

MEETING OF THE BOARD OF COMMISSIONERS
REGULAR MONTHLY MEETING
BETHEL TOWN HALL
March 3, 2026

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

Members of the Board Absent: None

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

Call to Order

Mayor Wilson called the meeting to order at 6:59pm. It is noted that the actual time was 6:56pm. Commissioner Jones gave the invocation. Bethel School student, Teagan Riggs then led the pledge of allegiance.

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

Commissioner Lilley made a motion to approve the minutes from the Special Called Meeting on February 10, 2026, Commissioner Whitehurst seconded the motion, with corrections to change the reason of the closed session from, "Attorney Client Privilege" to "Property", and to adjust when the motion was actually made, the motion carried unanimously.

Public Comments

No public comments.

Presentations

Captain Jason Godley and Laurie Stewart of the Pitt County Sheriff's Office provided an overview of the Town's "Monthly Town Public Safety Report". Captain Godley and Mrs. Stewart went over the most recent report for January 2026 (Attachment A).

Old Business

Resolution Regarding Prior Accepted Offer to Sell Town Owned Properties:

At the Board's last meeting on February 10th, an offer from Geraldine Dixon-Brown was accepted to purchase Town owned property; tax parcel 9216 in the amount of \$600 and tax parcel 29604 in the amount of \$300. In order to advertise this for upset bids, the attached resolution must be adopted by the Board (See Attachment B). Concerning tax parcel 9216, the

deed conveying title to the Town was easily found although, tax parcel 29604, a deed was not found. This is an issue for the buyer not the Town as seller. Each resolution will note that the deed will be a non-warranty deed.

Commissioner Conger made a motion to adopt the two presented resolutions to advertise tax parcels 9216 and 29604 for upset bids, Commissioner Lilley seconded the motion, the motion carried unanimously.

Little Small Subdivision and Final Plat (Phase 1):

Steve Spruill with Ark Consulting presented the Little Small Subdivision as the Final Plat for the Little Small Subdivision for final approval by the Board to move forward with Phase 1 of the subdivision (See Attachment C). It constituted six of the eight duplex subdivision lots, specifically lots 1-3 and 6-8.

Mayor Pro Temp Griggs made a motion to approve the Final Plat of the Little Small Subdivision, Commissioner Whitehurst seconded the motion, motion carried unanimously.

Donation of Three Vacant Tax Parcels – Smith Street Park:

Town Attorney, Keen Lassiter, presented a report on the donation of three parcels of land adjacent to Smith Street Park. The tax parcels are 15318, 15320, and 33937 with a combined acreage (.23+.13+.06) of .42 acres. His office completed the research needed on the three tax parcels. Two parcels are clean and one parcel has a gap in records of ownership. Mr. Lassiter recommended for the Town to accept a deed for the three parcels, record the deed, procure a “Color of Title” to the parcels, and after it is owned for twenty-one (21) years, it’s considered the Town’s. He noted not to build on the donated acreage, and to let it be open space. Mr. Lassiter will bring the deed back at a future meeting for approval by the Board.

New Business

Disposition of Surplus Property:

The Town received an offer to purchase two surplus Delta 17” drill presses (Attachment D). The offer was in the amount of \$200 per drill press. They are believed to be roughly 60 years old. They were obtained years ago as Federal surplus property. The equipment is not used by the Town’s Public Works Department and are believed to be inoperable.

Commissioner Lilley made a motion to accept staff recommendation to sell the Town’s two Delta 17” drill presses as surplus property in the amount of \$400, Commissioner Jones seconded the motion, the motion carried unanimously.

Offer to Purchase Town Owned Properties:

The Town received an offer to purchase two Town owned parcels from Rambert Properties. This is for tax parcels 15321 and 15317. See Attachment E for offer letter. The two lots are part of the

overall Master Plan for Smith Street Park. Attachment F is a map of the park that illustrates the two parcels as reflected in yellow. It was not recommended to sell these two parcels.

Commissioner Whitehurst made a motion to accept staff recommendation to turn down the offer to purchase Town owned tax parcels 15321 and 15317, Commissioner Conger seconded the motion, the motion carried unanimously.

Bylaws of the Bethel Volunteer Fire Department:

The Bethel Volunteer Fire Department revised its Bylaws (Attachment G), and they have been adopted by 2/3rds vote of its membership. The final step in making the Bylaws official is for the Bethel Board of Commissioners to adopt them as well. This is required as stated in Article XIV., Number 4 in the Department's Bylaws.

Commissioner Whitehurst made a motion to adopt the Bethel Volunteer Fire Department Bylaws as presented, Commissioner Lilley seconded the motion, the motion carried unanimously.

Budget/Financial Matters (Attachment H):

Interim Town Manager presented Budget Amendment #9 – The proposed budget amendment moves \$1,500 from Repair/Maintenance to Contracted Services within the Recreation budget.

Commissioner Lilley made a motion to approve Budget Amendment #9, Mayor Pro Temp Griggs seconded the motion, the motion carried unanimously.

Interim Town Manager presented Budget Amendment #10 – The proposed budget amendment moves \$1,500 from Miscellaneous to Advertising within the Administration budget.

Commissioner Lilley made a motion to approve Budget Amendment #10, Mayor Pro Temp Griggs seconded the motion, the motion carried unanimously.

Interim Town Manager presented Budget Amendment #11 – The proposed budget amendment moves \$5,000 from Vehicle Operation to Equipment/Equipment Maintenance within the Fire Department budget.

Commissioner Lilley made a motion to approve Budget Amendment #11, Commissioner Conger seconded the motion, the motion carried unanimously.

Interim Town Manager presented Budget Amendment #12 – The proposed budget amendment appropriates \$90,000 out of Fund Balance for the remaining Stormwater AIA Study costs. Original approval for the study at a cost of \$180,000 was done in prior fiscal year (FY24-25).

Commissioner Lilley made a motion to approve Budget Amendment - #12, Commissioner Conger seconded the motion, the motion carried unanimously.

Draft Code of Ethics for the Town Board of Commissioners:

As a result of attending the recent Essentials of Municipal Government training put on by the NCLM and the UNC School of Government, it was realized that a code of ethics for the Town Board needed to be drafted as required by North Carolina General Statute (NCGS 160-A-86). The proposed language is closely modeled after language used by the City of Clinton, NC (See Attachment I).

Mayor Pro Temp Griggs made a motion to direct staff to bring back a final Code of Ethics to a future meeting, Commissioner Conger seconded the motion, the motion carried unanimously.

RFQ (Request for Qualifications) for Engineering Services:

It was recommended for the Town to issue an RFQ (Request for Qualifications) to procure an engineering firm to handle the Town's overall engineering needs. As it stands now, each time a specific engineering service is needed (i.e. perform Stormwater Study) all contracts for this type of service would have to go through a Qualification Based Section (QBS) process (unless exempted). By having a firm ready and on-call via the vetting of a RFQ process, work on projects could begin sooner. Attachment J is an RFQ announcement that is modeled after one that the Town of Winterville issued in 2024.

Commissioner Lilley made a motion to approve RFQ for engineering services as presented, Mayor Pro Temp Griggs seconded the motion, the motion carried unanimously.

Contract to Audit Accounts:

In order to prepare for the Town's next audit for FY25-26, a contract with Greg Redman needed to be executed. The cost of the audit will be \$17,500. This will be budgeted in the FY26-27 budget. Attachment K is a copy of the contract.

Commissioner Lilley made a motion to approve the contract to audit accounts with Greg Redman in the amount of \$17,500, Commissioner Conger seconded the motion, the motion carried unanimously.

Amended Interlocal Tax Collection Agreement with Pitt County:

Pitt County's Tax Administrator, Russell Hill, sent an amended Interlocal Tax Collection Agreement for the Town to execute. The purpose of the amendment was to clarify the annexation language.

Current Language

7. Town Annexation:

In the event Town annexes property at any time other than July 1st of any year, the County shall not be responsible for collecting prorated taxes resulting from the annexation. The Town shall be

responsible for notifying the County a reasonable time prior to any annexation in order to allow the County sufficient time to assess and bill the taxes resulting from the annexation.

Proposed Language

7. Town Annexation:

In the event that Town annexes property, the County shall be responsible for collecting prorated taxes resulting from the annexation. The Town shall be responsible for notifying the County within sixty (60) days prior to any annexation in order to allow the County sufficient time to assess and bill taxes resulting from the annexation. The County will collect a fee for services that shall be on and one-half percent (1.50%) of the tax revenue collected.

Commissioner Conger made a motion to accept the Amended Interlocal Tax Collection Agreement with Pitt County (Attachment L), Mayor Pro Temp Griggs seconded the motion, the motion carried unanimously.

Stormwater Study Follow Up:

Staff has been working with Rivers and Associates in terms of follow-ups to the January 13, 2026 Stormwater Workshop. Ben Williams and Scott Godefroy of Rivers and Associates presented two items that needed immediate attention by the Board.

The first item was to select an option to address the completion of the canal clean-out between Cherry Street to the current town limits to the west. Rivers and Associates developed four (4) alternatives (See Attachment M) to improve the drainage flow. It was noted that easements will need to be obtained in the selection of certain alternatives. Interim Town Manager recommended terminating Carolina Earth Movers' contract until an alternative is selected. It was resolved that this item will be discussed at a later time in length.

The second item was to hear a proposal by Rivers and Associates to conduct a Stormwater Utility Rate Study. The ultimate outcome of this study would allow the Town to assess a "Stormwater Utility fee" to all properties in the Town limits. The revenues from this fee would then be used annually to pay costs toward fixing and maintaining the Town's Stormwater Utility system. Rivers and Associates presented a proposal on this topic (See Attachment N).

Commissioner Conger made a motion to approve proposal by Rivers and Associates for \$40,000 out of fund balance to perform a Stormwater Utility Rate Study, Commissioner Lilley seconded the motion, the motion carried unanimously.

Departmental Reports

Interim Town Manager:

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

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

It was announced that the next monthly meeting will be held April 7, 2026.

It was announced that there will be a Pitt Stop “Stakeholders Meeting” for the Mural Project on April 10, 2026.

Randy Gentry of Pitt County Emergency Management will be present on April 7, 2026, to discuss plans in the event of an emergency in Bethel.

Fire Department

Fire Chief Lilley gave a report (Attachment P) of twenty-five (25) calls for February 2026 to include one (1) water flow, four (4) motor vehicle crashes, two (2) alarms, two (2) assist EMS, one (1) hazmat, and fifty-four (54) training hours. Bathroom renovations should be completed the week of March 9th, 2026. The week of March 16th, 2026 will begin the hose testing with A1 Testing. Pump testing will be completed at a later date.

Public Works

No report.

Town Attorney

Mayor Pro Temp Griggs made a motion to require a second to all Board motions, Commissioner Conger seconded the motion, motion carried unanimously.

Closing Remarks

Mayor Pro Temp Griggs made a motion to go into Closed Session Pursuant to G.S. – 143-318.11(A)(3) Attorney Client Privilege at 8:37 pm, Commissioner Conger seconded the motion, the motion carried unanimously.

