, Rivers' staff regularly consults with these contractors during project design as to their opinion concerning the best practice methodology with which to accomplish certain construction tasks.

History Working With the Town of Bethel, NC, Similar Municipalities and the Region

Rivers has significant experience working with the Town of Bethel on a variety of planning, surveying, design, and construction projects. Our firm has performed services for the Town dating back to the 1950's. Rivers has been involved in a variety of infrastructure improvement projects including sanitary sewer, water distribution, and streets, as well as private subdivision development within the Town's service area. Rivers recently provided planning, engineering and construction administration/observation services for the sanitary sewer pump station improvements project in Bethel for Greenville Utilities Commission. We are very familiar with the Town's staff and the challenges facing Bethel.

Rivers has recently provided professional services to Bethel for Smith Street Park Master Planning, Stormwater Asset Inventory and Assessment & Asset Management Plan, Powell Bill Mapping, and Stormwater Drainage Improvements.

Section 2 - Firm's Background and General Information

Grant/Loan Funded Infrastructure Project Experience

Some of the example projects presented in this Statement of Qualifications included individual source or a combination of funding assistance (federal and state grants and/or loans). For these projects, Rivers was involved in acquisition of the funding as well as assisting with the funding administration during each of the project's planning, design, and construction. Our firm and proposed staff bring experience and clear understanding of both state and federal infrastructure funding programs.

Our firm has a tradition of working with numerous similar municipalities and counties throughout the eastern North Carolina region. In those efforts, Rivers has provided funding assistance and engineering services for numerous projects associated with water, sewer, drainage and street improvements, including studies to evaluate conditions of existing infrastructure as well as subsequent design and construction projects. Rivers is currently providing funding assistance, planning, engineering and construction administration services for major drainage infrastructure improvements for the municipalities of Beaufort, Washington and Winterville.

Recent Water and Wastewater Funding Experience

The following are examples of our firm's recent experience in the past three (3) years with funding for design and construction of infrastructure improvements. This list is not all inclusive of our company's funding experience. The total amount of funding secured by Rivers for our clients in the projects listed below is \$71,045,037 with a total of \$28,985,610 in grants/principal forgiveness.

River Bend - WWTP Enhancements Ph II – Fall 2025 CWSRF Principal Forgiveness \$3,000,000 and \$10,244,000 Loan at 0% interest (Total Project = \$13,244,000)

Hamilton - Well #3 – Fall 2025 DWSRF Principal Forgiveness \$1,002,340 (Total Project = \$1,002,340)

River Bend - Water Treatment Plant and Water Supply Wells – In the Fall of 2024, Rivers developed a funding application and scored the highest ranking in the State, receiving DWSRF Principal Forgiveness \$3,500,000 and \$6,929,895 Loan at 0% interest. In the Spring of 2025, Rivers also secured an additional \$3,137,125 in Principal Forgiveness and \$3,137,125 in 0% loan for the improvements project. This request

package also was the highest scoring application in the State. Our firm assisted the Town in the preparation and submission of an approved Special Appropriations Request package providing a total of \$9,393,000 of grants to the Town of which \$4,139,455 is being budgeted for the WTP project. The total amount of project funding secured by Rivers for this project is \$4,139,455 (grant), \$6,637,125 (principal forgiveness), and \$10,067,020 (0% interest loan) for a total of \$20,843,600.

Chocowinity – WTP and Waste Discharge Improvements – In the Spring of 2025, Rivers developed a funding application which scored the second highest ranking in the State, receiving DWSRF Principal Forgiveness \$3,363,750 and \$1,121,250 Loan at 0% interest (Total Project = \$4,485,000).

Hamilton – Water System Improvements – In the Spring of 2025, Rivers developed a successful application receiving DWSRF Principal Forgiveness \$2,014,940 covering the total estimated project cost.

Washington – Cherry Run Pump Station and 5th St Forcemain Replacement - In the Spring of 2024, Rivers developed a successful application receiving CWSRF funding in the amount of \$3,694,925.

Washington – WTP Rehabilitation - In the Spring of 2023, Rivers developed a successful application receiving DWSRF funding in the amount of \$6,154,000.

Beaufort – Wastewater Pump Stations Improvements - In the Spring of 2023, Rivers developed a successful application receiving \$6,186,000 in CWSRF funding.

ADDITIONAL RECENT FUNDING EXPERIENCE

Littleton – WWTP Improvements – Rivers assisted the Town in acquiring \$4,000,000 in funding from ARPA and grants from State Reserve funds for WWTP improvements.

Bath – Wastewater Transmission Improvements - Rivers developed a successful application receiving Division of Water Infrastructure administered State Reserve funding in the amount of \$5,230,000 in grant funds for the design and construction currently in progress.

Winterville – Wastewater Pump Stations Improvements - In 2026, Rivers recently completed the project design and construction after having developed a successful project and received CWSRF funding in the amount of \$8,897,232 with \$500,000 in principal forgiveness.

Section 3 - Qualifications & Experience

Technical and Project Management Capabilities

Throughout our history, Rivers & Associates' corporate experience includes numerous successful projects associated with evaluation, planning, funding, design, permitting and construction administration/inspection for new and/or renovated public infrastructure assets including water, sewer, natural gas, drainage, roadway and parks systems. For more than fifty years, our company has played a major role in the implementation of public infrastructure throughout eastern North Carolina, including both municipal and rural areas. As such, Rivers is an industry leader extremely knowledgeable of the methodologies and tasks required as well as technologies available to be employed for such activities.

Weekly internal team meetings conducted by Rivers' Project Managers to determine progress of projects, identify obstacles/constraints, and to identify remedies, as well as allocating required resources to maintain sufficient progress on all projects. This weekly process allows Rivers to successfully manage and achieve quality on concurrent projects.

Product Knowledge

Rivers' vast and diverse portfolio of project experience, coupled with our home and focus on eastern North Carolina communities, positions our firm to provide the requested on-call services for specific project task orders as the need arises. Our Team, including sub-consultant partners, is designed to provide any and all services required for the planning, design and development of water and sewer infrastructure projects of the scope of service listed in the Town's RFQ.

Our project portfolio is extensive, ranging from projects for local, state and Federal government to large-scale land development for commercial, educational, institutional and industrial campuses as well as for single family to high density residential development. The following pages provide specific relevant project examples for local government entities that are similar to, or contain major elements similar to, the specific activities for which the Town of Bethel has enumerated within its Request for Qualifications.



Corolla Greenway Trail



*Creekside Park Playground
Craven County*



Williamston Paving & Streetscape Improvements



*Skewarkee Canal Culvert
Williamston, NC*

Section 3 - Qualifications & Experience

Medical District Stormwater Drainage Imp.

Washington, NC

This project includes installation, replacement, abandonment and relocation of stormwater catchment and conveyances to mitigate localized flooding in the City's medical district during significant storm events. The proposed project includes approximately 2,500 linear feet of storm water conveyance and improving current catch basins along the main drainage conveyance within the watershed. Removal and replacement of utilities and surface features will be completed along the project corridors as necessary.

Rivers' services include hydrologic and hydraulic modeling, financial planning assistance, topographic survey, engineered design, construction documents, permit acquisition, easement mapping, bidding and negotiations, construction administration, resident project representative, Conditional Letter of Map Revision (CLOMR), Letter of Map Revision (LOMR) certification, and project closeout.

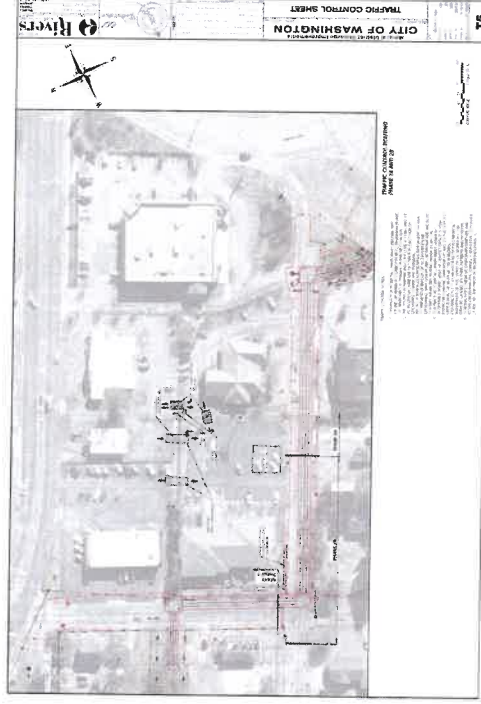
Client Contact
City of Washington Hope Woolard, Public Works Director Phone: (252) 975-9332 Email: hwoolard@washingtonnc.gov
Cost Summary
Project Budget: \$3,000,000

SSES & WW Asset Inventory Assessment Beaufort, NC

In its successful application for grant funding to perform a Wastewater Asset Inventory Assessment project, the Town noted that a previous SSES Phase I study identified "97 pipeline segments, representing approximately 7 miles of gravity pipeline exhibit a rate of infiltration deemed as excessive". Rivers was engaged to perform **inspection/testing of the system's 20 pump stations and assist with CCTV procurement/inspection/testing** of the identified pipeline segments in addition to other duties in order to assess the overall condition of collection system assets. The project effort included compilation of existing documentation in addition to evaluation of system assets. Condition assessment and development of capital expenditure recommendations were completed.

Rivers' services included funding administration assistance, updating system inventory mapping and converting to GIS, development of CCTV specs/bid documents, CCTV procurement assistance, CCTV activity monitoring, producing a SSES Phase II report including cost opinions, cataloging of collection system assets, asset condition assessment, risk analysis, ranking of prioritized needs, development of a capital improvement plan, evaluation of user charge impacts, and capture of all information in a Wastewater Asset Management Plan document.

Client Contact
Town of Beaufort Greg Meshaw, P.E., Public Services Director and Town Engineer Phone: (252) 728-2141 Email: g.meshaw@beaufortnc.org
Project Dates
Completed: 2022
Cost Summary
Project Budget: \$170,000



Section 3 - Qualifications & Experience

Town Square Park Master Plan

Weldon, NC

The services of Rivers were engaged for the concept planning and future design of Town Square Park, a 1.5-acre parcel located in downtown Weldon. The park will become a focal point and gathering space for the community with an open play space, an 800 SF outdoor amphitheater, enhanced site lighting & parking facilities, and various pedestrian amenities.

Once in design development, Rivers will be responsible for design of the site including grading, amphitheater, utilities, parking and drainage improvements.

