

**ERWIN BOARD OF COMMISSIONERS  
MEETING MINUTES  
MAY 17, 2012  
SPECIAL CALLED MEETING  
ERWIN, NORTH CAROLINA**

The Board of Commissioners for the Town of Erwin with Mayor Patsy Carson presiding, held its Special Called Meeting in the Town Hall on Thursday, May 17, 2012 at 6:00 P. M. in Erwin, North Carolina.

Board Members present were: Commissioners Frank Taylor, William Turnage, Frankie Ballard, Norma Ennis, Randy Baker and Ricky Blackmon.

Town Manager Bryan Thompson, Town Clerk Cynthia Patterson and Finance Director Debbie Chestnut were present.

Mayor Patsy Carson called the meeting to order at 6:00 P. M.

Commissioner Taylor gave the invocation.

Those present recited the Pledge of Allegiance.

**OVERVIEW PRESENTATION OF FIRST DRAFT 2012-2013 FY BUDGET**

Town Manager Bryan Thompson informed the Board that this is the First Draft of the Budget Overview. This includes a draft for Planner/Building Inspector and just Planner. Of the two draft budget's presented to the Board, the budget that funds only one new position is balanced, whereas the draft budget that identifies funding for two new positions is approximately \$35,000 out of balance.

Commissioner Baker asked the question with hiring the Planner/Code Enforcement Officer would the Town be able to take and bring permitted services back in house where that individual takes care of everything. This would decrease the funding amount to only have inspections. We should see additional revenue.

Mr. Thompson replied that we could definitely incorporate this with that position. It would reduce the level of inconvenience of citizens having to drive to Central Permitting for building permits etc. It would go back to the way it was in the past with 25% of the revenue coming back to the Town and 75% going to the County.

Commissioner Turnage asked the question has there been an increase in building permits in the last year.

Mr. Thompson replied that it has been about the same. It ranges from anywhere from \$20,000 to \$25,000. We haven't seen any real increase in the past few years.

**MINUTES OF MAY 17, 2012 CONTINUED**

Commissioner Blackmon asked the question that the Planner could be funded by the operating budget as it is right now without any increase, just by the money you are saving from what the Town pays the County and the money we are going to save by retiring the Town's debt. Is that how this position is going to be funded?

Mr. Thompson replied by saying that is correct.

**Police Department Grant**

In the event the grant is approved by the State for a new position and new vehicle, this department's expenses will increase this coming fiscal year and will gradually increase each year thereafter until the Town is responsible for 100% of the personnel cost of the new position. The Town would be fully responsible for this position after 4 years. The Town should hear from this grant by the end of May.

**Garbage Increase**

The Town's contractor is increasing the regular household garbage fee and the recycling fee by 2.9%, which is the percent found in the Consumer Price Index for February. This increase is in keeping with the agreement between the Town and the Town's service provider.

**Residential Trash Service**

Current Charge is \$6.34 per resident/month

Effective July 1, 2012 \$6.52 per resident/month

**Residential Recycling Service**

Current Charge is \$3.12 per resident/month

Effective July 1, 2012 \$3.21 per resident/month

There will be no increase to the 2012-2013 Fee Schedule other than Garbage.

The Board also directed the Town Manager to consult with the Town Attorney concerning the Garbage Contract. The Board feels like the Town could do this service a lot cheaper.

Commissioner Ballard came in at 6:40pm.

Mr. Thompson informed the Board that from the discussion, we were leaning toward a Planner; look at foregoing revenue on Fire Marshall side to make sure we have appropriate figures to gauge on the loss of revenue and also the garbage increase.

There were no other outstanding issues on the budget.

Mr. Thompson informed the Board that there will be a revised budget message presented to the Board on Tuesday, May 29<sup>th</sup> at 6pm. In June we will look at a Public Hearing if the Board is satisfied with the Budget at which it could be approved.

**MINUTES OF MAY 17, 2012 CONTINUED****CONSIDERATION OF CAPITAL PURCHASES AND CAPITAL IMPROVEMENTS  
FOR 2012-2013 FY BUDGET**

The Board discussed a list of potential improvements and purchases that were compiled from town department heads. The Board felt it would be best for the department heads to be present for their requests to be made in person, so a detailed explanation could be offered and any questions could be thoroughly answered.

This will be up for discussion again on Tuesday, May 29<sup>th</sup> at 6pm.

**CONSIDERATION OF USDA RURAL DEVELOPMENT RBEG GRANT FOR  
DOWNTOWN PARKING LOT**

Mr. Thompson informed the Board that the Board tabled this matter at the last Board meeting in order for all of the members be able to address their concerns. Rural Development indicated that the proposed budget for the project needs to be amended to include estimated engineering costs associated with the design, bidding, construction, etc. that will be required elements of the grant if awarded. The estimated increase to the budget is \$16,000. The project will be bid out and it's possible that the construction cost estimated in the budget will be higher than the bids that come in. However, there is no certainty that the project cost will be reduced by \$16,000 even under competitive bidding circumstances. The total amount of this grant is \$75,000.

Commissioner Turnage made a motion to move forward with the Rural Development RBEG Grant for the downtown parking lot and was seconded by Commissioner Blackmon. The Board voted unanimously.

Mr. Thompson informed the Board that a representative from USDA will be at the next regular meeting which is Thursday, June 7<sup>th</sup> at 7pm to make a formal presentation of the Grant to the Board.

**UPDATE PRESENTATION OF W.N. PORTER PARK MASTER PLAN AND PART  
GRANT INFORMATION**

Mr. Thompson stated that it was requested at the budget retreat to look into the Master plan and get updated cost for individual projects and total cost to complete. Then also look into what the PARTF budget cycle looks like. The total for all elements within the plan comes to \$237,967.46 (this price includes asphalt for the trail as opposed to granite screenings), with using granite screenings for Trails the total cost is \$217,976.46. If the Town were to receive a grant award for the entire project, the projected cost to the Town for this project is \$117,983.73.

**MINUTES OF MAY 17, 2012 CONTINUED**

Provided that the cycle remains the same this coming year as it is this current year, it appears that there is enough time to put together an application package and have submitted to PARTF by the January 31, 2013 deadline.

Mr. Thompson also stated that we could apply for the entire project or if we do not want to spend that much in our match then we could scale back to the most important pieces. As we go through the application process we can bring items back to the Board to make sure that by the steps that we are moving in is the direction that the Board would like to go.

The Board decided to apply for the PARTF grant to compete improvements at the W.N. Porter Park as part of an overall master plan for the recreation area. It was also stated that if the grant were to fail, work would begin using funds already set aside for the park as to not delay progress.

**ADJOURNMENT**

Commissioner Turnage made a motion to adjourn at 7:45pm and was seconded by Commissioner Taylor. The Board voted unanimously.

**MINUTES RECORDED AND TYPED BY  
CYNTHIA B PATTERSON TOWN CLERK**

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**Patsy M. Carson,  
Mayor**

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**Cynthia B. Patterson, CMC  
Town Clerk**