Mayor Pro Temp Griggs made a motion to go out of Closed Session and back into Open Session at 8:56pm, Commissioner Lilley seconded the motion, the motion carried unanimously.

Mayor Pro Temp Griggs made a motion to adjourn the meeting at 8:58pm, Commissioner Jones seconded the motion, the motion carried unanimously.

Mayor, Carl Wilson

ATTEST:

Linda Sheppard, Town Clerk

Date

Town of Bethel
Monthly Crime Statistic January 2026
 February 16, 2026

Total Calls For Service N= 107 (CAD Data)

Total Incident Reports N= 27

Index Crimes

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

Total Part II Crimes reported N= 22

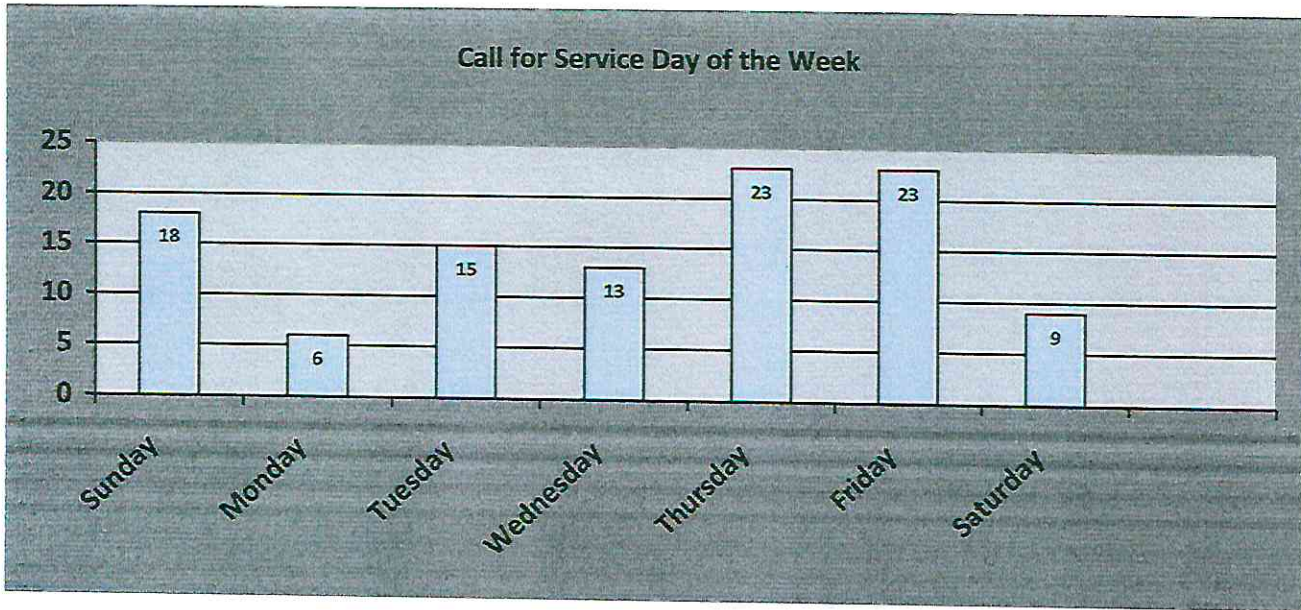
(Numbers Based on the number of incident reports)

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

Traffic Complaint Report	0
Traffic Stops	5
Business Checks	483 (These are done in addition to calls for service.)
Sex Offender Check	11
Welfare Check	0
Alarm	6
Warrant Service	3
Ride By	28

Calls for Service Day of the Week

N= 107 (CAD Data)



ATTACHMENT B

RESOLUTION NO. R-26-01

Resolution Authorizing Upset Bid Process

WHEREAS, the Town of Bethel owns a tract of land containing approximately 0.08 acres, more or less, lying and being situated on West Church Street in the Town of Bethel, Pitt County, North Carolina, Parcel Number 9216 and further described on Exhibit A attached hereto (hereinafter "Property"); and

WHEREAS, the Town of Bethel has determined such Property to be surplus so that the Property will no longer be needed by the Town and, further, the Town has no current or future use for the Property; and

WHEREAS, North Carolina General Statute § 160A-269 permits the Town to sell real property by upset bid, after receipt of an offer for the property; and

WHEREAS, the Town has received an offer to purchase the Property described above, in the amount of Six Hundred and No/100 Dollars (\$600.00), submitted by Geraldine Dixon-Brown of Pitt County, North Carolina; and

WHEREAS, Geraldine Dixon-Brown has paid the required five percent (5%) deposit on their offer.

THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF BETHEL RESOLVES THAT:

1. The Board of Commissioners hereby authorizes sale of the Property described on the attached Exhibit A through the upset bid procedure of North Carolina General Statute §160A-269.

2. The Town Clerk shall cause a notice of the proposed sale to be published. The notice shall describe the property and the amount of the offer, and shall state the terms under which the offer may be upset.

3. Persons wishing to upset the offer that has been received shall submit a sealed bid with their offer to the office of the Town Clerk within ten (10) days after the notice of sale is published. At the conclusion of the ten (10) day period, the Town Clerk

shall open the bids, if any, and the highest such bid will become the new offer. If there is more than one (1) bid in the highest amount, the first such bid received will become the new offer.

4. If a qualifying higher bid is received, the Town Clerk shall cause a new notice of upset bid to be published, and shall continue to do so until a ten (10) day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the Board of Commissioners.

5. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first One Thousand and No/100 Dollars (\$1,000.00) of that offer and five percent (5%) of the remainder of that offer.

6. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier's check, or certified check. The deposit of the qualifying higher bidder will be held until sale of the property is closed; if that bidder refuses at any time to close the sale, the deposit will be forfeited to the Town of Bethel. The Town will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The Town will return the deposit of the final high bidder at closing.

7. The terms of the final sale are that:

(a) the Board of Commissioners must approve the final high offer before the sale is closed, which it will do within thirty (30) days after the final upset bid period has passed, and

(b) the buyer must pay with cash, cashier's check, or certified check at the time of closing, and

(c) the closing for the purchase of the Property must occur within sixty (60) days after the Board of Commissioners approves the final high offer.

(d) Conveyance of the property will be by a Non-Warranty Deed for the property in fee simple, with no warranties expressed or implied, as to the title of the property, conveying title to the property subject to restrictive covenants, easements and rights-of-way of public record, noncompliance with local, county, state or federal governmental laws, ordinances, or regulations relative to zoning, subdivision, or

occupancy, use, construction or the development of the property, if any, and to all matters and things which a current accurate survey may reveal or disclose.

(e) the buyer is responsible for hiring an attorney to draft the Deed conveying title from the Town to buyer, at the buyer's expense, and with said Deed being subject to review and approval by the Town Attorney prior to execution by Town.

8. The Town reserves the right to withdraw the Property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

9. If no qualifying upset bid is received after the initial public notice, the offer set forth above is hereby accepted. The appropriate Town officials are authorized to execute the instruments necessary to convey the property to Geraldine Dixon-Brown or her assignee.

10. The Property is being sold "AS IS".

Adopted this the 3rd day of March, 2026.

TOWN OF BETHEL

CARL WILSON, Mayor

ATTEST:

LINDA SHEPPARD, Town Clerk

EXHIBIT "A"

Being located in the Town of Bethel on the South side of Church Street, formerly known as Tarboro Road or Street, and beginning at a point in the center of Tarboro Street, now known as Church Street, running thence South 105 feet to a corner; thence East 42.5 feet to a corner; thence North 105 feet to the center of Tarboro Street; thence West 42.5 feet to the beginning, and being bounded on the North by Tarboro Street (now known as Church Street), and on the West, South, and East by the lands owned now or formerly by E. L. Mayo, and being the same property conveyed to Josephine Callier by deed from J. C. Gaskins and wife, Emma Louise Gaskins, dated January 1, 1936, recorded on January 28, 1936 in Book F-21 at page 262, Pitt County Registry, and subsequently inherited by Annie K. Grigsby.

RESOLUTION NO. R-26-02

Resolution Authorizing Upset Bid Process

WHEREAS, the Town of Bethel owns a tract of land containing approximately 0.05 acres, more or less, lying and being situated on West Church Street in the Town of Bethel, Pitt County, North Carolina, Parcel Number 29604 and further described on Exhibit A attached hereto (hereinafter "Property"); and

WHEREAS, the Town of Bethel has determined such Property to be surplus so that the Property will no longer be needed by the Town and, further, the Town has no current or future use for the Property; and

WHEREAS, North Carolina General Statute § 160A-269 permits the Town to sell real property by upset bid, after receipt of an offer for the property; and

WHEREAS, the Town has received an offer to purchase the Property described above, in the amount of Three Hundred and No/100 Dollars (\$300.00), submitted by Geraldine Dixon-Brown of Pitt County, North Carolina; and

WHEREAS, Geraldine Dixon-Brown has paid the required five percent (5%) deposit on their offer.

THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF BETHEL RESOLVES THAT:

1. The Board of Commissioners hereby authorizes sale of the Property described on the attached Exhibit A through the upset bid procedure of North Carolina General Statute §160A-269.

2. The Town Clerk shall cause a notice of the proposed sale to be published. The notice shall describe the property and the amount of the offer, and shall state the terms under which the offer may be upset.

3. Persons wishing to upset the offer that has been received shall submit a sealed bid with their offer to the office of the Town Clerk within ten (10) days after the notice of sale is published. At the conclusion of the ten (10) day period, the Town Clerk

shall open the bids, if any, and the highest such bid will become the new offer. If there is more than one (1) bid in the highest amount, the first such bid received will become the new offer.

4. If a qualifying higher bid is received, the Town Clerk shall cause a new notice of upset bid to be published, and shall continue to do so until a ten (10) day period has passed without any qualifying upset bid having been received. At that time, the amount of the final high bid shall be reported to the Board of Commissioners.

5. A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first One Thousand and No/100 Dollars (\$1,000.00) of that offer and five percent (5%) of the remainder of that offer.

6. A qualifying higher bid must also be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier's check, or certified check. The deposit of the qualifying higher bidder will be held until sale of the property is closed; if that bidder refuses at any time to close the sale, the deposit will be forfeited to the Town of Bethel. The Town will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The Town will return the deposit of the final high bidder at closing.

7. The terms of the final sale are that:

(a) the Board of Commissioners must approve the final high offer before the sale is closed, which it will do within thirty (30) days after the final upset bid period has passed, and

(b) the buyer must pay with cash, cashier's check, or certified check at the time of closing, and

(c) the closing for the purchase of the Property must occur within sixty (60) days after the Board of Commissioners approves the final high offer.

(d) Conveyance of the property will be by a Non-Warranty Deed for the property in fee simple, with no warranties expressed or implied, as to the title of the property, conveying title to the property subject to restrictive covenants, easements and rights-of-way of public record, noncompliance with local, county, state or federal governmental laws, ordinances, or regulations relative to zoning, subdivision, or

occupancy, use, construction or the development of the property, if any, and to all matters and things which a current accurate survey may reveal or disclose.