Rivers' services will include due diligence planning, design, permitting, bidding, and construction administration.

Permits anticipated included zoning, NCDEQ-DWR & PWS Authorization to Construct, NCDEQ-EMLR Erosion/Sedimentation Control, Stormwater, NCDOT driveway and encroachment permits.

Client Contact
Town of Weldon
Montre' Freeman, Town Administrator
Phone: (252) 536-4836
Email: mfreeman@historicweldon.com

Cost Summary
Prof. Services Budget: \$10,000

Wildwood Park

Greenville, NC

After acquiring a 100+ acre property along the Tar River, the City committed to develop a new passive "adventure" park including water-related activities, skate/BMX park, playground, multi-use event space, hiking trails, camping platforms, canopy walk and outdoor amphitheater.

Rivers was engaged to assist develop the park's initial phase including design and permitting associated with a parking facility, canoe/kayak launch, floating dock, lake beach, 8,600 LF primitive hiking trails, and three camping platform areas.

Phase I has been completed. Rivers is currently engaged on a larger team for Phase II including the canopy walk.

Rivers' services included wetland delineation, surveying, design, and permitting. The City was responsible for bidding and construction administration of Phase I.

Phase I permits obtained included NCDEQ-DWR PCN, & PWS Authorization to Construct, NCDEQ-EMLR Erosion/Sedimentation Control, No-Rise certification and NCDOT driveway permit.

Client Contact
City of Greenville
Mark Nottingham, City Project and Development Manager
Phone: (252) 329-4242
Email: mnottingham@greenvillenc.gov

Cost Summary
Prof. Services Budget: \$80,000



Section 3 - Qualifications & Experience

Stormwater Drainage System Evaluation

Richlands, NC

Due to ongoing flooding issues during minor rainfall events, the Town of Richlands contracted with Rivers & Associates, to conduct a hydrologic/hydraulic analysis and evaluation of the existing drainage basin and storm drainage system between Hargett/Foy/Academy Streets. The evaluation included a record drawing survey and a contract to clean and CCTV the storm drain lines. The system was found to be in very poor condition and undersized to accommodate a 10-year storm event. Upon completion of the survey, clean and CCTV, and hydrologic/hydraulic analysis, a meeting was held with the owner to report on our findings and discuss a plan of action to remedy the flood events. A plan was recommended to replace and upgrade drainage pipes size a portion of the existing storm drainage system. Plan and profile drawing were prepared for the proposed system and an estimate of probable cost provided.

Client Contact
Town of Richlands
Jonathan Jarman
Public Works Director
Phone: (910) 324-3301
Email: publicworks@richlandsnc.gov
Cost Summary
Prof. Services Budget: \$25,000



Stormwater Drainage Improvements

Beaufort, NC

Rivers was engaged by the Town to provide services for this ongoing project including evaluation of previous CIP stormwater report, development of a project scope proposal, preliminary engineering report and environmental report, federal funding application assistance, detailed engineering design, permitting, bidding and construction administration and construction inspection services.

Client Contact
Town of Beaufort
Sam Bell, P.E.
Town Engineer
Phone: (252) 728-2141
Email: shell@beaufortnc.org
Cost Summary
Project Budget: \$3,507,000

The Town experiences major flooding issues that have caused damage to the overlying streets and adjoining properties. The flooding concerns are primarily due to intense run-off from increased impervious area as the watershed has become built-out coupled with an existing stormwater infrastructure network that is very old, undersized and in poor condition. Additionally, there is evidence reported in a University of North Carolina (UNC) at Chapel Hill study that contaminated stormwater is being discharged through the stormwater system. The purpose of this project is to combat the frequent flooding issues and possible stormwater cross-contamination.

This project includes replacing/installing approximately 5,100 LF of various size stormwater pipelines dictated by design conditions including new stormwater structures and cleaning out open-channel conveyances within six specific targeted priority areas of the existing stormwater drainage infrastructure network. Improvements will be implemented at locations along Broad Street, Belle Air Street, Front Street, Ann Street, Mulberry Street, Craven Street, and Queen Street. The project also includes conducting Closed-Circuit Television (CCTV) inspection of existing pipelines as needed to aid in evaluating existing conditions and determining appropriate design considerations.

Section 3 - Qualifications & Experience

Indigreen Corporate Park Sewer Outfall Ext. Greenville, NC

The Project consisted of **4,250 LF of new 12-inch and 15-inch gravity sanitary sewer outfall** at depths of 6 - 12 feet into the new section 5 of the corporate business park. Rivers' services included surveying, design, **stream buffer delineation**, easement mapping, permitting, bidding, construction administration and observation.

Client Contact	
Pitt County	
Tim Corley, Asst. County Manager	
Phone: (252) 902-3175	
Email: t.corley@pittcountync.gov	
Project Dates	
Completed:	2019
Cost Summary	
Project Budget:	\$618,000

Sewer System Rehabilitation Winterville, NC

This project rehabilitated designated gravity sewer mains and manholes to reduce infiltration/inflow identified in a Sewer System Evaluation Survey (SSES) conducted by Rivers. The project included: **2,700 LF of 8"-12" sewer main replacement; 13,300 LF CIPP liner for 8"-12" sewer mains; 238 EA 4" & 6" service lateral replacements; and 30 EA manhole replacements.**

Rivers services included funding acquisition/administration assistance, surveying, design, traffic management plan, permitting, easement mapping, bidding, construction administration and observation.

Client Contact	
Town of Winterville	
Terri Parker, Town Manager	
Phone: (252) 756-2221	
Email: terri.parker@wintervillenc.com	
Project Dates	
Completed:	2021
Cost Summary	
Project Budget:	\$3,797,000

Town Creek Culvert Improvements Greenville, NC

The City awarded a contract to a joint team for survey, modeling, analysis, design, utility coordination/relocation, construction administration and inspection. The 2.5-year construction phase included replacement of an existing brick tunnel and circular pipes, significantly upgrading stormwater conveyance through the central business district. The new conveyance consisted of a series of open channels, box culverts and conventional circular concrete culverts. The project also daylighted segments of the piped creek with two regenerative stormwater conveyances as well as a number of other new Stormwater Control Measures (SCMs). The 3,900 LF project corridor extends from the river along the path of the historic creek, crossing under and along a number of city streets. 2,500 LF of 10'x8' reinforced concrete box culvert was installed at depths up to 25 feet. The project also included 2,500 LF of circular pipe conveyances ranging from 15"-84". **In addition to roadway and surface restoration, relocation of existing water/sewer/gas/electric and telecommunication utilities located above the existing tunnel was a significant portion of the project.**

Client Contact	
City of Greenville	
Lisa Kirby, City Engineer	
Phone: (252) 329-4683	
Email: lkirby@greenvillenc.gov	
Project Dates	
Completed:	2021
Cost Summary	
Project Budget:	\$32,000,000

As a sub-consultant, Rivers' responsibilities included project surveys, easement mapping, public engagement assistance, corridor environmental assessment, **design QA/QC, construction engineering and construction observation.**



Section 3 - Qualifications & Experience

Street Condition Analysis & Resurfacing Master Plan Richlands, NC

Rivers was contracted in 2023 and developed an **inventory, mapping and charting of existing streets** (10 miles) & sidewalks. From this inventory Rivers **developed a multi-year resurfacing master plan** for use by the Town to plan and budget for annual street improvement projects. A written report summarizing existing infrastructure, recommended improvements, opinions of estimated costs, and opportunities for funding assistance were provided to the Town.

Client Contact
Town of Richlands
Johnathan Jarman, Director
Public Works Department
Phone: (910) 324-3301
Email: publicworks@richlandscnc.gov

Street Evaluation & Improvements/ Resurfacing Master Plan Pollocksville, NC

Rivers was contracted in 2024 to evaluate the condition of the Town's streets, identify needed repairs, and **develop a multi-year resurfacing master plan** for use by the Town. The scope of work also included preliminary engineering/design work for dedicated streets not currently paved. A written report summarizing existing infrastructure, recommended improvements, opinions of estimated costs, and opportunities for funding assistance are to be provided to the Town.

Client Contact
Town of Pollocksville
Jay Bender, Mayor
Phone: (252) 224-9831
Email: admin@townofpollocksville.com

Street Improvements & Resurfacing Program Greenville, NC

Rivers provided oversight of the 2015 Road Improvement Bond in the amount of \$15.85M for road resurfacing, greenway construction and new road projects. \$10M of those funds were dedicated to the City's **street resurfacing program, to repave/rehabilitate City maintained streets**, a majority of which were high volume multi-lane roads, including Arlington Boulevard (5.4 total miles, 5-lane facility, completed in 3-phases). The selection of roads to be resurfaced was based upon an asset inventory and road condition assessment. Road condition rating, traffic volume and stormwater infrastructure condition was used in prioritizing the City's resurfacing program over a 5-year period. Funds for the street resurfacing program came from Powell Bill (gas tax distributions) and from the General fund in an effort to increase the number of road miles paved each year.

Client Contact
City of Greenville
Lisa Kirby, P.E., City Engineer
Engineering Department
Phone: (252) 329-4683
Email: lkirby@greenvillenc.gov

Street, Drainage & Utility Improvements Williamston, NC

This Town of Williamston project consisted of construction of new water, sewer and street infrastructure in a newly annexed area including 16,800 LF of 8-inch collector and 12-inch interceptor sewer mains; new 180 GPM wastewater pump station with odor control and generator; 3,500 LF 6-inch force main; 6,200 LF of 6-inch water main; various directional bores and jack & bore steel casings; **4,000 LF new paved streets; and 8,100 LF of street renovations and resurfacing.**

Client Contact
Town of Williamston
Stacy Stalls, Public Works Director
Phone: (252) 792-1024
Email: stacy.stalls@townofwilliamston.com

Permits obtained included NCDEQ-DWI Authorization to Construct, NCDEQ-DMLR Erosion/Sedimentation Control, USACOE, NCDOT driveway and encroachment permits.

Rivers' services included funding acquisition/administration assistance, hydraulic modeling & analysis, surveying, design, wetland and stream buffer delineation, easement mapping, permitting, bidding, construction administration and observation, start-up and warranty assistance.

Section 3 - Qualifications & Experience

Project Approach

Rivers' assembled Team is well qualified to provide professional services for GIS, CAD, survey, engineering studies, design, permitting and construction engineering / inspection services for the variety of on-call projects that may be required from the specific scope of services activity list provided in the Request for Qualifications. Collectively, Rivers and our sub-consultant teaming partners have provided similar services many times for a number of local governments in eastern North Carolina, including the Town of Bethel.

