

ERWIN BOARD OF COMMISSIONERS
MEETING MINUTES
NOVEMBER 3, 2011
REGULAR MEETING
ERWIN, NORTH CAROLINA

The Board of Commissioners for the Town of Erwin with Mayor Patsy Carson presiding, held its Regular Meeting in the Town Hall on Thursday, November 3, 2011 at 7:00 P. M. in Erwin, North Carolina.

Board Members present were: Commissioners Frank Taylor, Mark Whitman, William Corbett, Norma Ennis, and Michael West.

Board Members absent were: Commissioner Randy Baker.

Town Manager Bryan Thompson and Town Clerk Cynthia Patterson were present.

Town Attorney Mac Hunter was present.

Mayor Patsy Carson called the meeting to order at 7:00 P. M.

Commissioner Taylor gave the invocation.

Those present recited the Pledge of Allegiance.

AGENDA ADJUSTMENTS/APPROVAL OF AGENDA

Commissioner Corbett made a motion to Add to the Agenda under Consent Items, (Item H) Tax Release #13-17 and Remove Item C under New Business Consideration of Fee Schedule Amendment for the Purpose of Accepting Credit and Debit Transactions for General Governmental Revenue Functions and also Add under Public Comments Manager Report and Remove Closed Session under (Item 9) was seconded by Commissioner West. The Board voted 5 for and 1 absent (Commissioner Baker).

Commissioner Corbett made a motion to approve the Agenda and was seconded by Commissioner West. The Board voted 5 for and 1 absent (Commissioner Baker).

CONSENT ITEMS

Commissioner Corbett made a motion to approve (Item A) Approval of Regular Minutes on 10/06/2011, (Item B) Tax Releases/Refunds #11-12, (Item C) Appointment of Karen Lamm to the Town of Erwin Planning and Zoning Board of Adjustments as ETJ Alternate Member, (Item D) Proclamation Recognizing Outgoing Planning and Zoning Board of Adjustments Chairperson Mrs. Nancy S. Jackson for Outstanding Service, (Item E) Proclamation Commemorating Veterans Day (Item F) Proclamation Home Care and Hospice Month, (Item G) Proclamation Recognizing Mr. Walter B. McNeill for Citizen of the Month and (Item H) Tax Release #13-17 and was seconded by Commissioner Whitman. The Board voted 5 for and 1 absent (Commissioner Baker).

MINUTES OF NOVEMBER 3, 2011 CONTINUEDPRESENTATION OF PROCLAMATIONS TO MRS. NANCY JACKSON, HOME CARE AND HOSPICE AND MR. WALTER MCNEILL FOR CITIZEN OF THE MONTH

Mayor Carson presented a plaque to Mrs. Nancy Jackson for serving on the Planning Board for over 6 years. Mayor Carson presented a plaque to Susan Byerly, Community Educator and Gayle Williams Booker, Patient Care Coordinator from Home Care and Hospice. This is Home Care and Hospice Month. Also, Mayor Carson presented a plaque to Mr. Walter B. McNeill for the First Citizen of the Month. Mr. McNeill, a Retired Brick Mason, devoted his time to the Town of Erwin on several projects which included the Welcome Sign on Hwy 421 and Erwin Municipal Park.

OLD BUSINESSCONSIDERATION OF BUDGET AMENDMENT FOR THE PURPOSE OF SCHEDULING TOWN HALL ROOF REPAIRS

Bryan Thompson, Town Manager informed the Board that this item was tabled at a Special Called meeting in October. Staff has been trying to get additional quotes however with time in order to get all the quotes in hand to make a decision, Staff is asking to table this issue until the next called meeting or regular meeting with the Board.

Commissioner Corbett made a motion to Table this item and was seconded by Commissioner West. The Board voted 5 for and 1 absent (Commissioner Baker).

NEW BUSINESSCHICORA PHASE II SEWER PROJECT PRESENTATION AND COMMUNITY/BOARD QUESTION AND ANSWER SESSION

Mr. Michael Wicker, Engineer for this project came forward and addressed the Board. Mr. Wicker stated that several residents were not able to be served in the first phase so Phase II is to pick up other homes in the area. Most of those homes will have to pump into the force main due to the fact that the gravity sewer is not available. The proposed project has 2800 linear feet of 2in. force main that will be connected to either that 4in. force main or to 8in gravity that is at Hwy 82. This involves about 24 homes right now with the sign ups we have received. We will be installing a small little grinder pump station at each of these homes.