(e) the buyer is responsible for hiring an attorney to draft the Deed conveying title from the Town to buyer, at the buyer's expense, and with said Deed being subject to review and approval by the Town Attorney prior to execution by Town.

8. The Town reserves the right to withdraw the Property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.

9. If no qualifying upset bid is received after the initial public notice, the offer set forth above is hereby accepted. The appropriate Town officials are authorized to execute the instruments necessary to convey the property to Geraldine Dixon-Brown or her assignee.

10. The Property is being sold "AS IS".

Adopted this the 3rd day of March, 2026.

TOWN OF BETHEL

CARL WILSON, Mayor

ATTEST:

LINDA SHEPPARD, Town Clerk

EXHIBIT "A"

Being located in the Town of Bethel, Bethel Township, Pitt County, North Carolina and being that 0.05-acre tract identified as Pitt County Parcel Number 29604.

**PRELIMINARY PLAT;
NOT FOR RECORDATION,
CONVEYANCES, OR SALES**



Vicinity Map
SCALE: 1" = 1000'

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED HEREON WHICH PROPERTY IS LOCATED WITHIN THE SUBDIVISION REGULATION JURISDICTION OF THE TOWN OF BETHEL, THAT I HEREBY FREELY ADOPT THIS PLAN OF SUBDIVISION REGULATION JURISDICTION OF THE TOWN OF BETHEL, THAT I HEREBY FREELY ADOPT THIS PLAN OF SUBDIVISION AND DEDICATE TO PUBLIC USE ALL AREAS SHOWN ON THIS PLAN, AS STREETS, ALLEYS, WALKS, PARKS, OPEN SPACE AND EASEMENTS, EXCEPT THOSE SPECIFICALLY INDICATED AS PRIVATE, AND THAT I WILL MAINTAIN ALL SUCH AREAS UNTIL THE DATES OF RECORDATION IS ACCEPTED BY THE APPROPRIATE PUBLIC AUTHORITY. ALL PROPERTY SHOWN ON THIS PLAN AS DEDICATED FOR A PUBLIC USE SHALL BE DEEMED TO BE DEDICATED FOR ANY OTHER PUBLIC USE AUTHORIZED BY LAW WHEN SUCH OTHER USE IS APPROVED BY THE TOWN COUNCIL OF THE TOWN OF BETHEL IN THE PUBLIC INTEREST.

DATE: _____ OWNER: _____
SHOWN AND SURRENDERED BEFORE ME THIS _____ DAY OF _____, 2025.
NOTARY PUBLIC: _____
BY COMMISSION EXPIRES: _____

OWNER
BENARD SMALL
P.O. BOX 407
LITTLETON, CO 80160
TELE: 303-429-7755

SITE DATA
TOTAL ACREAGE: 1.6320 ACRES
ACREAGE IN OPEN SPACE: 0
TOTAL NUMBER OF LOTS: 11
(5 DUPLEX LOTS & 6 REGULAR LOT)
LINEAR FEET OF STREETS: 0
AREA IN NEW RIGHTS OF WAY: 0

STATE OF NORTH CAROLINA
COUNTY OF _____
I, _____ REVIEW OFFICER OF
COUNTY CERTIFY THAT THE MAP OR PLAT TO
WHICH THIS CERTIFICATION IS AFFIXED MEETS
ALL STATUTORY REQUIREMENTS FOR RECORDING.
REVIEW OFFICER: _____
DATE: _____

LINE TABLE

LINE	LENGTH	DIRECTION
L1	17.52'	S 10° 13' 41" W
L2	23.84'	S 20° 40' 04" W
L3	13.50'	S 25° 22' 30" E
L4	21.70'	S 70° 49' 39" E

Legend

	EXISTING IRON PIPE	D.R.	DEED BOOK
	IRON PIPE SET	M.S.	MAP BOOK
	MAG. NRA. SET	P.G.	PAGE
	BENCHMARK SET	R/W	RIGHT OF WAY
	SPOT ELEVATION	R/R	RACE TO BACK
	FIRE HYDRANT	TBM	TEMPORARY BENCHMARK
	WATER VALVE	WM	MANHOLE
	WATER METER	T&A	T&A OF SIGNAL
	GUY WIRE	EP	EDGE OF PAVEMENT
	SIGN	EM	EXISTING MARK NAIL
	STORM MANHOLE	SEWER	SEWER MANHOLE
	SEWER MANHOLE	OE	OVERHEAD ELECTRIC
	FENCE	WM	WATER MAIN
	SEWER MAIN	EP	EDGE OF PAVEMENT
	DITCH CENTERLINE	EP	EDGE OF PAVEMENT
	DITCH TOP OF BANK	AL	ALUMINUM LINE
	EASEMENT LINE	CL	CADASTRAL LINE
	CONTOUR LINE - MAJOR	CL	CONTOUR LINE - MAJOR
	CONTOUR LINE - MINOR	CL	CONTOUR LINE - MINOR
	WOODS LINE	CL	WOODS LINE

- Notes**
- ALL LOTS SHALL EQUAL OR EXCEED THE MINIMUM DEVELOPMENT STANDARDS OF THE TOWN OF BETHEL ZONING ORDINANCE.
 - THIS FINAL PLAT SURVEY IS A SUBDIVISION OF A PORTION OF PITT COUNTY PARCEL NUMBER 3442; LOTS 1, 2, 3, 4, 5, 6, 7 & 8 ARE DUPLEX LOTS; LOT 9 IS A STANDBY RESIDENTIAL LOT.
 - ALL DISTANCES SHOWN ARE HORIZONTAL FIELD DISTANCES IN US SURVEY FEET; NO GRID FACTOR APPLIED; THE COORDINATE GRID FACTOR USED FOR GRID COORDINATE CALCULATIONS IS 0.9999322 AND THE BEARING BASE FOR THIS MAP IS NAD 83 GRID NORTH (NAD 83(2011)).
 - LOT AREAS WERE COMPUTED BY COORDINATE GEOMETRY METHOD.
 - THIS BOUNDARY AND SUBDIVISION SURVEY WAS CONDUCTED UTILIZING CONVENTIONAL SURVEY METHODS; HORIZONTAL CONTROL WAS SET USING NETWORK RTK SOLUTION.
 - AS SHOWN ON THE FEMA FLOOD INSURANCE RATE MAP NUMBER 1702079400K EFFECTIVE JULY 7, 2014, NO PORTION OF THIS PROPERTY IS LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA.
 - THE CORNER TOWN OF BETHEL ZONING FOR THIS PROPERTY IS NE; ADJOINING PARCELS TO THE WEST ARE ZONED HB.
 - THIS SURVEY HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE EXAMINATION REPORT AND IS SUBJECT TO ANY AND ALL TITLE MATTERS OF RECORD WHICH MAY AFFECT THIS PROPERTY.
 - THE LOCATION OF UNDERGROUND UTILITIES SHOWN HEREON IS BASED ON ABOVE GROUND APPEARANCES AND DRAWINGS ON INFORMATION OBTAINED FROM UTILITY PROVIDERS; NO GUARANTEE IS MADE AS TO THEIR EXACT LOCATION; OTHER UTILITIES MAY EXIST THAT ARE NOT SHOWN.
 - THE SUBJECT PROPERTY IS CURRENTLY VACANT; ADJOINING LOTS TO THE WEST ARE BEING USED AS RESIDENTIAL LOTS.
 - WATER & SEWER SERVICE PROVIDED BY GREENVILLE UTILITIES COMMISSION
 - ELECTRIC SERVICE PROVIDED BY COMMISSION ENERGY INC.

I HEREBY CERTIFY THAT THE TOWN COUNCIL OF THE TOWN OF BETHEL APPROVED ON THE 10 DAY OF FEBRUARY, 2025 THE PRELIMINARY PLAN OF SUBDIVISION AS SHOWN ON THIS PLAT. PRELIMINARY APPROVAL IS VALID FOR A PERIOD OF 12 MONTHS FROM THE ABOVE DATE ON AS ESTABLISHED UNDER THE VESTED RIGHTS PROCEDURES, IF APPLICABLE.

ADMINISTRATOR: _____ DATE: _____

TOWN MANAGER: _____ DATE: _____

I CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

CLASS OF SURVEY: A
POSITIONAL ACCURACY: 0.05'
TYPE OF GPS FIELD PROCEDURE: RTK (SEE NOTES)
DATE OF SURVEY: 12/12/2025
DATUM/EPOCH: NAD 83(2011)
PUBLISHED/UNAD-CONTROL USE: RTK
GEOID MODEL: NGS2011B
CORRECTED GRID FACTOR: 0.9999322
UNITS: US SURVEY FEET
REFER TO NOTES FOR FURTHER INFORMATION REGARDING METHODS OF SURVEY.

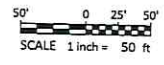
I FURTHER CERTIFY THAT PORTIONS OF THIS MAP WERE DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

CLASS OF SURVEY: A
POSITIONAL ACCURACY: 0.05'
TYPE OF GPS FIELD PROCEDURE: RTK (SEE NOTES)
DATE OF SURVEY: 12/12/2025
DATUM/EPOCH: NAD 83(2011)
PUBLISHED/UNAD-CONTROL USE: RTK
GEOID MODEL: NGS2011B
CORRECTED GRID FACTOR: 0.9999322
UNITS: US SURVEY FEET
REFER TO NOTES FOR FURTHER INFORMATION REGARDING METHODS OF SURVEY.

I FURTHER CERTIFY THAT THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN AN AREA OF A MUNICIPALITY THAT HAS AN CHARTER THAT REGULATES PARCELS OF LAND) WITHIN MY ORIGINAL SIGNATURE AND SEAL THIS THE 15TH DAY OF MARCH, 2025.