The project approach will always be based upon a collaborative effort between the staffs of the Town of Bethel, Rivers and our sub-consultant partners (as appropriate). The process for specific on-call services will begin with a meeting with the Town's representative to finalize the scope and schedule for the project and identify Town Staff Representatives and Project Stakeholders as well as the need for sub-consultants providing services beyond Rivers areas of service disciplines. Based upon the outcome of this meeting, a project work plan with associated tasks, budget and schedule with interim target dates will be established.

Upon execution of a project contractual agreement (or task order), Rivers' Team will immediately begin work on the project. Specific tasks to be accomplished will depend upon the scope of work required for the project as set forth during the initial meeting and mutually agreed by the Town and Rivers. Research and documentation for studies, analysis, assessment and implementation of emergency infrastructure repairs, stakeholder input/coordination, mapping, preliminary planning, cost estimating, surveys, preliminary/final design, construction documents, permitting, easement mapping, bidding and negotiations as well as construction engineering and inspection services can all be provided to fit within the Town's needs, goals and objectives.

Project meetings will be facilitated and conducted by Rivers' staff to the extent requested by the Town, including preparation of draft meeting notices, advertisements, and agenda for the Town's review and approval as well as preparation and distribution of meeting minutes.

Weekly internal team meetings are conducted by Rivers' Project Managers to deter-

mine progress of projects compared to project schedules, to identify obstacles/constraints to meeting project schedules & goals, and to identify remedies to mitigate obstacles/constraints as well as to allocate additional resources as required to maintain (or re-gain) progress so as to achieve project schedules on budget.

When specific project activities are primarily associated with tasks to be provided by a sub-consultant teaming partner, Rivers' Project Manager will facilitate interaction between the City's representative directly with the sub-consultant such that the most efficient effort is provided to the benefit of the Town.

Irregular Hours Service

Rivers performs project related activities beyond normal business hours when required by the project scope or circumstance. Certain projects require special consideration for accomplishment of the needed tasks. Our portfolio of work includes those projects that have required on-site engineering evaluation, testing and/or inspection activities involving provision of night-time, or 24-hour "round-the-clock" services.

The need for such services is typically identified ahead of time and negotiated with the client as part of the overall project compensation. Compensation for such services is based on our standard schedule of fees and charges, with no special compensation rates required.

Emergency Response Services

Rivers provides emergency response services for our clients, as desired. Our clients have 24-hr/7-day telecommunication and digital contact accessibility to our team leaders for their immediate access to responsible and responsive staff. The Town of Bethel will have unlimited access to not only our client contact, but also our designated Project Managers.

Some local government clients have previously incorporated members of our staff into their emergency response teams, at times including issuance of identification badges and potentially, re-entry passes as required. In conjunction with the Clients' representatives, we have provided immediate response to events such as storm flooding, utility main breaks, street collapse, commercial power outages, and struc-

Section 3 - Qualifications & Experience

tural damage associated with natural disasters, severe weather and other acts of God as well as damage from accidents, etc.

We have provided emergency response services to assist with the initial damage assessment, identification of first response stabilization actions and the development of immediate actions to remedy damage. We have also participated in later activities to assist with identification of strategies to potentially mitigate future reoccurrences.

Compensation for an immediate emergency response is based on our standard schedule of fees and charges, with no special compensation rates required. Once a defined scope for a continued need for services is identified, if any, a specific sum of compensation for services can be negotiated.

Team Responsiveness to Client Needs

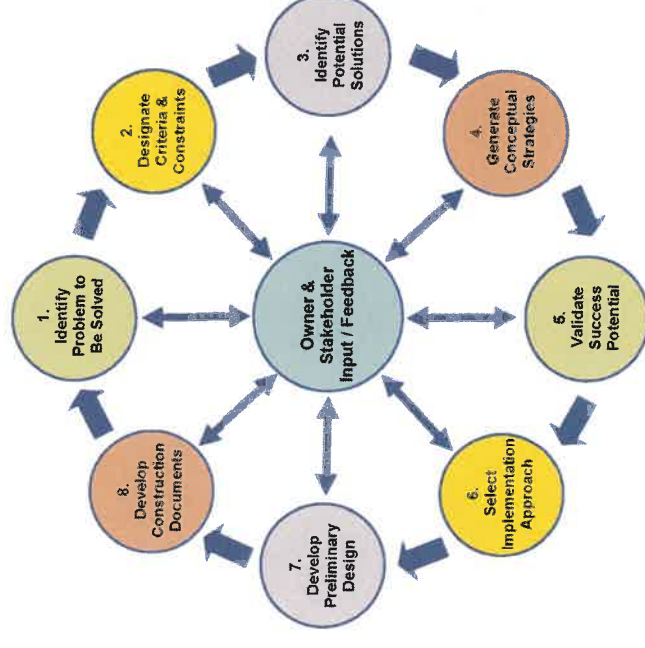
Rivers attributes much of our success to our firm's overall approach to project and client management. We consider ourselves an extension of our client's staff. Our staff strives to understand the special needs and goals of each individual client by developing strong relationships within each organization.

Our project management philosophy incorporates the establishment of the needs of the client at the pinnacle of our priorities. Communicating with and listening to the client is the key to understanding their needs. Our project management plan facilitates a practical approach that blends conservative yet progressive concepts with creative initiatives. We utilize this philosophy for planning and design of our projects, and will apply these principles in the development of the Town of Bethel On-Call Project assignments.

Quality Control & Assurance Through Communication

Internal quality control and assurance will be through Rivers' standard practice of peer review and discussion. Each project includes a work plan to outline the required tasks, responsible party, sequence and schedule for achieving successful completion. The Project Manager is responsible for ensuring that team members complete their assigned tasks in a timely manner. Project teams meet at least weekly (more often as necessary) to review the progress of the project, obstacles encountered, resolutions required, as well as progressive tasks next to be implemented. This is done to

Rivers & Associates Planning & Design Process



ensure that research, analysis, computations, design and production of deliverable documents proceed as smoothly and efficiently as possible toward project completion. Should additional resources be required to maintain a project's progress, the Project Manager will identify this requirement during the weekly meetings and together with the Project Principal make necessary priority adjustments and/or acquire additional resources with which to otherwise overcome the obstacle. Additionally, meetings with and periodic review of sub-consultants' work is performed by qualified Rivers' staff to ensure understanding and compatibility with project goals.

Internal peer review is utilized to ensure quality control for computations, design, and preparation of project documents. Licensed Professional Engineers, Surveyors and Landscape Architects as appropriate will directly supervise all work produced as well as review and seal the completed product.

Section 3 - Qualifications & Experience

External agency review helps to ensure suitability for implementation. One method of external quality control and assurance will be accomplished by consistent communication and meetings with the Town's representatives. Town input will be routinely requested from the conception of project scope through completion of the project. Town representatives' participation in the design process and concurrence with final recommendations is vital to the success of the project.

Rivers approach to planning, design and construction administration includes involving appropriate members of the Owner's staff in the project as much as the Owner is willing to allow and participate. Ultimately, the Town staff are the individuals who will routinely maintain new facilities while the Town Manager and Finance Officer will work with the appropriate staff for the implementation and finance plans for construction projects as well as annual O&M budgeting considerations. Those individuals' opinions of the final product will either positively or negatively impact River's reputation with the Town of Bethel and throughout all of North Carolina.

As such, we covet the Owner's opinions or preference with regard to certain design decisions. We will advise the Town of the pros and cons of available options. If we feel strongly that a given solution is superior to others, we will advise the Town accordingly. However, many decisions are simply based on preference. We believe that the final design should reflect the Owner's preferences whenever practical. Also, maintenance personnel will be attuned to O&M requirements and costs that may impact the plan, and can offer valuable insights into potential cost savings and/or benefits for the Owner.

Additional external agency review, as applicable, will be provided by routine communication and meetings with representatives of regulatory agencies that will be requested to issue appropriate environmental/regulatory permits for project development. Such input during the course of project scoping and preliminary design helps to ensure suitability for implementation and expedite the permitting process once formal applications for plan approval and authorization to construct are submitted.

Cost Control

A. GENERAL

Rivers and the Town of Bethel are always mutually interested in completing projects within budget. The best tools for accomplishing this goal are sound cost estimation, clear communication, a well-defined scope of work, and clearly defined lines of responsibility between the Owner, Engineer and Contractor (as applicable):

It should be noted, that while we make every effort to provide reliable construction cost opinions, the consultant cannot assure that the project budget will not be exceeded in the final public bidding process as external factors can create uncontrollable influences.

In order to control the scheduling and cost of engineering, we have assembled an experienced and technically qualified team that will perform their responsibilities in a timely and efficient manner. Our understanding of the technical needs and permitting process will afford the Town the most cost-effective solution to the project.

To avoid escalation of the cost of the work, the Owner and Engineer need to share and understand each other's mutual expectations, establish a clearly defined scope of work, and designate a single point of contact for communications. Each party should encourage open and frequent communication with expedient responses or decisions to inquiries or requests for information.

B. DURING PROJECT DESIGN

Rivers has developed proven methodologies and a good track record for estimating the cost of work. The first step in controlling the project budget is to prepare a sound proposed budget in relation to the conceptual design. As implementation of the concept plan evolves into design development phases, a design development memo will include our comments as to the adequacy of the original project budget and recommendations, if necessary, for means of overcoming obstacles, decreasing the construction cost or the need for an increase in the project funding to achieve the Town's project goals.

Throughout the design development process, maintaining a detailed takeoff of construction items and updating costs as necessary are key steps to providing a reliable

Section 3 - Qualifications & Experience

cost opinion. The Town will be notified at any time that the cost opinion exceeds project funding along with alternative solutions, as appropriate.

C. BIDDING OF PROJECTS

Prior to bidding, a final construction cost opinion will be prepared for presentation to the Town as part of the final design phase documents.

In order to obtain competitive bids, we strive to provide our clients with clear, concise, correct and well coordinated Construction Documents. Well prepared project documents are the best tool for obtaining a competitive and fair bid price.

Rivers utilizes bid tabulation data maintained for all our projects as a cost estimating tool. Additionally, we maintain good working relationships with material suppliers, contractors and equipment manufacturers' representatives. These resources are utilized as necessary to prepare construction and project cost estimates.