The project layout will run down Chicora Road to Chicora Club Drive which pumps will be placed in each of the residents yard and will try to either put it in their septic tank that is there now or put a little pump station that will fit just behind their septic tank and another option is another small pump station that has a little more capacity if we do not use the septic tank. On the other end of the project, at the end of Chicora Road, right where the State Road ends and goes to private drive, we have interest to serve residents there and again will be putting pump stations at their home as well.

MINUTES OF NOVEMBER 3, 2011 CONTINUED

This will run up to the intersection of Chicora Club Drive and right there is where the 4in force main comes out so we will tie the new 2in line into the existing 4in line in that area. Along Chicora Road where the 4in line is adjacent to the road, residents who would like to tie on there, we will tie their pump station in their yard directly to the existing 4in force main. So they will come straight out of the house with a septic tank and hit the force main right in front of their house.

Down in Chicora Club, there are a few houses that were not picked up in Phase I and a lot of them fall off from the road so it's not too easy to hit them with gravity and will need to install a pump station in the back where their septic tanks are and pump up to the road and that will tie into the gravity sewer that's there and will not have to be forced. What we are going to do in that area is have the plumber and contractor check under the house and make sure we don't have fall to the gravity line, if we have fall to the gravity line we will install a regular service and those residents will not have a pump.

Mayor Carson asked what kind of time frame we are looking at. Mr. Wicker informed everyone that actual construction will be 90 to 120 day process if that. Once we bid the job the contractor will need to get his contracts approved and then once they are approved they will send us shop drawings for the materials they will put in and we will need to review and approve them as well and once they are approved we will need to order and receive that. This will take around 3 months getting to the point for them to start however once they start they will move along quickly.

Mr. Wicker also stated that the Town of Erwin agreed to maintain these pumps for 5 years after that it will be up to the homeowner.

Commissioner Whitman asked if there will be anything in the contract that the Contractor will be responsible in putting the yards back like they were. I do not want to see it fall back on the Town of Erwin having to repair these yards. Mr. Wicker stated that was correct, we usually have line items for seeding and mulching practically when you are working in someone's yard.

Mayor Carson then opened the floor to the Residents of Property Owners of Chicora Phase II Area. Every effort will be made to answer questions, in the event for further questions concerning this matter you will be directed to Bryan Thompson, Town Manager who will coordinate with the project engineers to get your questions answered.

Most of the questions from the residents were making sure where the pumps would be installed and reassuring that their yards will be put back like before the construction began. Mr. Wicker assured all the residents that inspections will be done, oversight that the Town has behind it and holding contractors payments until it's corrected or get someone else to do it correctly. With the emphasis of the homeowners and the Board of Commissioners and Mr. Thompson efforts he will continually remind us about this so it will all get followed through.

MINUTES OF NOVEMBER 3, 2011 CONTINUEDCONSIDERATION OF RELEASING FOR BID CHICORA PHASE II SEWER
PROJECT BID DOCUMENT

Town Manager Bryan Thompson informed the Board that this is still part of the same subject that we were discussing before. If the Board is comfortable moving forward in releasing this to bid, the engineers recommend to do so provided that they are not released to bid until we get all the proper documentation, easement, etc. so we know to move forward. This would be Staff's recommendation as well.

Commissioner Whitman made a motion to consider releasing the bids to support Chicora Phase II with the recommendation of the engineers to receive all feedback from the Residents of Chicora and was seconded by Commissioner Corbett. The Board voted 5 for and 1 absent (Commissioner Baker).

CONSIDERATION OF RECOMMENDED AMENDMENTS TO THE TOWN OF
ERWIN PARKS AND RECREATION MUNICIPAL PARK CONCESSIONS

Town Manager Bryan Thompson, informed the Board that a few months ago we approved the Booster Club at which were to take over the concessions. The concession contract which was originally drafted and approved for a separate private organization to run the concessions and since we do not have that same set up now, Staff has made some suggested amendments to the language to fit in keeping with the Booster Club.

Commissioner Taylor expressed concerns with Item W #1 "The Town shall receive a flat rate fee of \$50 per day per additional food vendor for the use of the grounds and utilities". Mr. Taylor feels like the Town will be losing money with this language.

Majority of the Commissioners agreed that the flat rate is too low and should be increased.

Commissioner Whitman made a motion to Table Amendments to the Town of Erwin Parks and Recreation Municipal Park Concessions so Staff can talk with the Park Director and was seconded by Commissioner Corbett. The Board voted 5 for and 1 absent (Commissioner Baker).