SIGNED: J. DANIEL WITHERS
LCSOB

**PRELIMINARY PLAT;
NOT FOR RECORDATION,
CONVEYANCES, OR SALES**



SHEET 1 OF 1

FINAL PLAT
LITTLE SMALL SUBDIVISION
BEING A PORTION OF DEED BOOK 2247, PAGE 793
TOWN OF BETHEL, BETHEL TOWNSHIP, PITT COUNTY, NORTH CAROLINA

 ARK CONSULTING GROUP, PLLC 625-A Conference Drive Greenville, NC 27834 (252) 526-6262	SURVEYED: NEM DRAWN: DRB CHECKED: WTR	DRAWING NO.: D-1534 DATE: 12-12-2025 SCALE: 1"=50'
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ATTACHMENT D

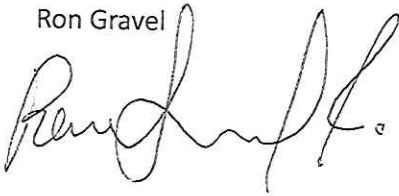
February 21, 2026

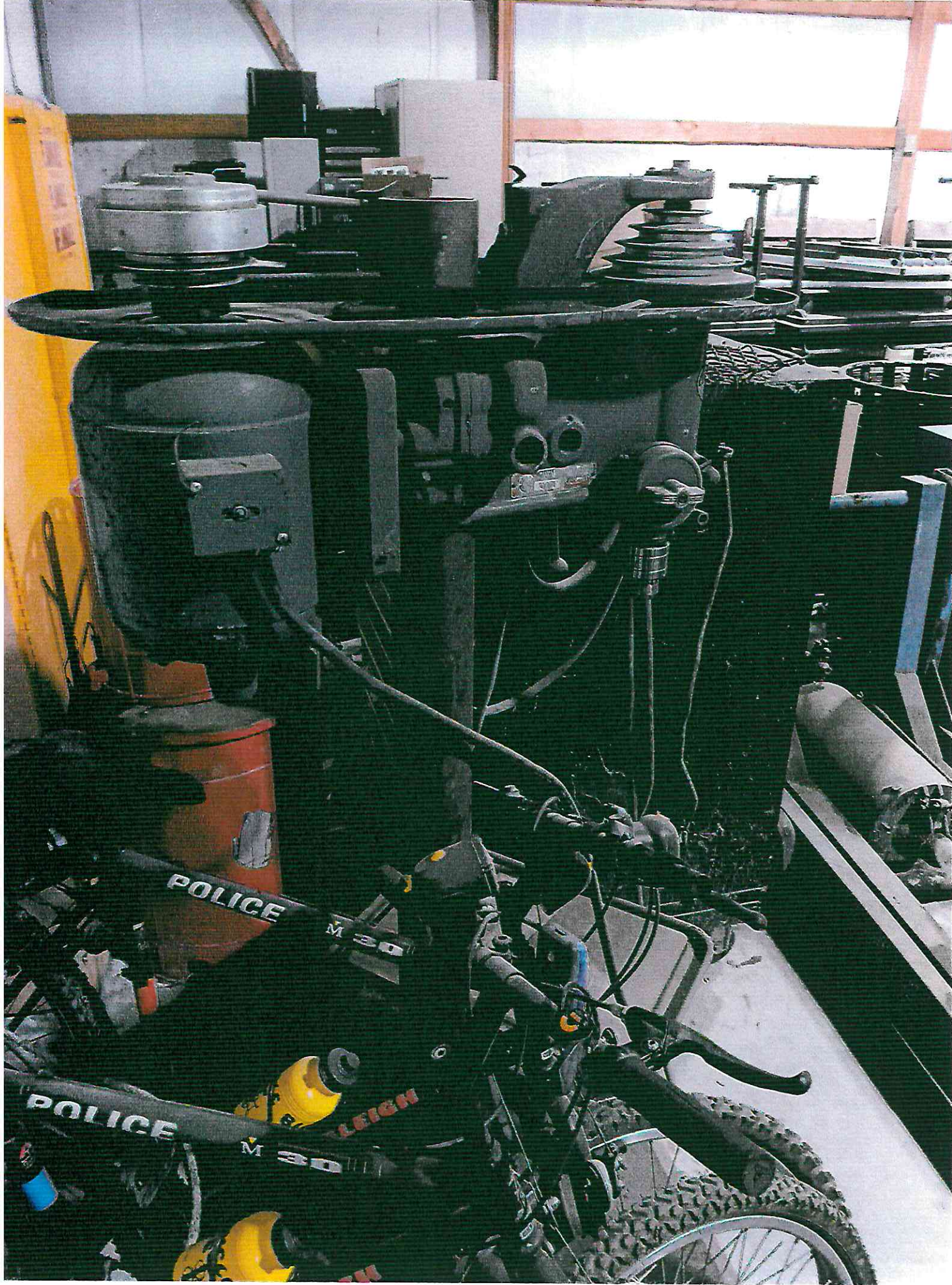
To: Bethel Town Manager Scott Elliot

From: Ron Gravel

Commissioner Fred Whitehurst has told me that the town is in the process of disposing of property at the Bethel maintenance yard. He has told me that there are two Delta 17" drill presses in the warehouse that appear to be about sixty years old and former government surplus items. I would like to purchase both of those drill presses for a total of \$400. I realize that the motors may not function and the drill presses may in be inoperable however no matter the condition I would still like to purchase them. If Bethel is willing to sell them to me I can be contacted at 860 877 8519.

Ron Gravel

A handwritten signature in cursive script, appearing to read "Ron Gravel", written in black ink.



15317

15321

2-12-26

ATTACHMENT E

I RAMBERT PROPERTIES would like to
offer \$ 200 on Lot # 15317

Thank you. ~~Sub 2 Part 2~~

I Rambert Properties would like to
offer \$ 500 on Lot # 15321

Thank you. ~~Sub 2 Part 2~~

Please contact if needed:

Thank you

Freddie L. Rambert

252 367-5999

Rambert Freddie@gmail.com

BYLAWS
OF THE
BETHEL
VOLUNTEER FIRE
DEPARTMENT

REVISED January, 2026
ADOPTED January 2026

PREAMBLE

THESE BYLAWS ARE SET FORTH TO PROVIDE THE BETHEL VOLUNTEER FIRE DEPARTMENT WITH A MEANS OF UNIFORMLY CARRYING OUT THE MISSION. IT IS EXPECTED THAT ALL MEMBERS, MORE ESPECIALLY THE ELECTED OFFICERS, WILL ADHERE TO ITS CONTENT BOTH TO THE LETTER AND TO THE SPIRIT IN WHICH IT WAS SET FORTH.

IN AS MUCH AS THE BETHEL VOLUNTEER FIRE DEPT OPERATES AS A DEPARTMENT OF THE TOWN OF BETHEL; WE ACKNOWLEDGE THAT WE MUST CONDUCT OURSELVES IN ACCORDANCE WITH THE POLICIES OF THE TOWN. WE REQUEST OF THE TOWN THAT CONTEMPLATED CHANGES IN THE POLICY THAT MAY APPLY TO THE BVFD WILL BE MUTUALLY REVIEWED.

WE HOLD THAT THE SUCCESSFUL OPERATION AND CONDUCT OF THIS DEPARTMENT DEPENDS UPON ITS MEMBERS FOLLOWING THESE BYLAWS. WE ALSO HOLD THAT ANY MEMBER OR OFFICER WHO VIOLATES THESE BYLAWS HOLDS HIMSELF SUBJECT TO DISMISSAL FROM ITS MEMBERSHIP.

**SECTION A: GENERAL ITEMS APPLYING TO THE ENTIRE
MEMBERSHIP**

ARTICLE I: DEPARTMENT NAME

1. The name of this department shall be the BETHEL VOLUNTEER FIRE DEPARTMENT

ARTICLE II: AUTHORITY

1. The Bethel Volunteer Fire Department shall operate as a department of the Town of Bethel under the direction and authority of the Bethel Board of Commissioners.

ARTICLE III: DEPARTMENT COMPOSITION

1. The BVFD shall consist of a company of fire fighters; and shall have the Bethel Fire Association, Inc., to administer its fund-raising activities.

ARTICLE IV: OFFICERS

1. The BVFD shall elect a CHIEF, who shall serve as the department head/ and one assistant chief. These two officers will be elected from roll of the Fire Company. The Chief will appoint one additional assistant chief.
2. The Chief shall appoint two Captains, two Lieutenants, a training officer and a safety officer from the roll of the Fire Company.
3. A recording secretary shall be elected, position shall not be a line officer, shall not be required to have 36 hours training, and shall serve as the recording secretary for the fire company and association.
4. ALL BVFD officers will be elected at the May meeting; to serve from 12:01 a.m. of the following July 1st, until 12:00 midnight of the next June 30th.
5. The vacancy of any elected office shall be filled by ballot at the next regular scheduled business meeting.

6. Should an elected office be vacated, the next subordinate ranking officer shall move up and assume the vacated office until filled by an election.
7. Immediately upon election, the names of the elected chief and asst. chiefs shall be submitted by the presiding chief to the Bethel Town Council for approval.
8. No more than one member of a household may hold office at any one time.

ARTICLE V: OFFICERS DUTIES

1. The primary duty of all line officers shall be to assume command of the incident scene to bring about the desired conclusion in a safe, orderly and efficient manner as possible.
2. Other than incident command, the primary responsibilities of the Chief shall be:
 - a. To carry out the instructions and policies of the Town of Bethel.
 - b. To relay the BVFD concerns to the town of Bethel.
 - c. To ensure that the performance and readiness of the department is maintained at the desirable level.
 - d. To ensure that the department meets all necessary governmental guidelines.
 - e. To ensure all the Bylaws set forth by the department are adhered to.
 - f. The chief may serve on any committee formed at his discretion.
3. The Chief, as head of the department, shall utilize his subordinate officers to aid
In accomplishing duties assigned to him as follows:
 - a. Ensure that the department is represented at all Pitt County Firemen's Association meetings.
 - b. Ensure that regular training is provided.
 - c. Ensure that records of training hours are maintained.
 - d. Ensure that equipment maintenance is performed, and records are maintained.
 - e. See that housekeeping tasks are performed on a regular basis.
 - f. See that the equipment is updated and replaced as needed.
 - g. See that needed clerical work is performed.

h. See that BVFD is represented at Town Board meetings as the need arises.

4. In the absence of the Chief, the Assistant Chief shall assume the duties and Responsibilities of the Chief; with the most senior Assistant Chief having the primary responsibilities and duties.

5. The Recording Secretary shall take roll and record the minutes at each meeting.

The Secretary shall read the minutes of the preceding regularly scheduled meeting, to be approved by the members in attendance by voice vote.

ARTICLE VI: DUTIES OF THE FIRE COMPANY OFFICERS

1. The primary duty of all Fire Company Officers, except for the Recording Secretary shall be to function as a command line officer as per Section A. Article V, Number One.

2. Secondary duties of the Fire Company officers shall be to assume responsibility assigned by the Chief to maintain the day-to-day functions of the department.

3. All fire ground operations will be conducted in accordance with the Incident Command Operation.

ARTICLE VII: TRAINING

1. Members of the Fire Company of the BVFD must attain a minimum of thirty-six (36) hours of training per year. The training year shall start on Jan. 1st and run through Dec 31st.

2. All training prior to Dec 1st must be turned in before Dec 1st. All other training must be turned in before midnight Dec 31st to receive credit.

3. Any member not receiving thirty-six (36) hours of training will not be certified with the state (NCDOI/OSFM) for that year.

4. Any member of the department who fails to maintain 36 training hours consecutively over a 2-year period will be dropped from membership.

5. Members must have 18 hours of in-house training.

6. Paid staff are exempt from Bethel in-house training as long as they meet the NC training requirements.

ARTICLE VIII: DEPARTMENT MEMBERSHIP

1. The company of firefighters shall be limited to a maximum of fifty (50) members.
2. An applicant for membership in the department must be eighteen years old.
3. An applicant for membership in the department must be of good mental and physical health and have no disabilities that would in any way limit or compromise his or her ability to function as a firefighter.
4. An applicant for membership in the department must fill out an application for membership, and pass a background check before being voted into membership. This application form must be completely filled out and all items truthfully answered.
5. An applicant for membership into the department must not have been convicted of any felony before, during or after applying for membership.
6. An application for membership must be submitted and read to the membership at a regularly scheduled business meeting to be voted on after a successful background check has returned.
7. To be elected, an applicant must receive a yes vote from two-thirds of those members in attendance.
8. A new member must serve one-year probation. At the end of the probationary period, his membership may be terminated by two-thirds of those present, if the opinion of the membership they have not met the minimum desirable performance standards expected.
9. A member may request a six-month leave of absent from the active duty, which may be granted by two-thirds of the members present at the meeting.