D. OWNER PREFERENCE

Rivers makes a concerted effort to include the Owner in the design and decision-making process. Each design element has associated benefits and costs. The Owner's preference has a direct impact on the ultimate project cost. Occasionally, alternative bid items are included for specific items of preferred construction and/or equipment. This provides additional choices to the Owner that contribute to the final construction/project cost.

Project Schedule Maintenance

In addition to a well-defined budget, each project should include a mutually agreeable schedule. Project status should be regularly checked against the schedule to determine whether the progress is acceptable or whether additional resources are required to complete the work on time.

For most projects, periodic design review meetings are scheduled with the Owner at which project status is discussed among other items. This provides an opportunity for the Owner to stay informed of the progress to date, and offer input into whether adjustments are required.

During weekly internal team meetings (more frequently as required), schedule is reviewed to ensure that sufficient progress is being made and that potential delays

are addressed expeditiously.

In order to control the timeframe for performance of the work, Rivers will propose a reasonable project schedule for each project in conjunction with the Owner's and funding agency's requirements, and will provide sufficient staff to complete the work within the established timeframe. Supplemental staff are made available as needed.

Protection Against Defects / Deficiencies

One of the principal roles of the Designer is to ensure that the end product performs as intended. Numerous opportunities exist for circumstances, events, misunderstandings or mistakes to jeopardize the performance of the completed work. The following steps are integrated into our procedures to minimize defects and deficiencies during construction of the project:

- Ensure clear understanding by Owner and Engineer of the project goals and operations requirements/performance of all specified materials and equipment.
- Clearly define and document project and performance requirements during the preparation of plans and specifications to assist Owner, Contractor and Supplier understanding.
- For phased projects, confirm with the Owner the ultimate goal upon completion of all phases, and then coordinate with the Owner a reasonable and feasible design with division of project phases such that interim and final goals and objectives are achieved without unexpected or unnecessary retrofit costs in progressive phases of the project.
- Confirm that any proposed "substitute" or "or equal" items meet plan and specification requirements.
- Carefully review shop drawing submittals for acceptability.
- Provide well-qualified construction administrative and inspection staff with extensive experience in work of the type being performed.
- Confirm acceptable construction in substantial accordance with contract documents.
- Confirm contract requirements for warranty, certifications, etc. are fulfilled.

Section 4 - Project Team and Resumes

The Rivers' Project Team

Rivers' Project Team is composed of experienced in-house staff coupled with strategic sub-consultants (as required by specific project activities) that have worked together as a Team on numerous similar projects for infrastructure and utilities. Our Team is versed in: utility asset evaluation; comprehensive master planning; project funding mechanisms; GIS database development; survey/mapping; hydrologic modeling; hydraulic design; optimizing project corridor alignment and design to meet existing conditions; detailed design development; utility coordination and conflict resolution; design of various trenchless technologies; regulatory and encroachment permitting; easement mapping; bidding; construction administration and inspection.

Key Team Members Organizational Chart

Primary Client Contact & Sr. Project Manager	Scott Godefroy, P.E.
Project Principal & Technical Advisor	Greg Churchill, P.E.
Project Manager	Seth Anderson, P.E.
Project Engineer	Kevin Cooper, P.E.
Project Manager	Stephen Reece, E.I.
Geomatics Manager	Patrick Hartman, P.L.S.
CAD Designer, GPS/GIS Technician	Mike Luszc
Landscape Architect	Paul Meder, P.L.A.
Resident Project Representative	Gary Stone
MEP Engineer	Ron Pledger, P.E.
Structural Engineer	Mark Roy, P.E.
Geotechnical Engineer	Ernie Stitzinger, P.E.
Environmental Studies & Permitting	Greg Finch

Key Team Member Roles

Scott Godefroy, P.E. – Primary Client Contact & Sr. Project Manager. Responsible for project administration and assignments, quality assurance and control, product delivery and client satisfaction.

Greg Churchill, P.E. – Project Principal/Technical Advisor. Responsible for quality assurance, quality control, and overall product delivery.

Seth Anderson, P.E. – Project Manager. Responsible for hydraulic modeling, analysis, development of engineering design solutions, cost opinions, and permitting.

Kevin Cooper, P.E. – Project Engineer. Responsible for hydraulic modeling, analysis, development of engineering design solutions, cost opinions, and permitting.

Stephen Reece, P.E. – Project Manager. Assists with various tasks for modeling, calculations, development of engineering design solutions, cost opinions, and permitting.

Patrick Hartman, P.L.S. – Geomatics Manager. Responsible for delivery of all project survey needs, including coordination with aerial surveyor sub-consultant, as needed.

Mike Luszc – CAD Designer, GPS/GIS Technician. Responsible for development of CAD drawing files, GPS field data collection, development of GIS database files.

Paul Meder, P.L.A. – Landscape Architect. Responsible park/trail design including layout, grading plan, stormwater, materials, and erosion/sedimentation control. Responsible for compilation of construction documents, project bidding and construction administration.

Gary Stone – Resident Project Representative. Responsible for daily on-site construction observation services.

Ron Pledger, P.E. – MEP Engineer. Responsible for mechanical, electrical and plumbing design for lighting, buildings, etc.

Mark Roy, P.E. – Structural Engineer. Responsible for structural design and assisting with construction administration needs as required.

Ernie Stitzinger, P.E. – Geotechnical Engineer. Responsible for sub-surface soil borings and evaluation, recommendations for foundation requirements, site pre-loading recommendations, etc..

Greg Finch – Environmental Consultant. Responsible for determination and delineation of environmental areas of concern and associated permitting of impacts.

Key Team Member Resumes

The following pages provide capsule resumes for key team members with select relevant experience.

Section 4 - Project Team and Resumes

Scott Godefroy, P.E.

Client Contact,
Sr. Project Mgr.

Scott Godefroy has 42 years project management and engineering experience from both the private consultant and local government perspectives including coordination of projects with clients, citizen focal groups and government boards as well as local, state and federal agencies. His experience includes responsibility for planning, cost estimating, preparation of reports, construction plans, technical specifications, permitting, contract documents and construction administration for water and wastewater facilities, roadway and drainage infrastructure, residential and commercial land development ranging from small single family and multifamily communities to golf course communities.



Professional Registration

Professional Engineer, NC (#12836)
Professional Engineer, SC (#10322)
Professional Engineer, GA (#15515)

Academic Credentials

B.S., Civil Engineering, The Citadel

Scott's experience with various municipal infrastructure projects is a benefit to the team and to the Town of Bethel.

Relevant Experience

- Stormwater Asset Inventory and Assessment, Bethel, NC
- Water/Sewer Extensions & WWPS/FM, Cherokee County Ind. Park, Andrews, NC
- Sanitary Sewer Rehabilitation Evaluation, Augusta Utilities, Augusta, GA
- Sewer Collection System Rehabilitation, Beaufort, NC (ongoing)
- Water Distribution System Renovations, Beaufort, NC (ongoing)
- Sewer Collection CCTV & Asset Inventory Assessment Project, Beaufort, NC
- Hill's Point Sewer Collection, WWPS & FM, Beaufort County, NC (ongoing)
- Preliminary Water Regionalization Feasibility Study, Chowan County, NC
- Water Wells & Trans. Main, Georgetown County W&S Dist., Pawley's Island, S.C.
- The Grand Strand Water and Sewer Study, Myrtle Beach, SC
- Sewer Service to Industrial Park Richmond County, GA

Greg Churchill, P.E.

Project Principal,
Technical Advisor

Serving as Project Principal for various municipal infrastructure projects, Greg Churchill brings over 35 years experience with Rivers to the team. As firm President, he has overall corporate responsibility for staff performance, quality control and quality assurance. He has extensive engineering design and management experience with a variety of public infrastructure projects. Greg is equally proficient with planning, funding, design and construction administration of public water supply, treatment; storage and distribution; wastewater collection, conveyance, treatment and disposal; stormwater management and conveyance; natural gas distribution; and roadway.

Greg's experience and leadership with municipal infrastructure will enhance the overall project product to the benefit of the Town.

Relevant Experience

- Water System Improvements Modeling, Washington County, NC
- US HWY 70 Bypass Utility & WWPS #10 Relocations, Beaufort, NC
- Wastewater Pressure Trans. System Hydraulic Modeling/Analysis, Beaufort, NC
- Pressure Sewer Transmission Improvements, Chocowinity, NC
- WTP, Wells & Distribution System Improvements, Chocowinity, NC
- Valhalla WTP Backwash Solids Handling Improvements, Chowan County, NC
- Summerlyn Regional WWPS & FM, Clayton, NC
- Water Treatment Plant Improvements, Havelock, NC
- Water System Comprehensive Plan, Nags Head, NC
- Elevated Tank, Transmission & Meter Improvements, Topsail Beach, NC
- Sanitary Sewer Rehabilitation, Vanceboro, NC
- Skewarkee Drainage Canal Improvements, Williamston, NC



Professional Registration

Professional Engineer, NC (#16744)

Academic Credentials

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

Section 4 - Project Team and Resumes

Seth Anderson, P.E.

Project Manager

Seth Anderson is a Project Manager with 10 years experience in the Municipal Engineering Department where he is responsible for a range of engineering duties including preparation of engineering calculations, studies, design, technical specifications and contract administration. He is also responsible for permitting, cost estimating and contract administration. His experience includes hydrologic calculations and pipe culvert sizing/analysis, erosion and sedimentation control computations and design, hydraulic modeling using WaterGems software, using ArcGIS software for special analysis, quantity takeoffs and cost estimates, review and approval of shop drawings, funding applications, etc.



Professional

Registration

Professional Engineer, NC
(#046865)
NCDOT Level III Erosion Control Designer (#4155)
Registered Gas Distribution Professional

Academic

Credentials
B.S., Civil Eng., NCSU

Relevant Experience

- Cedar Street Utility Rehab./Repl., Beaufort, NC
- Reedy Branch WWPS & FM, Johnston County, NC
- West New Bern Water System Improvements, New Bern, NC
- Water System Hydraulic Model & Analysis, EPWC, Pitt County, NC
- Beaufort Co. Bridge 3 Water/Sewer Pipeline Relocation, Washington, NC
- Multi-Basin Sewer Rehabilitation, Washington, NC
- Sanitary Sewer Rehabilitation, Winterville, NC

Kevin Cooper, P.E.

Project Engineer

Kevin Cooper is a Project Engineer in Rivers' Municipal Engineering Department. His responsibilities include preparation of engineering calculations, infrastructure assessments, engineering studies, construction drawings, technical specifications and contract documents. He is also responsible for permitting, quantity take-offs, cost estimating and contract administration duties including review and approval of shop drawings. His experience includes use of GIS software for engineering applications, hydrologic calculations and pipe culvert sizing/analysis, erosion and sedimentation control computations and design, and field inspection of public water systems.