CONSIDERATION OF RECOMMENDED AMENDMENTS TO THE TOWN OF
ERWIN COMMUNITY CENTER RENTER

Town Manager Bryan Thompson informed the Board that Staff from time to time makes recommendations on the editing of written policies. Library Staff recommends an amendment to the existing Community Center Rental Agreement Policy. Following is the proposed language.

The reservation of dates for use of the Town of Erwin Community Center shall not be made more than sixty (60) calendar days in advance nor later than seven (7) days prior to the date of intended use.

MINUTES OF NOVEMBER 3, 2011 CONTINUED

Commissioner Whitman made a motion to make the recommended amendment changes to the Town of Erwin Community Center Rental Agreement Policy and was seconded by Commissioner Corbett. The Board voted 5 for and 1 absent (Commissioner Baker).

PRESENTATION OF PROPOSED CELL PHONE USE, MAINTENANCE, AND STIPEND POLICY

Town Manager Bryan Thompson informed the Board that right now the Town offers cell phones to individuals within the organization. The Town cell phones are paid \$35 a month per cell phone. In addition, the IRS has gone back and forth over the past several years with respect to compensatory vs. non-compensatory fringe benefits as it relates to the taxability of cell phones issued to employees by employers as well as stipends offered to employees by the employer. On September 14, 2011, the IRS issued a guidance (not a technical) memorandum to its field officers. The memorandum gave guidance on how to proceed with reviewing such benefit. In consideration of the current tax law and the latest guidance issued by the IRS, Staff further believes that it is beneficial to review the way this benefit is handled as well as define a policy that speaks to this issue.

Mr. Thompson also stated that if the Board is comfortable with the language as is, what Staff has left is some standard forms that we issue to the employees, the Board can approve as is provided that Staff brings to the Board at the next meeting the finalized document or we could hold off until the Board sees the final document.

Commissioner Taylor stated that he would feel more comfortable seeing the final document and made a motion to Table the Proposed Cell Phone Use, Maintenance, and Stipend Policy until the next meeting and was seconded by Commissioner Whitman. The Board voted 5 for and 1 absent (Commissioner Baker).

MANAGER REPORTS

Mr. Thompson informed the Board that we have been talking about meeting with the County and working on Animal Control Language. A memo has been sent to Scott Sauer Harnett County Manager. The County would be willing to work toward the requested end and he wanted a memo to put in more detail request which was presented to the Board of Commissioners and the County will figure out if this is something we can do and what steps to do it.

MINUTES OF NOVEMBER 3, 2011 CONTINUEDGOVERNING BODY COMMENTS

Commissioner Taylor stated he appreciated working with the Board Members that will no longer be with us on December 1, 2011. We may not always agree on everything but we have been a good working team and whatever you do from this point will pray that it will be successful. Also, appreciate the citizens that come out and being a part of our Town meeting and also welcome two new members of the Board, Mr. Billy Turnage and Mr. Frankie Ballard, looking forward in working with you as well.

Commissioner West stated that it has been an honor to sit up here with this Board. Good to see everyone come out and be a part of our meetings and that's what it takes, people need to get involved.

Commissioner Ennis reiterated what other fellow members have said and it's been a pleasure working with them. We don't always agree but we always manage to work it out. Also, welcomed Mr. Billy Turnage and Mr. Frankie Ballard.

Commissioner Whitman thanked the Town for what they do. Public Works have been doing a good job in getting the limbs up and once the grapple truck arrives you will see a big difference here in Town in keeping it cleaned up like it should be.

Commissioner Corbett thanked everyone for coming to the meeting and Staff for all the hard work they do. Step Committee has some good projects that are being finalized and will see some nice things out of this STEP program that we have been involved with about 2 years now.

Mayor Carson stated that she looks forward with the new members coming on. November 28, 2011 the Chamber will be having a Tree Lighting Service and encouraged everyone to attend. All businesses will be opened and serving refreshments.

ADJOURNMENT

Commissioner Corbett made a motion to adjourn at 8:10pm and was seconded by Commissioner Taylor. The Board voted 5 for and 1 absent (Commissioner Baker).

MINUTES RECORDED AND TYPED BY
CYNTHIA B PATTERSON TOWN CLERK

Patsy M. Carson,
Mayor

Cynthia B. Patterson, CM C
Town Clerk