ARTICLE IX: APPARATUS OPERATION

1. Members are expected to continually update their skills.
2. No member shall operate any apparatus until (a.) They have been trained; (b.) certified to be proficient in its operation; and (c.) Member will be authorized to operate an apparatus once they have been checked off by a line officer and approved by the chief. THERE WILL BE NO ABRIDGMENT OF THIS RULE.

3. NO person who has had within three years, a conviction for DWI or DUI; or who has a suspended or expired driver's license shall drive any department vehicles.
4. In order to be approved to drive any fire or rescue vehicles, a member must possess a valid N.C. driver's license and must submit it to the Town of Bethel for a record check for insurance and liability.

ARTICLE X: TERMINATION OF MEMBERSHIP.

1. A member may resign from his membership, or an office held by submitting his resignation in writing to any officer of the BVFD or to the Town Board.
2. A member may retire after twenty years of service by notification to the officers of the BVFD.
3. A member may terminate his membership by default by missing three consecutive meetings without an excuse being granted by the department.
4. A member may have his membership terminated for cause by two-thirds vote of those present at a regularly scheduled business meeting.
5. A member who consistently, without good reason, fails to answer duty calls may have his membership terminated by two-thirds vote at a regularly scheduled business meeting.
6. A member may have their membership terminated, if in the year of probation, they fail to acquire thirty-six hours of training
7. A member may have their membership terminated by two-thirds vote if convicted of a felony.
8. Any member of the department who fails to maintain 36 required training hours consecutively over a 2-year period will be dropped from membership.

ARTICLE XI: BETHEL FIRE ASSOCIATION, INC.

1. The BETHEL FIRE ASSOCIATION, INC. shall have the function of overseeing all fundraising events and administering any funds thus generated.
2. The BETHEL FIRE ASSOCIATION, INC. shall operate under its own charter and bylaws.
3. All members of the BVFD shall be considered to be members of the BETHEL FIRE ASSOCIATION, INC.

4. Seven Directors, from the active Fire Company shall govern the BETHEL FIRE ASSOCIATION.

ARTICLE XII: OTHER

1. At an incident scene, the ranking officer or individual selected by the Chief shall make authorized press statements.
2. No member shall make any unauthorized statements to the press on behalf of the department.
3. All official press releases shall come through the Chief.
4. In matters between the department and the Town of Bethel, a collaborative effort will be made to come to a satisfactory agreement concerning the matters within the two departments.

SECTION B: ITEMS APPLYING TO FIREFIGHTERS ONLY

ARTICLE XIII: MEMBERSHIP

1. All firefighting equipment, issued by Bethel Fire Department, is the property of the fire department and must be returned if a member retires or is terminated.
2. Members will be responsible for any items not returned

ARTICLE XIV: REVISIONS OR ADMENDMENTS

1. Suggested changes should be presented to the department at a monthly business meeting.
2. These bylaws shall be revised by the officers.
3. Bylaws shall be adopted by the department by two thirds vote.
4. Bylaws shall be adopted upon approval of the Town of Bethel

ARTICLE XV: OFFICERS

1. The Chief shall appoint one asst. chief, two Captains, two Lieutenants, a training officer and a safety officer from the roll of the Fire Company.

2. The department Recording Secretary shall serve as the recording secretary for the fire department and the association.

COMMAND FLOW CHART

FIRE CHIEF

ASSISTANT CHIEF

ASSISTANT CHIEF

FIRE CAPTAIN

FIRE CAPTAIN

FIRE LIEUTENANT

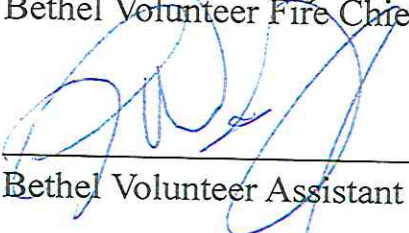
FIRE LIEUTENANT

FIRE COMPANY

This document adopted on this 29th day of January, 2026, by the Bethel Volunteer Fire Department Officers and two thirds vote of the Bethel Volunteer Fire members.



Bethel Volunteer Fire Chief



Bethel Volunteer Assistant Chief

02/23/2026
Date

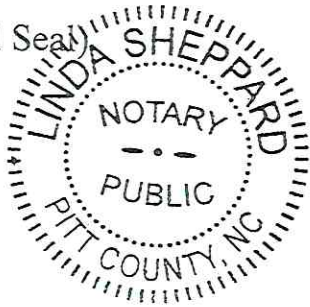
State of North Carolina

County of PITT

I, Linda Sheppard, Notary Public, do hereby certify that
Thomas Lilley and Phillip Woolard personally
appeared before me this day and acknowledged the due execution of the
foregoing instrument.

Witness my hand and official seal this 24th day of February,
2026.

(Official Seal)



Linda Sheppard

Official Signature of Notary

Linda Sheppard

Notary's Printed or Typed Name

Notary Public

My Commission Expires: 3-10-29

TOWN OF BETHEL

LINE ITEM TRANSFER/BUDGET AMENDMENT

2/25/26

Transfer # 9

Department: Recreation

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>
			Repair/Maintenance	10-620-1500	\$ (1,500.00)
			Contracted Services	10-620-4500	\$ 1,500.00
Total		\$ -	Total		\$ -

Explanation: To cover increased costs in contract services

Requested by:

Approved by:

TOWN OF BETHEL

LINE ITEM TRANSFER/BUDGET AMENDMENT

2/25/26

Transfer # 10
 Department: ADMINISTRATION

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

BUDGET AMENDMENT					
REVENUES			EXPENDITURES		
<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>	<u>Account Name</u>	<u>Acct #</u>	<u>Amount</u>
			Miscellaneous	10-420-4500	\$ (1,500.00)
			Advertising	10-420-2600	\$ 1,500.00
Total		\$ -	Total		\$ -

Explanation: To decrease miscellaneous expense to cover increased cost advertising

Requested by:

Approved by:

TOWN OF BETHEL

LINE ITEM TRANSFER/BUDGET AMENDMENT

2/25/26

Transfer # 12

Department: STORMWATER

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	\$ 90,000.00	Stormwater AIA Expenditures	10-670-8000	\$ 90,000.00
Total		\$ 90,000.00	Total		\$ 90,000.00

Explanation: To re-appropriate fund balance to cover Stormwater AIA expenditures (project originally started in FY25 budget year)

Requested by:

Approved by:

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

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

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

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

General Principles Underlying the Code of Ethics

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

As advocates, who strive to advance the legitimate needs of their citizens,

As legislators, who balance the public interest and private rights in considering and enacting ordinances, orders, and resolutions, and

As fair and impartial decision-makers, when making quasi-judicial and administrative determinations.

O Elected local government officials must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly.

O Elected local government officials must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

Code of Ethics

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

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

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

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

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

Board members should use their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable,

forthright, consistent manner. They should be self-governing and not subject to improper influence, while at the same time being able to consider the opinions and ideas of others.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

○ Avoid deriving a direct benefit from contracts in which you are involved in making or administering on behalf of the public agency. (G.S. 14-234(a)(1); criminal penalty; note defined terms in the statute: direct benefit, involved in making or administering a contract.)

○ Avoid attempting to influence others who are involved in making or administering a contract on behalf of the public agency, even if you aren't involved, if you will derive a direct benefit from the contract. (G.S. 14-234 (a)(2); criminal penalty; note defined terms in the statute: direct benefit, involved in making or administering a contract.)

○ Avoid soliciting or receiving any gift or reward in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency you serve. (G.S. 14-234 (a)(3); criminal penalty.)

○ Consider the ethical and practical consequences of deriving a direct benefit from a contract that is authorized under any exception to the statute, and weigh these considerations against the potential advantage to the public agency and to yourself. Follow reporting requirements to ensure transparency. (G.S. 14-234 (b); (d1).)

○ Avoid participating in deliberations about or voting on a contract in which you have a direct benefit, when the contract is undertaken as allowed under any exception to the statute. (G.S. 14-234 (b1); criminal penalty.)

○ Avoid using your knowledge of contemplated action by you or your unit, or information known to you in your official capacity and not made public, to acquire a financial interest in any property, transaction, or enterprise, or to gain a financial benefit that may be affected by the information or contemplated action. Avoid intentionally aiding another to do any of these things. (G.S. 14-234.1; criminal penalty.)

○ Avoid receiving any gift or favor from a current, past, or potential contractor. (G.S. 133-32(a); criminal penalty.)

○ Consider the ethical and practical consequences of accepting a gift or favor under any exception to the statutory prohibition, and follow reporting requirements to ensure transparency. (G.S. 133-32(d).)

○ Avoid voting on matters involving your own financial interest or official conduct. (G.S. 160A-75; 153A-44.) Disclose the existence of the direct financial interest in advance, and, when in doubt, obtain an opinion from your local attorney about whether you must vote or may be excused.

○ Avoid voting on any zoning map or text amendment where the outcome of the vote is reasonably likely to have a direct, substantial, and readily identifiable financial impact on you.

○ Do not participate in or vote on any quasi-judicial matter, including matters that come before the board when acting in a quasi-judicial capacity under G.S. 160A-388 or 153A-345, if participation would violate affected persons' constitutional right to an impartial decision-maker. Impermissible conflicts under this standard include having a fixed opinion prior to hearing the matter

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

○ Fulfill your statutory obligation to vote on all matters that come before you even when there are appearances of conflict, and only refrain from voting when there is a legal basis for or requirement to be excused from voting.

○ Avoid secret meeting(s) before the actual city council meeting.

DRAFT

Request for Qualifications (RFQ) for Professional Engineering Services
Town of Bethel, NC
March 3, 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 17th at 5:00 pm.