Professional

Registration

Professional Engineer, NC
(#056846)

Academic

Credentials

B.S., Mechanical Engineering,
East Carolina University

Relevant Experience

- Water Treatment Plant Improvements, River Bend, NC
- Water Supply Study, Topsail Beach, NC
- Water Distribution System Improvements, Beaufort, NC
- Regional Reverse Osmosis Water Treatment Plant, Chowan County, NC
- Regional Water Treatment Plant Test Well Study, Chowan County, NC
- Pea Ridge Water Transmission Main, Washington County, NC

Stephen Reece, P.E.

Project Manager

Stephen Reece is a Design Engineer in the Municipal Engineering Department. After having worked 2 years with EPA, Stephen now has two years practical experience with Rivers where he assists with a range of engineering tasks including preparation of engineering calculations, studies, construction drawings, technical specifications and contract documents. His experience also includes inspection and assessment of water and wastewater infrastructure assets, using ArcGIS software for special analysis, funding applications, erosion control design, quantity takeoffs and cost estimates, permitting, and various construction administration tasks.



Certification

Professional Engineer, NC
(#056819)
NCDOT Level III Erosion Control Designer (#4378)

Academic

Credentials

M.S., Environmental Engineering,
North Carolina State University
B.S., Environmental Engineering,
North Carolina State University

Relevant Experience

- Sewer Collection CCTV & Asset Inventory Assessment Project, Beaufort, NC
- Sanitary Sewer Rehabilitation, Beaufort, NC
- Utility & Public Works Standards, Chocowinity, NC
- Water Asset Inventory Assessment Project, Washington, NC
- Sanitary Sewer Rehabilitation, Winterville, NC
- Woodland WWPS Replacement, Woodland, NC
- Peachtree/Chestnut Street Sewer Replacement, Woodland, NC

Section 4 - Project Team and Resumes

Patrick Hartman, P.L.S. | Geomatics Manager

Patrick Hartman is an Associate of the firm with 28 years experience conducting various types of surveys. As Manager of River's Geomatics Department, he is responsible for overseeing all project surveying needs including coordinating sub-consultants for aerial photogrammetry, sub-aqueous surveys and SUE. His work experience includes survey grade GPS; wetland, topographic & boundary surveys; utility & roadway right-of-way mapping; construction staking; and physical/as-built/loan surveys.

Patrick will coordinate all survey and mapping requirements including traditional topographic, boundary and easement survey tasks in order to present a detailed composite and reliable mapping of the site for use in design development.

Relevant Experience

- Creekside Park Playground Improvements, Craven County, NC
- Corolla Greenway & Pocket Park, Currituck County, NC
- Wildwood Park, Greenville, NC
- Boyd Lee Park Sand Volleyball Complex, Greenville, NC
- Athletics Complex, East Carolina University, Greenville, NC
- Sandy Run Park, Kitty Hawk, NC
- Godwin-Coppage Park, Phase II, Williamston, NC
- Warren County Recreation Park, Phases I & II, Warrenton, NC
- Sara A. Law Memorial Softball Complex, Winterville, NC
- Winterville Recreation Park Expansion, Winterville, NC
- Medical District Drainage Imp., Washington, NC
- Town Creek Culvert Drainage & Utility Improvements, Greenville, NC
- Annexation Area A, Water, Sewer, Drainage & Street Imprv., Williamston, NC



Professional Registration

Professional Land Surveyor, NC (# L- 4262)
Certified Flood Plain Surveyor, (NC-102)

Academic Credentials

A.A.S., Civil Engineering & Surveying Technology, Central Piedmont Community College

Mike Luszczyk |

CAD Designer,
GPS/GIS Technician

Mike Luszczyk is a highly qualified Designer and GPS/GIS Technician with over 25 years experience in municipal civil engineering. His experience includes survey mapping & computations; horizontal & vertical alignment/grades for streets & piped conveyances; and preparation of final plans for water, sewer and gas systems. He is experienced with data acquisition and development of digital mapping files utilizing GPS surveying techniques with Autocad and ArcGIS mapping software.



Certification

ArcGIS Editing & Analysis
ArcGIS Model Builder

Academic Credentials

B.S., Construction Management,
East Carolina University

Mike's experience with GPS/GIS technology is invaluable to planning and design teams.

Relevant Experience

- Sewer Collection System Rehabilitation, Beaufort, NC (ongoing)
- Water Distribution System Renovations, Beaufort, NC (ongoing)
- Water System Improvements, Bogue Banks Water Corp., Emerald Isle, NC
- River Rd Water Main Extension, Greenville Utilities Com., Greenville, NC
- West New Bern Water System Improvements, New Bern, NC
- Phase VI Water System Improvements, Northampton Co., NC (ongoing)
- Water System Improvements, Ph I & II, Eastern Pines Water Corp., Pitt County, NC
- WWPS & FM Rehab Imprv., Soul City, Warren County, NC
- VADOT I-85 Welcome Center Water & Sewer Imprv, Warren County, NC
- Battle Avenue Sewer Replacement, Warrenton, NC
- Beaufort Co. Bridge 3 Water/Sewer Pipeline Relocation, Washington, NC
- Sanitary Sewer Rehabilitation, Williamston, NC
- Sanitary Sewer Rehabilitation, Winterville, NC

Section 4 - Project Team and Resumes

Paul Meder, P.L.A. Landscape Architect

Paul Meder is a landscape architect with over 35 years experience in land planning, landscape architecture, project management, design and construction administration. His areas of expertise include a wide variety of public and private parks, greenways, and recreation facilities as well as commercial, institutional, multi-family residential, subdivision and mixed-use land development. His experience includes all phases of project development from conceptual and master planning through site design, construction documents, permitting and construction administration.



Professional Registration

Prof. Landscape Architect,
NC (#755)

Academic Credentials

B.S., Landscape Architecture,
University of Illinois, Urbana-Champaign

Relevant Experience

- Smith Street Park, Bethel, NC
- Oak City Academy, Garner, NC
- Northeast Park Master Plan, Guilford Co., NC
- Ironwood South, Greenville, NC
- The Parks (6 plus trail system) at Meadowview, Chatham County, NC
- Cape Fear River Multi-purpose Trail, Fayetteville, NC
- Chatham Park, Pittsboro, NC
- Town Square Park, Weldon, NC

Gary Stone

Resident Project Representative

Gary Stone has over 40 years experience with Rivers managing daily inspection duties for large public utility and public works infrastructure projects including water, wastewater, drainage, and roadway systems as well as commercial and utility buildings. He is familiar with construction methods as well as the construction administration process.



Certification

Grade II WWTP Operator,
NC

NCDOT Level III Erosion Control
Certification

Academic Credentials

B.S., Urban Planning,
East Carolina University

Experience

- Water & Wastewater Treatment Plant Improvements, Washington, NC
- Main & Respass Street WWPS Replacement, Washington, NC
- Stormdrainage Improvements, Washington, NC
- Main Street Bridge Replacement, Washington, NC
- Pressure Sanitary Sewer Improvements, Chowin, NC
- Southwest Service Sewer Imprvr., Greenville, NC
- Town Creek Culvert Drainage & Utility Imprvr., Greenville, NC
- Annexation Areas I & II Water & Sewer Additions, Williamston, NC

Ron Pledger, P.E.

MEP Engineer



With over 40 years experience, Ron Pledger has wide-ranging experience with mechanical/electrical/plumbing design from inception through final construction inspection including preliminary investigation & layout, plans & specifications, construction documents, bidding, construction management, final inspection and project close-out. He has extensive experience with pedestrian, street and parking lot lighting; athletic lighting; wastewater and water treatment plants; pumping stations; radio transmission and security interconnection.



Professional Registration

Professional Engineer, NC
Professional Engineer, VA
LEED AP

Academic Credentials

B.S., Electrical Engineering,
NC State University

Relevant Experience (w/ Rivers)

- Harbor Walk Boardwalk, Beaufort, NC
- Boyd Lee Park Sand Volleyball Complex, Greenville, NC
- Lewis Farm Park, Havelock, NC
- Slocum Park, Havelock, NC
- Sandy Run Park, Kitty Hawk, NC
- Warren County Recreation Park, Phases I & II, Warrenton, NC
- Godwin-Coppage Park, Phase II, Williamston, NC

Section 4 - Project Team and Resumes

Ernie Stitzinger, P.E. | Geotechnical Engineer



Ernie Stitzinger is a highly qualified geotechnical and material testing engineer with 29 years experience. He has experience with municipal infrastructure projects including investigations for water and wastewater treatment plants, pump stations, elevated storage tanks, and ground storage tanks. With his long career as a geotechnical engineer, having performed services including preliminary site assessments, subsurface investigations, and construction materials testing, Ernie provides innovative solutions to geotechnical engineering challenges.

Ernie's extensive experience working in the region will provide an invaluable resource to the Team.

Relevant Experience (w/ Rivers)

- East Neuse Pump Station, Raleigh, NC
- WWPS Replacements, GUC, Bethel, NC
- Reedy Branch WWPS & FM, Johnston County, NC
- Township 7, WWPS #10 Repl. & FM Imprv., New Bern, NC
- Short Dr. WWPS Repl., Washington, NC
- Water & Bonner WWPS Repl., Washington, NC
- WWPS #1 Replacement, Woodland, NC

Gregory Finch Environmental Scientist Section Manager

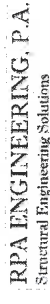


Mr. Finch received a Bachelor of Arts in Environmental Science from the University of North Carolina at Wilmington in 2002. His responsibilities at Davey Resource Group (DRG) include project management, cost estimation and composition of CAMA permit application packages, consultation on Coastal Zone Consistency, 401 Water Quality Certifications and USACE permit authorizations for a wide variety of coastal and estuarine projects and has experience with erosion and sedimentation control plans, stormwater permit applications and environmental assessments. Mr. Finch has 21

years of experience in CAMA permit application preparation and submission; consultation on Coastal Zone Consistency, 401 Water Quality Certification and submission; and preparation of environmental assessment and Essential Fish Habitat documents in compliance with NEPA/SEPA guidelines and the Magnuson-Stevens Act.

Gregory's expertise & familiarity working in North Carolina makes him a tremendous asset.