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 2, 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 July 7, 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

The	Governing Board
of	Primary Government Unit
and	Discretely Presented Component Unit (DPCU) (if applicable)

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name
	Auditor Address

Hereinafter referred to as Auditor

for	Fiscal Year Ending	Date Audit Will Be Submitted to LGC
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Must be within six months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by "U.S. Auditing Standards – AICPA (Clarified)," referred to as generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). Budgetary comparison information shall be prepared in accordance with applicable GASB standards. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented as required supplementary information and shall not be included in the basic financial statements. Any other budgetary comparison information shall be presented only as supplementary information for funds required to be budgeted under NCGS Chapter 159, Article 3.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. If the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period, the Auditor shall perform the audit in accordance with *Generally Accepted Government Auditing Standards (GAGAS)*. The Governmental Unit is subject to federal single audit requirements in accordance with Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F (*Uniform Guidance*) and the State Single Audit Implementation Act. Currently the threshold is \$1,000,000 for federal and state single audits, or such other threshold as applicable for the fiscal year under audit. This audit and all associated audit documentation may be subject to review by federal and State agencies in accordance with federal and State laws, including the staff of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501) the Auditor and Governmental Unit(s) should discuss, in advance of the execution of this contract, the responsibility for submission of the audit and the accompanying data collection form (form SF-FAC) to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512) to ensure proper submission.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards* (2018 revision or subsequent revisions, as applicable) issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he or she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and to the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon the Auditor's receipt of an updated peer review report. If the audit firm receives a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed, and the report of audit submitted to LGC Staff, within six months of fiscal year end. At the time of the execution of this contract, if the parties know that the anticipated submission date of the audit exceeds six months after fiscal year end, a written explanation shall be provided to the Secretary of the LGC on this contract form (see the space provided on Page 7). If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as they relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth the Auditor's findings, together with his or her recommendations for improvement. That written report shall include all matters determined to be "significant deficiencies and material weaknesses" in accordance with AU-C §265 "Communicating Internal Control Related Matters Identified in an Audit" of GAAS. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an Auditor issues an AU-C §260 report, "Auditor's Communication With Those Charged With Governance," commonly referred to as a "Governance Letter," LGC staff does not require the report to be submitted unless the Auditor cites significant findings or issues from the audit, as defined in AU-C §260 paragraphs 12 - 14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious for which the Auditor consulted outside the engagement team and, in the Auditor's judgment, are significant and relevant to those charged with governance, and other findings or issues that the Auditor believes are significant and relevant. If matters identified during the audit were required to be reported as described in AU-C §260 paragraphs 12 - 14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal Single Audit Act and the State Single Audit Act. This does not include fees for any pre-issuance reviews that may be required by the North Carolina Association of Certified Public Accountants (NCACPA) Peer Review Committee or North Carolina State Board of CPA Examiners (see Paragraph 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the Secretary of the Local Government Commission to obtain a pre-issuance review or take corrective action as a result of peer review findings or quality control deficiencies, such corrective action shall be consistent with the authority and requirements of the North Carolina State Board of Certified Public Accountant Examiners, the AICPA Peer Review Program, and established Local Government Commission practice, including the use of report addenda or other remedial measures, as appropriate.

14. In accordance with G.S. 159-34, the Finance Officer of the Unit is responsible for filing the audited financial statements with the Secretary of the Local Government Commission.

The Auditor may upload the audit report and related documents through the LGC's electronic submission system; however, submission shall not be deemed complete until the Finance Officer has reviewed and certified the submission.

The Auditor, Finance Officer, other Unit staff member designated by the Finance Officer, or a third party approved by the Unit may enter all Data Input Report information except the information on the "transmittal doc info" tab. The "transmittal doc info" tab must be completed by the Auditor.

The Finance Officer shall review, approve, and certify the accuracy and completeness of the Data Input Report (DIR) in the LGC's LOGOS system prior to LGC review, regardless of whether the DIR is prepared by the Auditor or the Unit.

Finance Officer certification is required for any corrected or revised submissions.

Finance Officer certification of the DIR shall be completed in a timely manner following notification that the DIR is ready for review and within time frames prescribed by the LGC. Failure to complete certification in a timely manner may result in the audit being considered late due to unit action rather than auditor performance

The Auditor shall conduct the audit in accordance with generally accepted auditing standards and shall ensure that the financial statements are prepared in accordance with generally accepted accounting principles as of the fiscal year end. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented in required supplementary information, separate from the basic financial statements, and shall not be included in the audit opinion. The Auditor shall confirm that such information reconciles to the financial statements and is consistent with applicable accounting guidance and any LGC reporting requirements.

The Finance Officer shall certify in a timely manner that all data inputted in LOGOS used for preparation of the financial statements and required supplementary information is complete and accurate.

For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and preaudited if the change includes a change in audit fee (preaudit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Paragraph 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in The Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and Finance Officer also shall be included on this contract.
20. The contract shall be executed, preaudited (preaudit requirement does not apply to hospitals) and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. The Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if the Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 or 2024 Revision* (as applicable). Preparing financial statements in their entirety shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, the Auditor must document and include in the audit workpapers how the Auditor reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The Auditor shall present the audited financial statements including any compliance reports to the Government Unit's Governing Board or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary of the LGC. The Auditor's presentation to the Governing Board or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the Auditor, and any other issues related to the internal controls or fiscal health of the Government Unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the Auditor regarding internal controls as required by current auditing standards;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the Governing Board that the Governing Board shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under Rule 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary of the LGC through the LGC's LOGOS system, including completion of the Data Input Report (DIR). Submission is not complete and shall not be accepted by the LGC until the Finance Officer has reviewed and certified the DIR in accordance with Paragraph 14 of this contract.

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Paragraph 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and Units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitted-your-audit>.

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. **Applicable to audits with fiscal year ends of June 30, 2025, and later.** The Unit authorizes the LGC to grant access to the LGC's LOGOS system, including the Data Input Report (DIR), to employees of the contracted audit firm who are associated with and acting on behalf of the firm for purposes of performing audit and reporting services under this contract. Such access shall be limited to the scope necessary to perform contracted services and shall not relieve the Auditor or the Unit of their respective responsibilities under this contract.

34. Changes or edits to the text of this contract form are not permitted, except for the Secretary's authority to revise or update this contract form pursuant to LGC Rule 20 NCAC 03. 0502.

For contracts with an anticipated audit submission date exceeding six months after fiscal year end, please use this space to explain the reason for the late submission, as required by Paragraph 6 of this contract form:

FEEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Paragraph 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: The individual at the Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	Title and Unit / Company:	Email Address:

OR Not Applicable (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Paragraphs 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit firm for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the Unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in Rule 20 NCAC .0503 shall be submitted to the Secretary of the LGC for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

Primary Government Unit	
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$

Discretely Presented Component Unit	
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
Authorized Firm Representative (typed or printed)*	Signature*
Date*	Email Address*

GOVERNMENTAL UNIT

Governmental Unit*	
Date Governing Board Approved Audit Contract* (Enter date in box to right)	
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PREAUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by The School Budget and Fiscal Control Act.

Sum Obligated by This Transaction:	\$
Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Date of Preaudit Certificate*	Email Address*

SIGNATURE PAGE – DPCU
 (complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
Date DPCU Governing Board Approved Audit Contract* (Enter date in box to right)	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PREAUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by The School Budget and Fiscal Control Act.

Sum Obligated by this Transaction:	\$
DPCU Finance Officer (typed or printed)*	Signature*
Date of Preaudit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

PRINT

**Amendment for Full Tax Collection Agreement
Town of Bethel**

NORTH CAROLINA

PITT COUNTY

INTERLOCAL TAX COLLECTION AGREEMENT

This Agreement is made, this the _____ day of _____, 2026, by and between the Town of Bethel (hereafter "Town"), a municipal corporation organized under the laws of the State of North Carolina, and Pitt County (hereinafter "County"), a body politic and corporate;

WITNESSETH:

WHEREAS, the Town and County have the power pursuant to North Carolina General Statutes §153A-445(a)(1) and Article 20 of Chapter 160A to jointly exercise any function that they have been granted the power to exercise alone, or to contract with the other for the exercise of any governmental function which they have been granted the power to exercise alone, and to enter into contracts or agreements to specify the details of those joint undertakings; and

WHEREAS, Chapter 105 of the North Carolina General Statutes places responsibility for motor vehicle tax billing and collection with the State of North Carolina; however local governments retain responsibility for tax valuations, situsing, adjustments, prorations, refunds and exemptions; and

WHEREAS, Town and County previously entered into an Interlocal Agreement for the Collection of Ad Valorem Taxes dated November 5, 2013, as Amended March 3, 2015; and June 15, 2021.

WHEREAS, in addition to the collection of motor vehicle taxes, Town desires for County to continue collecting ad valorem taxes; and

WHEREAS, the Pitt County Board of Commissioners and the Bethel Town Commissioners have adopted Resolutions authorizing the County to act as Town's agent to collect all ad valorem and motor vehicle taxes imposed by the Town, and the County has agreed to exercise that function under the terms and conditions set forth herein; and

WHEREAS, it is the intent of Town and County that this Agreement shall supersede and replace all previous Interlocal Agreements and Amendments for the collection of Town's motor vehicle taxes only, and shall set forth the entire agreement of the parties.

NOW, THEREFORE, for and in consideration of the premises and mutual covenants of the parties as set forth herein, the Town and County agree as follows:

1. Listing, Assessing, Billing and Collection of Town Taxes:

The County shall serve as the Tax Collector for the Town in the listing, assessing, billing and collection of all ad valorem taxes beginning July 1, 2026. The County will not be responsible for the billing and collection of special town assessments, license taxes, special district levies or any fees or taxes other than ad valorem taxes. The County will not be responsible for the collection of delinquent taxes for years prior to the commencement date of this Agreement. Town agrees to fully cooperate with the County in the listing, assessing, billing and collection process, including assistance in determining situs issues in discovering property which should have been listed for taxation pursuant to N.C.G.S. §105-312. Beginning July 1, 2026 and each year thereafter, the fee charged by County to Town for the services provided herein will be one and one-half percent (1.5%) of the real and personal tax revenue collected in a given year unless changed by mutual agreement of the parties.

2. Motor Vehicle Taxes:

For motor vehicle taxes with renewal dates prior to September 1, 2013, the responsibility of the County to list, assess, bill and collect taxes on registered motor vehicles as defined in N.C.G.S. §105-330.3(a)(1) and the fees paid by the Town for such services shall remain the same as set forth in N.C.G.S. §105-330.5(b). The County will be responsible for listing, assessing, billing and collection of unregistered vehicles, as defined in N.C.G.S. §105-330.3(a)(2), and the fee for such services shall be one and one-half percent (1.50%) of the motor vehicle tax revenue collected.

For motor vehicle taxes with renewal dates on or after September 1, 2013, North Carolina Department of Transportation will distribute County-wide net motor vehicle tax collections (minus County-wide costs associated with State billing and County-wide costs associated with debit and credit card transaction fees) to the County on a monthly basis. County shall allocate the lump sum costs of billing, credit card and debit card transaction fees (already removed from total distribution amount) to Town based upon the proportional share of Town's contribution to the total tax bill. County will remit monthly to Town the net proceeds received from the State due to the Town, less an additional fee charged by the County as reimbursement for County costs related to valuations, situsing, adjustments, prorations, refunds, and exemptions under the new VTS system. The fee for the 2020-2021 fiscal year is calculated at one-half percent (0.5%) times the calculated levy from the situs and valuation of the monthly vehicles supplied by Pitt County Tax Administration to the North Carolina Department of Transportation. The fee may be adjusted upward or downward by County to accurately reflect the cost of tax assessment services provided, and Town will be notified of any change in this County fee prior to beginning of each new fiscal year.

3. County Authority:

The County shall have all authority set forth in the Machinery Act (N.C.G.S. §105-271 through 395.1) in the process of listing, assessing, billing and collecting Town taxes.