Mark Roy, P.E. | Structural Engineer



Currently President of RPA Engineering, PA, a structural engineering firm involved in structural design of industrial, commercial, institutional, government, and residential facilities. Responsible for all company operations. Also acting as a Structural Engineer/Project Manager. Responsible for development and maintenance of technical excellence and quality assurance/quality control. Project Management experience includes development of proposals, development and management of project teams, engineering budgets, and schedules. Also experienced in client negotiation, change management, and marketing. Experienced in construction administration including field assistance, submittal review, and inspection.

Mark's structural experience, with regard to facilities in Eastern North Carolina, will be beneficial to the Town during design and construction.

Relevant Experience

- WTP Improvements, Greenville Utilities Commission
- Water Treatment Plant, River Bend, NC
- Medical District Drainage Imp., Washington, NC
- Jacks Creek PS Modifications, Washington NC



Professional Registration

Professional Engineer, NC,

Academic Credentials

M.S., Civil Engineering,
NC State Univ. 2007

B.S., Civil Engineering,



Professional Registration

National Marine Fisheries
Approved Endangered Species Observer

Academic Credentials



Professional Registration

Professional Engineer, NC,
SC, VA, MS, GA, NJ, OH, & ID

Academic Credentials

M.S., Civil Engineering,
NC State University

M.B.A., Chadwick Univ.

SHORT FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

This is an Agreement between **Town of Bethel** (Owner) and **Rivers & Associates, Inc.** (Engineer). Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as **Miscellaneous Engineering Services** (Project). Engineer's services under this Agreement (Services) are generally identified as **Engineering Services for miscellaneous consultation work on an as-needed basis, such as review of subdivision or development plans on behalf of the Town, initial evaluation of storm drainage concerns, etc.**

Owner and Engineer further agree as follows:

1.01 Services of Engineer

- A. Engineer shall provide or furnish the Services set forth in this Agreement, and any Additional Services authorized by Owner and consented to by Engineer. **This is an annual contract for the period July 1, 2026 through June 30, 2027.**

2.01 Owner's Responsibilities

- A. Owner shall provide Engineer with existing Project-related information and data in Owner's possession and needed by Engineer for performance of Engineer's Services. Owner will advise the Engineer of Project-related information and data known to Owner but not in Owner's possession. Engineer may use and rely upon Owner-furnished information and data in performing its Services, subject to any express limitations applicable to the furnished items.
 - 1. Following Engineer's assessment of initially-available Project information and data, and upon Engineer's request, Owner shall obtain, furnish, or otherwise make available (if necessary through retention of specialists or consultants) such additional Project-related information and data as is reasonably required to enable Engineer to complete its Services; or, with consent of Engineer, Owner may authorize the Engineer to obtain or provide all or part of such additional information and data as Additional Services.
- B. Owner shall provide necessary direction and make decisions, including prompt review of Engineer's submittals, and carry out its other responsibilities in a timely manner so as not to delay Engineer's performance. Owner shall give prompt notice to Engineer whenever Owner observes or otherwise becomes aware of (1) any relevant, material defect or nonconformance in Engineer's Services, or (2) any development that affects the scope or time of performance of Engineer's Services.

3.01 Schedule for Rendering Services

- A. Engineer shall complete its Services within the following specific time period: **As Required by Owner** If no specific time period is indicated, Engineer shall complete its Services within a reasonable period of time.
- B. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is impaired, or Engineer's Services are

delayed or suspended, then the time for completion of Engineer's Services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.

4.01 Invoices and Payments

- A. Invoices: Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt.
- B. Payment: As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in this Paragraph 4.01, Invoices and Payments. If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.
- C. Failure to Pay: If Owner fails to make any payment due Engineer for Services, Additional Services, and expenses within 30 days after receipt of Engineer's invoice, then (1) the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; (2) in addition Engineer may, after giving 7 days' written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges, and in such case Owner waives any and all claims against Engineer for any such suspension; and (3) if any payment due Engineer remains unpaid after 90 days, Engineer may terminate the Agreement for cause pursuant to Paragraph 5.01.A.2.
- D. Reimbursable Expenses: Engineer is entitled to reimbursement of expenses only if so indicated in Paragraph 4.01.E or 4.01.F. If so entitled, and unless expressly specified otherwise, the amounts payable to Engineer for reimbursement of expenses will be the Project-related internal expenses actually incurred or allocated by Engineer, plus all invoiced external expenses allocable to the Project, including Engineer's subcontractor and subconsultant charges, with the external expenses multiplied by a factor of 1.15.
- E. Basis of Payment
 - 1. Hourly Rates. Owner shall pay Engineer for Services as follows:
 - a. An amount equal to the cumulative hours charged to the Project by Engineer's employees times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Services.
 - b. Engineer's Standard Hourly Rates are attached as Appendix 1.
 - c. The total compensation for Services and reimbursement of expenses for this annual contract is not to exceed \$.
- F. Additional Services: For Additional Services, Owner shall pay Engineer an amount equal to the cumulative hours charged in providing the Additional Services by Engineer's employees, times standard hourly rates for each applicable billing class; plus, reimbursement of expenses incurred in connection with providing the Additional Services. Engineer's standard hourly rates are attached as Appendix 1.

5.01 Termination

- A. Termination for Cause

1. Either party may terminate the Agreement for cause upon 30 days' written notice in the event of substantial failure by the other party to perform in accordance with the terms of the Agreement, through no fault of the terminating party.
 - a. Notwithstanding the foregoing, this Agreement will not terminate under Paragraph 5.01.A.1 if the party receiving such notice begins, within 7 days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30-day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein will extend up to, but in no case more than, 60 days after the date of receipt of the notice.
 2. In addition to its termination rights in Paragraph 5.01.A.1, Engineer may terminate this Agreement for cause upon 7 days' written notice (a) if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional, (b) if Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control, (c) if payment due Engineer remains unpaid for 90 days, as set forth in Paragraph 4.01.E, or (d) as the result of the presence at the Site of undisclosed Constituents of Concern as set forth in Paragraph 6.01.I.
 3. Engineer will have no liability to Owner on account of any termination by Engineer for cause.
- B. Termination for Convenience: Owner may terminate this Agreement for convenience, effective upon Engineer's receipt of notice from Owner.
- C. Payments Upon Termination: In the event of any termination under Paragraph 5.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement, and to reimbursement of expenses incurred through the effective date of termination. Upon making such payment, Owner will have the limited right to the use of all deliverable documents, whether completed or under preparation, subject to the provisions of Paragraph 6.01.F, at Owner's sole risk.
1. If Owner has terminated the Agreement for cause and disputes Engineer's entitlement to compensation for services and reimbursement of expenses, then Engineer's entitlement to payment and Owner's rights to the use of the deliverable documents will be resolved in accordance with the dispute resolution provisions of this Agreement or as otherwise agreed in writing.
 2. If Owner has terminated the Agreement for convenience, or if Engineer has terminated the Agreement for cause, then Engineer will be entitled, in addition to the payments identified above, to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with Engineer's subcontractors or subconsultants, and other related close-out costs, using methods and rates for Additional Services as set forth in Paragraph 4.01.F.

6.01 General Considerations

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor will Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to that Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- C. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
- D. Engineer's opinions of probable construction cost (if any) are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.
- E. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents, other than those made by Engineer.
- F. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Engineer grants to Owner a limited license to use the deliverable documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the deliverable documents, and subject to the following limitations:
 - 1. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
 - 2. any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific

purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and subconsultants;

3. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and subconsultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and
4. such limited license to Owner shall not create any rights in third parties.
- G. Owner and Engineer agree to transmit, and accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- H. **Waiver of Damages; Limitation of Liability:** To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's officers, directors, members, partners, agents, employees, subconsultants, and insurers, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$10,000 or the total amount of compensation received by Engineer, whichever is greater.
- I. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute will be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- K. This Agreement is to be governed by the laws of the state in which the Project is located.
- L. **Engineer will not provide or offer to provide services inconsistent with or contrary to the standard of care described in 5.01.A above nor make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, Engineer will not accept those terms and conditions offered by the Owner in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgement of receipt or the actual performance of services subsequent to receipt, of any such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.**

M. If required in the agreement, the Engineer will provide electronic files of drawings in PDF format or AutoCAD DWG or DXF format for the Owner's use under the conditions indicated above. The Engineer will not be responsible for the data in the electronic files after delivery. The files will be submitted electronically. The Engineer's name and seal may be removed from the drawings. 6.01.F applies to all electronic files also.

N. Engineer's Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.

7.01 Definitions

A. Constructor—Any person or entity (not including the Engineer, its employees, agents, representatives, subcontractors, and subconsultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.

B. Constituent of Concern—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), lead based paint (as defined by the HUD/EPA standard), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to laws and regulations regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

8.01 Successors, Assigns, and Beneficiaries

A. Successors and Assigns

1. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 8.01.A.2 the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

2. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

B. Beneficiaries: Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any

Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

9.01 Total Agreement

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Attachments: Appendix 1, Engineer's Standard Hourly Rates

Appendix 2, Engineer's Scope of Work

This Agreement's Effective Date is **July 1, 2026**.

Owner:

Engineer: Rivers & Associates, Inc.

By:

(authorized individual's signature)

By:

(authorized individual's signature)

Date:

(date signed)

Date:

(date signed)

Name: Carl Wilson

(typed or printed)

Name:

Gregory J. Churchill, P.E.

(typed or printed)

Title: Mayor

(typed or printed)

Title:

President

(typed or printed)

Address for giving notices:

141 West Railroad Street

Address for giving notices:

107 East Second Street

P.O. Box 337

P. O. Box 929

Bethel, NC 27812

Greenville, NC 27858 (Street) or 27835 (P.O. Box)

Designated Representative:

Designated Representative:

Name: D. Scott Elliott ICMA-CM

(typed or printed)

Name:

Scott P. M. Godefroy, P.E.

(typed or printed)

Title: Interim Town Manager

(typed or printed)

Title:

Senior Project Manager

(typed or printed)

Address:

141 West Railroad Street

Address:

107 East Second Street

P.O. Box 337

P. O. Box 929

Bethel, NC 27812

Greenville, NC 27858 (Street) or 27835 (P.O. Box)

Phone: 252-818-0891

Phone: 252-752-4135

Email: manager@townofbethelnc.com

Email: sgodefroy@riversandassociates.com

This is **Appendix 1, Engineer's Standard Hourly Rates**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated **August 1, 2026**.

ENGINEER'S STANDARD HOURLY RATES

A. Standard Hourly Rates:

1. Standard Hourly Rates are set forth in this Appendix 1 and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in Paragraph 4.01 and are subject to annual review and adjustment.

B. Schedule of Hourly Rates: (Effective November 1, 2025)

EMPLOYEE CLASSIFICATION:

HOURLY RATES:

Principal	\$215.00
Sr. Project Manager II	\$210.00
Sr. Project Manager I	\$195.00
Project Manager III	\$185.00
Project Manager II	\$175.00
Project Manager I	\$160.00
Sr. Project Engineer	\$195.00
Project Engineer IV	\$165.00
Project Engineer III	\$155.00
Project Engineer II	\$140.00
Project Engineer I	\$125.00
Design Engineer II	\$115.00
Design Engineer I	\$105.00
Landscape Architect/ Project Manager II	\$170.00
Landscape Architect/ Project Manager I	\$150.00
Senior Landscape Architect	\$160.00
Landscape Architect	\$120.00
Landscape Designer III	\$125.00
Landscape Designer II	\$110.00
Landscape Designer I	\$100.00
Project Planner I	\$110.00
Planner II	\$100.00
Planner I	\$90.00
Designer IV	\$145.00
Designer III	\$125.00
Designer II	\$110.00
Designer I	\$95.00
CAD Technician III	\$90.00
CAD Technician II	\$85.00
CAD Technician I	\$80.00

C. Schedule of Hourly Rates (Continued):

Project Surveyor IV	\$160.00
Project Surveyor III	\$140.00
Project Surveyor II	\$120.00
Project Surveyor I	\$105.00
Party Chief V	\$125.00
Party Chief IV	\$105.00
Party Chief III	\$95.00
Party Chief II	\$80.00
Party Chief I	\$70.00
Surveyor Technician III	\$80.00
Surveyor Technician II	\$70.00
Surveyor Technician I	\$60.00
1-Man Robotic II	\$160.00
1-Man Robotic I	\$115.00
Resident Project Representative IV	\$120.00
Resident Project Representative III	\$105.00
Resident Project Representative II	\$90.00
Resident Project Representative I	\$75.00
Administrative Assistant III	\$90.00
Administrative Assistant II	\$85.00
Administrative Assistant I	\$75.00
Engineering Tech I	\$90.00
Field Tech	\$75.00
Intern Tech	\$50.00
Sub-Consultants and Fees	1.15 x Cost
Travel	Current IRS Rate
Miscellaneous Expenses	Cost

This is **Appendix 2, Scope of Work**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated August 1, 2026.

ENGINEER'S SCOPE OF WORK

A. *Project Description*

This project includes Engineering Services for miscellaneous consultation work on an as-needed basis, such as review of subdivision or development plans on behalf of the Town, initial evaluation of storm drainage concerns, etc.

B. *Scope of Work*

Work will be assigned by the Town on an as-needed basis to represent the Town in review of various assignments to include but not limited to plan review of subdivision or development plans, specifications, stormwater permit applications, and initial evaluation of stormwater issues or projects.

DRAFT

BETHEL REUNION & M&M
FOXBODY
PRESENTS

22ND

AUGUST
9A-3P

SHOW & SHINE

OFF COSTS

GAN



ENTRY FEE: CASH DONATION

RAFFLES-VENDORS-BEST OF SHOW(3
CLASSES)

Receipient: Bethel Youth Activity
Center 7459 Main Street Bethel NC

ALL MONIES TO BE DONATED AT THE SHOW

TOWN OF BETHEL

LINE ITEM TRANSFER/BUDGET AMENDMENT

Date: 7/30/26

Amendment # 2

Department: SENIOR CENTER

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>
Fund Balance Appropriated	10-399-0000	\$ 1,200.00	Building Maintenance & Repair	10-650-1500	\$ 1,200.00
Total		\$ 1,200.00	Total		\$ 1,200.00

Explanation: To appropriate donation from Bethel Lodge received in FY26 to be used for building maintenance-Senior Center					

Requested by:Approved by:

TOWN OF BETHEL

LINE ITEM TRANSFER/BUDGET AMENDMENT

Date: 7/30/26
 Amendment # 3
 Department: FIRE

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>
Fund Balance Appropriated	10-399-0000	\$ 38,025.00	Fire Grant Expenditures	10-530-6000	\$ 76,050.00
Fire Grant Revenue	10-393-0000	\$ 38,025.00			
Total		\$ 76,050.00	Total		\$ 76,050.00

Explanation: To appropriate funds for Fire Grant and Town match

Requested by:

Approved by:

Town of Bethel
Monthly Crime Statistic May 2026
 June 3, 2026

Total Calls For Service N= 82 (CAD Data)
 Total Incident Reports N= 33

Index Crimes



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

Total Part II Crimes reported N= 24

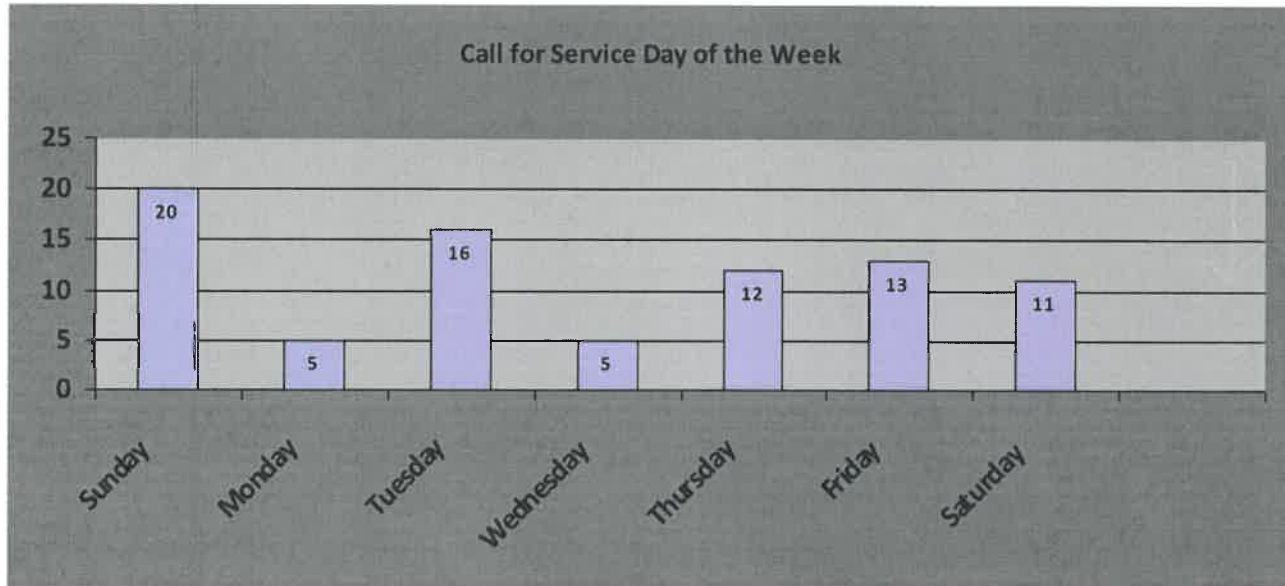
(Numbers Based on the number of incident reports)

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

Traffic Complaint Report	0
Traffic Stops	9
Business Checks	357 (These are done in addition to calls for service.)
Sex Offender Check	15
Welfare Check	6
Alarm	0
Warrant Service	2
Ride By	7

Calls for Service Day of the Week

N= 82 (CAD Data)



Town of Bethel
Monthly Crime Statistic June 2026
 July 13, 2026

Total Calls For Service N= 120 (CAD Data)
 Total Incident Reports N= 26

Index Crimes



Violent Crime	April 2026	May 2026	June 2026
Murder	0	0	0
Sexual Assault	0	0	0
Robbery	0	0	0
Assault	1	3	3
Property Crime			
Burglary	1	1	2
Larceny	0	3	1
Auto Theft	0	2	0
Arson	0	0	0

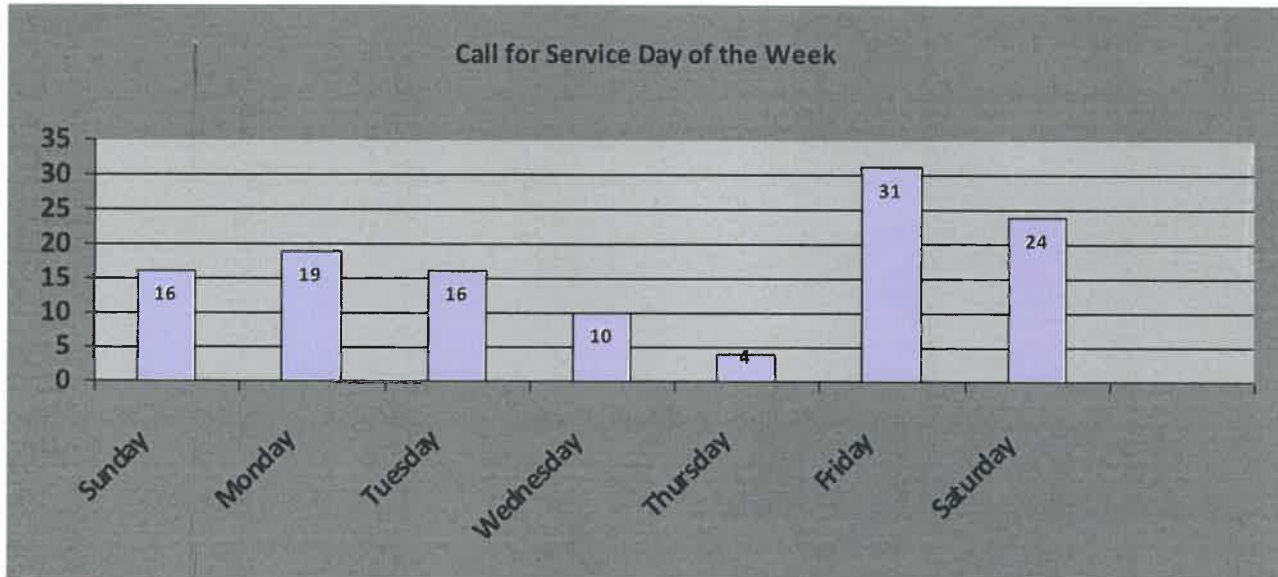
Total Part II Crimes reported N= 20
 (Numbers Based on the number of incident reports)

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

Traffic Complaint Report	1	
Traffic Stops	1	
Business Checks	268	(These are done in addition to calls for service.)
Sex Offender Check	0	
Welfare Check	3	
Alarm	5	
Warrant Service	11	
Ride By	45	