4. Allocation of Receipts:

At the end of any calendar month, the County will analyze the monthly deposit of funds collected to determine the dollar amount of taxes, including prepaid taxes, which are allocable to the Town. On or before the 15th day of the next month, the County will transfer by check or wire to the Town or bank account designated by the Town for the Town's estimated share of property taxes, including prepaid taxes, which taxes will remain in the County's prepaid tax account. Upon the ultimate determination of the correct amount of taxes which have been prepaid, any excess prepaid taxes shall be immediately paid to the taxpayer by the County from the prepaid account and the balance of said taxes will be paid through the Town on the next deposit date.

5. Priority of Allocation for Partial Payments:

If a partial payment of a tax bill is made, the County will apply that payment in accordance with the standard priority schedule. Any tax due to the Town after applying the priority schedule shall be deposited to the benefit of the Town in accordance with paragraph 4 above.

6. Other Fees to be paid by the Town to the County:

In addition to the foregoing, all fees collected by the County for additional services such as garnishment, advertisement and returned checks shall be retained by the County. The County will withhold the 1 ½ % collection fee from each monthly deposit made to the Town. Fees billed by the County to the Town will include filing fees, attorney fees and advertising costs associated with collection or tax foreclosure. Such amount shall be allocated equitably between the parties on joint collection efforts. All fees billed by the County to the Town will be repaid to the County at the execution of the foreclosure sale or through account settlement by the taxpayer.

When real property is sold at a foreclosure sale for the collection of ad valorem taxes, County agrees to use reasonable efforts to assure that the opening bid is sufficient to pay both the Town and County ad valorem property taxes, including taxes, penalties, interest and such costs as accrued prior to the institution of the foreclosure action. In the event the property is sold for an amount not sufficient to satisfy both the Town and County taxes, including penalties, interest and costs, the money shall be distributed as follows:

County shall first be reimbursed for actual expenses and disbursements made by it in connection with the foreclosure action, including cost of advertising, legal fees and other necessary legal expenses, and any balance

remaining after the payment of these expenses shall be distributed to County and Town in proportion to their respective interest.

In the event that County shall become the purchaser at a foreclosure sale, the property shall be held and disposed of pursuant to N.C.G.S. §105-376(b).

7. Town Annexation:

In the event Town annexes property, the County shall be responsible for collecting prorated taxes resulting from the annexation. The Town shall be responsible for notifying the County within (60) days prior to any annexation in order to allow the County sufficient time to assess and bill taxes resulting from the annexation. The County will collect a fee for services that shall be one and one-half percent (1.50%) of the tax revenue collected.

8. Waste/Garbage Collection Fees:

The County shall bill and collect for Town a special non-ad valorem assessment of \$168 per year for all residential property located within the Town boundaries for waste/garbage collection services and provide for increases on an annual basis based on the Consumer Price Index. Town agrees to fully cooperate with County in the listing, assessing, billing and collecting process. The County will collect a fee for services that shall be one and one-half percent (1.50%) of the waste/garbage fee collected unless changed by mutual agreement

9. Term and Termination:

The Town and County shall have the right to terminate this Agreement effective July 1st of each year, beginning with July, 2027. The decision to terminate shall be made by the respective governing bodies of the Town and County. Notice to Terminate shall be given in writing no later than May 1st.

10. Miscellaneous:

(a) All decisions involving discoveries, garnishments, attachments and other collection proceedings are delegated to the County. The County agrees to use its best efforts in accurately listing, assessing, billing and collecting the Town taxes. The County will not be held to a higher standard for collecting Town taxes than it has for collecting County taxes.

(b) The Tax Collector of the County is, by this Agreement, designated as the Tax Collector for the Town. All duties of the Town Tax Collector for the collection of the taxes to be collected by the County, pursuant to N.C.G.S. §105-349 through 378, are transferred to the County Tax Collector, including settlements as provided in N.C.G.S. §105-373.

(c) It is understood that Town and County have the authority to modify or eliminate the discount, and it is agreed that any modification by Town or County shall occur not later than May 1 of each year. Whenever either the Town or County modifies or eliminates its discount rate, written notice of the modification or elimination shall be given to the other party

within five (5) days. For ease in administration, Town is encouraged to offer the same discount rate as County. If the discount rates differ between Town and County, County will collect at the differing rates.

(d) The Town acknowledges the prior adoption of a resolution on May 6, 2024 directing the Tax Collector not to collect minimal taxes pursuant to N.C.G.S. §105-321(f).

(e) The parties agree that there shall be one tax bill for Town tax bills and County tax bills. The bill shall indicate a separate total for the County and a separate total for the Town, and in addition, shall state a grand total of the County and Town ad valorem taxes.

(f) This Agreement may be amended in writing at any time by mutual agreement of the parties.

11. Employment of Auditor:

Town authorizes County to employ any entity that County has determined meets appropriate qualifications to audit and discover unlisted or under reported business personal property taxes. Town agrees to reimburse County, on a prorated basis for actual expenses incurred by employment of such outside entity.

Town of Bethel

By: _____
Town Manager

Attest:

Clerk

Pitt County

By: _____
County Manager

Attest:

Clerk to Board of Commissioners

Pre-Audit Certificate

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

Name: _____
Finance Officer, Town of Bethel

Pre-Audit Certificate

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

Name: _____
Finance Officer, Pitt County

Approved as to form:

Town Attorney

Approved as to form:

County Attorney

Town of Bethel – Stormwater Drainage System Improvements

Project 1, Phase 1 – Ditch Line 3 Cleaning Proposed Additional Services

The following is an evaluation of potential alternatives and associated estimate of probable costs to rehabilitate Ditch Line 3 from Cherry Street to the Town Limits:

- Items of Concern: 2 homes on the southside of the ditch between Cherry and Cecil Streets and 1 home on the north side of the ditch between Cecil and Robinson Streets are within close proximity of the drainage feature and impact the ability to fully access and adequately maintain.

Below are alternatives to remedy the areas of concern:

- Alternative 1 – Clean & grade the existing ditch between Cherry & Cecil Street, place geotextile fabric and rip rap on the southside of the ditch; clean & grade the existing ditch between Cecil and Robinson Streets, place geotextile fabric and rip rap on the northside of the ditch; and remove and relay lower (or replace) the existing 36" RCP culvert under Cecil Street.
- Alternative 2 - Same as Alternative 1, except delete the geotextile fabric and rip rap on the northside of the ditch adjacent to Parcel 22400 and add ~ 200 feet of 36" HPP from the eastside of Cecil St. (replacing the existing 36" RCP) and extending the pipe to the west to the rear of parcel 22400, adding a drop inlet at the westside of Cecil St.
- Alternative 3 – Same as Alternative 1, except deleting the geotextile fabric and rip rap on the northside of the ditch adjacent to Parcel 22400, and realigning the ditch west of Cecil Street into Parcel 12242 approximately 150 feet to and away from Parcel 22400, then turning to the north and intersecting the existing ditch in approximately 160 feet.
- Alternative 4 – This alternative includes the realignment of the ditch between Cherry and Cecil Streets to relocate further away from the two existing residential structures on the southside of the ditch. This would require replacing and realigning the existing 2-24" CPP under Cherry to include adding a conflict box at the eastern end (due to the existing force main), then from the west side of Cherry to Cecil Street, grade a new ditch to Cecil; relay or replace the existing 36" RCP under Cecil Street and regrade the ditch to the west as depicted in Alternative 3.

BETHEL, NC

STORMWATER ASSET MANAGEMENT PLAN

Stormwater System Improvements - areas including Robinson St., Cecil St., Cherry St., Carson Rd., Whitehurst St.,
McWhorter St., Nelson St. & James St. Areas

Project 1, Phase 1 - Ditch/Channel Improvements - Ditchline 3 - Alternate 1

Preliminary Opinion of Probable Cost

February 2026

Project Description: This project involves rehabilitating the Town of Bethels stormwater drainage system. This project will consist of cleaning out of approximately 647 feet of Ditchline 3, to include removal of vegetation and debris and regrading existing outfall ditch from the end of the current contract to the Town limits. Additionally, the southside of the ditch between Cherry and Cecil Streets will be armored with geotextile fabric and rip-rap for a distance of 307 feet, and the northside of the ditch between Cecil and Robinson Streets will be armored with geotextile fabric and rip-rap for a distance of 150 feet. Further the existing 36" RCP under Cecil Street will be replaced or relayed on a new alignment.

<u>ITEM NO.</u>	<u>QTY.</u>	<u>UNIT</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
1	1	LS	Mobilization (not to exceed 3%)	\$ 1,382.55	\$ 1,382.55
2	587	LF	Removal of vegetation/debris and regrade existing outfall Ditch #3	\$ 15.00	\$ 8,805.00
3	457	LF	Instatl 381 square yards of geotextile fabric and 201 Tons of Rip-Rap	\$ 40.00	\$ 18,280.00
4	60	LF	Replace/Realign existing 36" RCP with a new 36" HPP	\$ 250.00	\$ 15,000.00
5	40	SY	Patching - Remove/Replace Asphalt Pavement & Base on Cecil Street	\$ 100.00	\$ 4,000.00
Construction Subtotal					\$ 47,467.55
Contingencies (10%)					\$ 4,746.76
Construction Total Plus Contingency					\$ 52,214.31
Legal & Administration					\$
Surveying, Engineering Design & Construction Administration					\$
Construction Inspection (1 months, part time)					\$
Total Estimated Project Cost					\$ 52,214.31

BETHEL, NC

STORMWATER ASSET MANAGEMENT PLAN

Stormwater System Improvements - areas including Robinson St., Cecil St., Cherry St., Carson Rd., Whitehurst St.,
McWhorter St., Nelson St. & James St. Areas

Project 1, Phase 1 - Ditch/Channel Improvements - Ditchline 3 - Alternate 2

Preliminary Opinion of Probable Cost

February 2026

Project Description: This project involves rehabilitating the Town of Bethels stormwater drainage system. This project will consist of cleaning out of approximately 447 feet of Ditchline 3, to include removal of vegetation and debris and regrading existing outfall ditch from the end of the current contract to the Town limits. Additionally, the southside of the ditch between Cherry and Cecil Streets will be armored with geotextile fabric and rip-rap for a distance of 307 feet, and add ~ 200 feet of 36" HPP from the eastside of Cecil St. (replacing the existing 36" RCP) and extending the pipe to the west to the rear of parcel 22400, adding a drop inlet at the westside of Cecil St.