Calls for Service Day of the Week

N= 120 (CAD Data)



Budget vs Actual (Summary)

Town of Bethel
6/10/2026 3:45:40 PM



Period Ending 5/31/2026

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10 GENERAL FUND									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
Revenues	2,264,100	0.00	95,048.01	167,469.91	1,353,259.70	(910,840.30)	60%		
Revenues Totals:	2,264,100	0.00	95,048.01	167,469.91	1,353,259.70	(910,840.30)	60%		
Expenses									
GOVERNING BODY	35,990	0.00	3,105.89	5,231.99	29,493.07	6,496.93	82%		
ADMINISTRATION-GF	465,871	1.76	36,010.92	66,535.04	402,865.19	63,004.05	86%		
TAX COLLECTION PITT COUNTY	9,500	0.00	131.84	372.64	8,706.88	793.12	92%		
POLICE DEPARTMENT	221,100	0.00	12,639.88	41,241.98	179,898.11	41,201.89	81%		
FIRE DEPARTMENT	691,666	146.69	10,393.78	19,182.92	155,883.83	535,635.48	23%		
STREET DEPARTMENT	449,374	(65.00)	28,391.27	55,882.73	317,424.51	132,014.49	71%		
SANITATION DEPARTMENT	71,400	0.00	6,054.70	12,099.85	55,213.71	16,186.29	77%		
RECREATION DEPARTMENT	40,400	700.00	1,071.81	3,621.81	12,621.99	27,078.01	33%		
LIBRARY	30,708	0.00	308.62	775.16	29,768.03	939.97	97%		
CEMETERY DEPARTMENT	20,000	0.00	800.00	1,600.00	9,470.00	10,530.00	47%		
SENIOR CENTER	22,234	0.00	947.55	1,064.71	16,616.83	5,617.17	75%		
STORMWATER	156,350	0.00	0.00	9,200.00	116,700.00	39,650.00	75%		
CONTINGENCY	12,150	0.00	0.00	0.00	0.00	12,150.00			
DEBT SERVICE	11,832	0.00	986.00	1,972.00	10,846.00	986.00	92%		
INTERFUND TRANSFERS	25,525	0.00	25,525.00	25,525.00	25,525.00	0.00	100%		
Expenses Totals:	2,264,100	783.45	126,367.26	244,305.83	1,371,033.15	892,283.40	61%		
10 GENERAL FUND	Revenues Over/(Under)	Expenses:	(31,319.25)	(76,835.92)	(17,773.45)				

Cash Balance Report

Period Ending 5/31/2026

Town of Bethel

6/10/2026 3:42 PM

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Bank 5	SOUTHERN BANK & TRUST Acct#- 5531103060	
	Account	Balance
	10-102-0000 GENERAL FUND CHECKING	\$176,600.30
	15-102-0000 CAPITAL RESERVE CASH	\$0.00
	63-102-0000 ARP GRANT CHECKING	\$0.00
	64-102-0000 SCIF GRANT FUND CHECKING	-\$24,333.40
	65-102-0000 RTG CASH	-\$26,206.32
	Bank 5	Total: \$126,060.58
Bank 6		
	Account	Balance
	10-151-0000 NCCMT INVESTMENTS	\$2,494,672.51
	64-151-0000 NCCMT INVESTMENTS	\$169,800.00
	65-151-0000 NCCMT INVESTMENTS	\$0.00
	66-151-0000 NCCMT-STRUCTURE DEMOLITION	\$200,000.00
	Bank 6	Total: \$2,864,472.51

Total Cash Balance:	\$2,990,533.09
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Budget vs Actual (Summary)

Town of Bethel
7/24/2026 12:58:36 PM



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Period Ending 6/30/2026

10 GENERAL FUND									
Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent		
Revenues	2,264,100	0.00	146,553.48	314,023.39	1,499,813.18	(764,286.82)	66%		
Revenues Totals:	2,264,100	0.00	146,553.48	314,023.39	1,499,813.18	(764,286.82)	66%		
Expenses									
GOVERNING BODY	35,990	0.00	2,126.10	7,358.09	31,619.17	4,370.83	88%		
ADMINISTRATION-GF	465,871	198.00	45,022.04	111,726.04	448,610.39	17,062.61	96%		
TAX COLLECTION PITT COUNTY	9,500	0.00	287.56	660.20	8,994.44	505.56	95%		
POLICE DEPARTMENT	221,100	0.00	10,691.44	51,933.42	190,589.55	30,510.45	86%		
FIRE DEPARTMENT	691,666	128.11	7,302.04	26,649.74	163,350.65	528,187.24	24%		
STREET DEPARTMENT	454,874	7,853.56	51,606.95	107,705.38	369,247.16	77,773.28	83%		
SANITATION DEPARTMENT	71,400	0.00	6,094.70	18,194.55	61,308.41	10,091.59	86%		
RECREATION DEPARTMENT	40,400	65.38	4,176.01	7,797.82	16,798.00	23,536.62	42%		
LIBRARY	30,708	0.00	55.63	830.79	29,823.66	884.34	97%		
CEMETERY DEPARTMENT	20,000	0.00	1,600.00	3,200.00	11,070.00	8,930.00	55%		
SENIOR CENTER	22,234	0.00	882.86	1,947.57	17,499.69	4,734.31	79%		
STORMWATER	156,350	0.00	25,679.35	34,879.35	142,379.35	13,970.65	91%		
CONTINGENCY	6,650	0.00	0.00	0.00	0.00	6,650.00			
DEBT SERVICE	11,832	0.00	986.00	2,958.00	11,832.00	0.00	100%		
INTERFUND TRANSFERS	25,525	0.00	0.00	25,525.00	25,525.00	0.00	100%		
Expenses Totals:	2,264,100	8,245.05	156,510.68	401,365.95	1,528,647.47	727,207.48	68%		
10 GENERAL FUND	Revenues Over/(Under)	Expenses:	(9,957.20)	(87,342.56)	(28,834.29)				

Cash Balance Report

Period Ending 6/30/2026

Town of Bethel

7/9/2026 8:57 PM

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Bank 5	SOUTHERN BANK & TRUST Acct# 5531103060	
	Account	Balance
	10-102-0000 GENERAL FUND CHECKING	\$137,171.57
	15-102-0000 CAPITAL RESERVE CASH	\$0.00
	63-102-0000 ARP GRANT CHECKING	\$0.00
	64-102-0000 SCIF GRANT FUND CHECKING	-\$24,333.40
	65-102-0000 RTG CASH	-\$26,806.32
	Bank 5	Total: \$86,031.85

Bank 6	Account	Balance
	10-151-0000 NCCMT INVESTMENTS	\$2,502,543.34
	64-151-0000 NCCMT INVESTMENTS	\$170,296.09
	65-151-0000 NCCMT INVESTMENTS	\$0.00
	66-151-0000 NCCMT-STRUCTURE DEMOLITION	\$200,000.00
	Bank 6	Total: \$2,872,839.43

Total Cash Balance:	\$2,958,871.28
---------------------	----------------



BETHEL MURAL DEDICATION



AUGUST 7
10:00 AM



BETHEL PITT STOP
ANDREWS STREET
BETHEL, NC

Join us

AS WE CELEBRATE ART, COMMUNITY, AND OUR SHARED STORY.



TOWN OF BETHEL





Outlook

Press Release: Bethel Mural Dedication

From Sarah Lazure <sarah@pittcountyarts.org>

Date Fri 7/17/2026 10:36 AM

To Sarah Lazure <sarah@emergegallery.com>

1 attachment (3 MB)

image.png;

You don't often get email from sarah@pittcountyarts.org. [Learn why this is important](#)

For Immediate Release

The Pitt County Arts Council at Emerge and the Town of Bethel are proud to announce the creation of a mural on the Bethel Pitt Stop Building. The new mural will commence on August 2, 2026, and upon completion, be dedicated on Friday, August 7, 2026 at 10:00am at 7439 Main Street in Bethel, NC.

The Bethel Pitt Stop Mural is a public arts project administered by the Pitt County Arts Council at Emerge in partnership with the Town of Bethel. The request for qualifications received more than 30 applicants, the majority from NC. The selection committee sought artwork that reflects Bethel's past, present, and future dreams of the community. Three selected artists gathered feedback and inspiration from the community during a Town Hall event on April 10, submitting their final designs a few weeks later.

Max Dowdle is the chosen artist and will bring his design to fruition with the Bethel community. Dowdle said that he was "touched by the stories I heard in Bethel of how everyone cares for each other, particularly evident in the stories about the community garden. The garden, agriculture, and plants in general feature heavily in the designs, but always with an eye towards the future."

The Town of Bethel's Mayor Wilson stated, "The mural means a lot to the citizens of Bethel. It honors the sacrifices of our past, celebrates the strength of our present, and inspires hope for our future. It stands as a symbol of unity, pride and the enduring spirit of our community."

This special event celebrates not only a beautiful new work of art, but also the rich heritage and enduring spirit of the Town of Bethel. The mural stands as a tribute to the people, history, and traditions that have shaped our community for generations.

Bethel's story began as a small crossroads settlement that grew around churches and local businesses. Originally known as Brandon, the town was officially incorporated as Bethel in 1873. The arrival of the railroad in the early 1880s transformed Bethel into an important commercial center for Pitt County, connecting families, businesses, and

surrounding communities. Throughout its history, Bethel has remained a place defined by resilience, faith, hard work, and a strong sense of community.

Thank you to the following for making this public art project possible: Invest Greenville, Pitt County Government, and the Pitt County Arts Council at Emerge.

Sarah Lazure

she|her|hers

Marketing & Exhibits Director

Emerge Gallery & Art Center

Home of the Pitt County Arts Council

404 Evans Street | Greenville, NC 27858

(252) 551-6947 | www.emergegallery.com

FIRE DEPARTMENT MONTHLY REPORTS
MONTH OF June

ATTACHMENT Q

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

TRAINING HOURS:	TOTAL: _____
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EQUIPMENT UPDATE:	
2102	✓
2104	✓
2105	✓
2106	Down
2109	✓
OTHER: _____	
OTHER: _____	

FIRE DEPARTMENT MONTHLY REPORTS

MONTH OF July

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

TRAINING HOURS: **TOTAL:** _____

EQUIPMENT UPDATE:	
2102	✓
2104	✓
2105	✓
2106	DOWN
2109	✓
OTHER: _____	
OTHER: _____	