<u>ITEM NO.</u>	<u>QTY.</u>	<u>UNIT</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
1	1	LS	Mobilization (not to exceed 3%)	\$ 2,339.55	\$ 2,339.55
2	447	LF	Removal of vegetation/debris and regrade existing outfall Ditch #3	\$ 15.00	\$ 6,705.00
3	307	LF	Instatl 381 square yards of geotextile fabric and 201 Tons of Rip-Rap	\$ 40.00	\$ 12,280.00
4	200	LF	Replace/Realign and extend existing 36" RCP with a new 36" HPP	\$ 250.00	\$ 50,000.00
5	40	SY	Patching - Remove/Replace Asphalt Pavement & Base on Cecil Street	\$ 100.00	\$ 4,000.00
6	1	EA	Drop Inlet	\$ 5,000.00	\$ 5,000.00
Construction Subtotal					\$ 80,324.55
Contingencies (10%)					\$ 8,032.46
Construction Total Plus Contingency					\$ 88,357.01
Legal & Administration					\$
Surveying, Engineering Design & Construction Administration					\$
Construction Inspection (1 months, part time)					\$
Total Estimated Project Cost					\$ 88,357.01

BETHEL, NC
STORMWATER ASSET MANAGEMENT PLAN

Stormwater System Improvements - areas including Robinson St., Cecil St., Cherry St., Carson Rd., Whitehurst St.,
 McWhorter St., Nelson St. & James St. Areas
 Project 1, Phase 1 - Ditch/Channel Improvements - Ditchline 3 - Alternate 3
Preliminary Opinion of Probable Cost
February 2026

Project Description: This project involves rehabilitating the Town of Bethels stormwater drainage system. This project will consist of cleaning out of approximately 647 feet of Ditchline 3, to include removal of vegetation and debris and regrading existing outfall ditch from the end of the current contract to the Town limits. Additionally, the southside of the ditch between Cherry and Cecil Streets will be armored with geotextile fabric and rip-rap for a distance of 307 feet, and the northside of the ditch between Cecil and Robinson Streets will be realigned west of Cecil Street into Parcel 12242 approximately 150 feet to and away from Parcel 22400, then turning to the north and intersecting the existing ditch in approximately 160 feet. Further the existing 60 ft - 36" RCP under Cecil Street will be replaced and installed on a new alignment.

<u>ITEM NO.</u>	<u>QTY.</u>	<u>UNIT</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
1	1	LS	Mobilization (not to exceed 3%)	\$ 1,428.00	\$ 1,428.00
2	227	LF	Removal of vegetation/debris and regrade existing outfall Ditch #3	\$ 15.00	\$ 3,405.00
3	307	LF	Insatll 381 square yards of geotextile fabric and 201 Tons of Rip-Rap	\$ 40.00	\$ 12,280.00
4	60	LF	Replace and Realign Existing 36" RCP with a new 36" HPP	\$ 250.00	\$ 15,000.00
5	861	CY	Grade new ditch and backfill existing ditch - 310 feet	\$ 15.00	\$ 12,915.00
6	40	SY	Patching - Remove/Replace Asphalt Pavement & Base on Cecil Street	\$ 100.00	\$ 4,000.00
Construction Subtotal					\$ 49,028.00
Contingencies (10%)					\$ 4,902.80
Construction Total Plus Contingency					\$ 53,930.80
Legal & Administration					\$
Surveying, Engineering Design & Construction Administration					\$
Construction Inspection (1 months, part time)					\$
Total Estimated Project Cost					\$ 53,930.80

BETHEL, NC

STORMWATER ASSET MANAGEMENT PLAN

Stormwater System Improvements - areas including Robinson St., Cecil St., Cherry St., Carson Rd., Whitehurst St., McWhorter St., Nelson St. & James St. Areas

Project 1, Phase 1 - Ditch/Channel Improvements - Ditchline 3 - Alternate 4

Preliminary Opinion of Probable Cost

February 2026

Project Description: This project involves rehabilitating the Town of Bethels stormwater drainage system. This project will consist of cleaning out of approximately 587 feet of Ditchline 3, to include removal of vegetation and debris and regrading existing outfall ditch from the end of the current contract to the Town limits. Additionally, the ditch between Cherry and Cecil Streets will be realigned to relocate further away from the two existing residential structures on the southside of the ditch. This would require replacing and realigning the existing 2-24" CPP under Cherry to include adding a conflict box at the eastern end (due to the existing force main); then from the west side of Cherry to Cecil Street, grade a new ditch to Cecil; relay or replace the existing 36" RCP under Cecil Street and regrade the ditch to the west realigning the ditch west of Cecil Street into Parcel 12242 approximately 150 feet to and away from Parcel 22400, then turning to the north and intersecting the existing ditch in approximately 160 feet.

<u>ITEM NO.</u>	<u>QTY.</u>	<u>UNIT</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL COST</u>
1	1	LS	Mobilization (not to exceed 3%)	\$ 2,663.10	\$ 2,663.10
2	272	LF	Removal of vegetation/debris and regrade existing outfall Ditch #3	\$ 15.00	\$ 4,080.00
3	1,722	CY	Grade Two New ditch Segments and backfill existing ditches - 620 feet	\$ 15.00	\$ 25,830.00
4	60	LF	Replace and Realign Existing Dual 24" CPP with Dual 30" HPP	\$ 556.00	\$ 33,360.00
5	60	LF	Replace and Realign Existing 36" RCP with a new 36" HPP	\$ 250.00	\$ 15,000.00
6	55	SY	Patching - Remove/Replace Asphalt Pavement & Base on Cherry & Cecil Street	\$ 100.00	\$ 5,500.00
7	1	EA	Conflict Box	\$ 5,000.00	\$ 5,000.00
Construction Subtotal					\$ 91,433.10
Contingencies (10%)					\$ 9,143.31
Construction Total Plus Contingency					\$ 100,576.41
Legal & Administration					\$
Surveying, Engineering Design & Construction Administration					\$
Construction Inspection (1 months, part time)					\$
Total Estimated Project Cost					\$ 100,576.41

February 26, 2026

Mr. Scott Elliott, Interim Town Manager
Town of Bethel
PO Box 337
Bethel, NC 27812

Subject: Stormwater Utility Rate Study
Preliminary Cost Estimate

Dear Mr. Elliott:

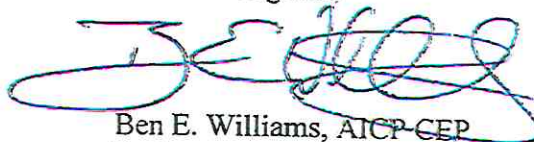
Thank you for discussing with me the Town's desire to budget for and develop a Stormwater Utility Rate Study for possible establishment and implementation of a stormwater utility for the operation and maintenance of the Town's stormwater conveyance system. The estimated cost associated with conducting a Stormwater Utility Rate Study (Rate Study) for the Town of Bethel's stormwater drainage system is approximately \$40,000, with a timeline of approximately 4 months.

The following is a general scope of activities/tasks that will be performed in the proposed Rate Study.

1. Compile and review existing stormwater financial documents.
2. Collect existing GIS parcel mapping and orthophotography data.
3. Review collected data for accuracy.
4. Review and establish parcel/owner type data.
5. Calculate and review impervious surface data for established owner types.
6. Review operation and maintenance (O&M) programs and associated costs to evaluate and input future budget requirements.
7. Design Utility Rate methodology
8. Compute and evaluate proposed charges
9. Project revenues up to 5 years.
10. Report preparation and review
11. Review Draft Rate Study with Town staff
12. Finalize report

We appreciate this opportunity to be of assistance to the Town of Bethel. Please contact me should you have any questions or require any additional information.

With best regards,



Ben E. Williams, AICP-CEP
Project Manager

Budget vs Actual (Summary)

Town of Bethel
2/11/2026 5:26:37 PM

Period Ending 1/31/2026

Description	Budget	Encumbrance	MTD	QTD	YTD	Variance	Percent
10 GENERAL FUND							
Revenues							
	2,084,575	0.00	175,257.19	175,257.19	926,222.22	(1,158,352.78)	44%
Revenues Totals:	2,084,575	0.00	175,257.19	175,257.19	926,222.22	(1,158,352.78)	44%
Expenses							
GOVERNING BODY	33,990	0.00	2,149.09	2,149.09	19,039.31	14,950.69	56%
ADMINISTRATION-GF	471,871	49.69	29,248.01	29,248.01	270,095.42	201,725.89	57%
TAX COLLECTION PITT COUNTY	7,500	0.00	1,473.41	1,473.41	6,798.09	701.91	91%
POLICE DEPARTMENT	221,100	0.00	0.00	0.00	85,074.03	136,025.97	38%
FIRE DEPARTMENT	691,666	470.83	14,422.90	14,422.90	105,762.50	585,432.67	15%
STREET DEPARTMENT	449,374	1,363.49	27,069.94	27,069.94	205,407.63	242,602.88	46%
SANITATION DEPARTMENT	71,400	0.00	6,038.63	6,038.63	31,036.43	40,363.57	43%
RECREATION DEPARTMENT	16,400	23.92	320.00	320.00	8,271.38	8,104.70	51%
LIBRARY	26,708	0.00	992.20	992.20	26,640.84	67.16	100%
CEMETERY DEPARTMENT	20,000	0.00	2,150.00	2,150.00	6,270.00	13,730.00	31%
SENIOR CENTER	22,234	0.00	2,163.94	2,163.94	10,115.77	12,118.23	45%
STORMWATER	26,350	0.00	25,340.00	25,340.00	105,500.00	(79,150.00)	400%
CONTINGENCY	14,150	0.00	0.00	0.00	0.00	14,150.00	
DEBT SERVICE	11,832	0.00	986.00	986.00	6,902.00	4,930.00	58%
Expenses Totals:	2,084,575	1,907.93	112,354.12	112,354.12	886,913.40	1,195,753.67	43%
10 GENERAL FUND Revenues Over/(Under) Expenses:			62,903.07	62,903.07	39,308.82		

Cash Balance Report

Period Ending 1/31/2026

Town of Bethel

2/11/2026 5:18 PM

Page 1/1

Bank 5		SOUTHERN BANK & TRUST Acct#- 5531103060	
Account			Balance
10-102-0000 GENERAL FUND CHECKING			\$278,189.65
63-102-0000 ARP GRANT CHECKING			\$0.00
64-102-0000 SCIF GRANT FUND CHECKING			-\$3,388.40
65-102-0000 RTG CASH			-\$29,725.36
	Bank 5	Total:	\$245,075.89
.....			
Bank 6			
Account			Balance
10-151-0000 NCCMT INVESTMENTS			\$2,461,146.25
64-151-0000 NCCMT INVESTMENTS			\$167,830.10
65-151-0000 NCCMT INVESTMENTS			\$200,000.00
66-151-0000 NCCMT-STRUCTURE DEMOLITION			\$200,000.00
	Bank 6	Total:	\$3,028,976.35
.....			

Total Cash Balance:	\$3,274,052.24
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X FIRE REPORT TEMPLA...



February

CALLS:	NUMBER:
WATER FLOWS	1
CAR FIRES	
STORM MODES	
BRUSH FIRES	
MOTOR VEHICLE CRASHES	4
HOUSE FIRES	
STRUCTURE FIRES	
ALARMS	2
ASSIST EMS	2
SERVICE CALLS	
OUTSIDE COUNTY FIRES	
POWER LINES DOWN	
OTHER: Haz Mat	1
OTHER:	

TRAINING HOURS:	TOTAL: 54
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EQUIPMENT UPDATE:	
OK	OK