

**ERWIN BOARD OF COMMISSIONERS
MEETING MINUTES
DECEMBER 6, 2012
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, December 6, 2012 at 7:00 P. M. in Erwin, North Carolina.

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

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 Blackmon made a motion to add under **Consent Agenda Item E** Resignation of Bill Morris from Erwin Planning and Zoning/Board of Adjustment, **Item F** Resignation of Town Manager Bryan Thompson, Add under **New Business Item G** Consideration of Erwin Town Manager Job Ad and Add to **Agenda Closed Session Item A** Enter into Closed Session pursuant to General Statute 143-318.11 (a) (6) for the purpose of discussing matters of personnel and was seconded by Commissioner Ennis. The Board voted unanimously.

CONSENT ITEMS

Commissioner Taylor made a motion to approve **(Item A)** Approval of Regular Minutes on 11/01/2012, **(Item B)** Proclamation Recognizing December 2012 Erwin Citizen of the Month, **(Item C)** Board of Commissioners and Planning Zoning Board of Adjustments Meeting Dates 2013 **(Item D)** Budget Amendment 2012-2013: 004 Public Works Truck, Insurance and Repairs **(Item E)** Resignation of Bill Morris from Erwin Planning and Zoning/Board of Adjustments and was seconded by Commissioner Turnage. The Board voted unanimously.

MINUTES OF DECEMBER 6, 2012 CONTINUED**PRESENTATION OF PROCLAMATION TO MR. ERVIN LESTER HOUSE
FOR CITIZEN OF THE MONTH**

Mayor Patsy Carson presented a plaque to Mr. Ervin Lester House for December's Citizen of the Month. Mr. House has dedicated many hours away from his wife and family for over 41 years and is the eldest member of the Erwin Fire Department where he is a Senior Traffic Control Officer. He received the 2000 Fireman of the Year Award and the 2006 Public Safety Award.

OLD BUSINESS**CONSIDERATION OF PROPOSED PARKING CENTER AREAS TO BE
RETAINED BY INDIVIDUAL PROPERTY OWNERS AND PROPOSED
ENCROACHMENTS AFTER TRANSFER OF PARKING CENTER PROPERTY TO
TOWN OF ERWIN**

Town Manager Bryan Thompson informed the Board that this item was tabled at the November meeting of the Board of Commissioners in order for Staff and Town Attorney to gain additional information following the discussion of the members of the Board. The Board indicated its desire to be able to pave up to the existing buildings whereby a gap of unimproved paving surface will not be realized, as it appeared to be the belief of the board that by doing so, this would make for a more finished look and end product.

There were some questions concerning the Alley Way. Mr. Hunter stated that the problem with the Alley Way is that it's not part of the Erwin Parking Center. There is reason to believe that it belonged to Burlington Industries at one time. The plan is to follow the asphalt in front of the buildings, come around and pave along the Alley Way, due to the fact it's the intent for the Town to maintain anyway. Mr. Hunter informed the Board that he will check into the ownership of the Alley Way.

After some discussion, Mr. Hunter advised the Board that this will be brought back to the Board for approval once he can get the quick claim, survey's and the information on the Alley Way done.

NEW BUSINESS**PRESENTATION OF TOWN OF ERWIN FINANCIAL STATEMENT AS OF JUNE
30, 2012---BRYON SCOTT, CPA OF THOMPSON, PRICE, SCOTT AND
ASSOCIATES PA**

Bryan Scott with Price, Scott, Adams & Co. PA came forward and spoke. Mr. Scott stated that the Town has in Revenue \$3,387,493. The Expenditures is \$7,428,254. The Fund Balance at the end of the year is \$2,582,684.

The Tax Collection rate is 97.07%.

MINUTES OF DECEMBER 6, 2012 CONTINUED

Mr. Scott advised the Board that there were no difficulties encountered in performing the Audit nor disagreements with Management.

Commissioner Blackmon made a motion to accept the Town of Erwin Financial Statement Year End June 30, 2012 and was seconded by Commissioner Turnage. The Board voted unanimously

(Page 7737 A-H)

PRESENTATION OF ORGANIZATIONAL ASSESSMENT OF THE ERWIN POLICE DEPARTMENT CHIEF GREGG E. JARVIS

Chief Gregg Jarvis came forward and spoke to the Board. Mr. Jarvis stated that he had complete cooperation with the Erwin Police Dept. Mr. Jarvis then touched on the highlights of his findings.

The department is doing ok but needs to get prepared for the future. The young guys need to be ready and suggested in promoting within the dept. The Training Budget needs to be increased, Staffing is an issue due to having a small department, more Financial Resources, need to have a training agenda put together for every officer on the department, Performance Evaluation System, Technology and a Policy Manual.

Mr. Jarvis suggested a Policy Manual needs to be done sooner than any of the above. Mr. Jarvis informed the Board that if you started this today it should only take 90 days to complete no more than 120 days.

PRESENTATION OF PROPOSED DESIGN SCOPE OF W.N. PORTER PARK IMPROVEMENT FOR TOWN OF ERWIN APPLICATION TO PARTF---TYRUS CLAYTON, JR., PE OF C.T. CLAYTON, PE, INC.

Town Manager Bryan Thompson informed the Board that Staff has been working with Tyrus Clayton in putting together this design and Mr. Clayton is here tonight to go over the proposed scope of work.

Mr. Tyrus Clayton came forward and spoke to the Board. Mr. Clayton stated that the list of items presented came from the Steering Committee with a total cost of \$212,270. The PARTF Grant is a 50/50 match grant so the Town would be responsible for 50% of this money. The application is due by the end of January. One of the main parts of it is coming up with a detail budget and a nice map to attach to the application. There is also some "wish list" items which came out of discussion with Staff and Steering Committee. They are as follows:

Alternate Wish List Items

Frisbee Golf Course Hole Setup (Tee Box, Signage and basket)---9each---	\$6,840
Horseshoe Pits (2 pits, enclosure and surroundings) -----4each---	\$3,200
Repave Basketball Courts and Restripe-----Lump Sum-----	\$24,000
New Basketball Pole & Backboards-----4each---	\$4,000
Total -----	\$38,040

MINUTES OF DECEMBER 6, 2012 CONTINUED

Mr. Clayton informed the Board that what we are looking for is some direction to include in the overall grant application. Stay with the original Steering Committee recommendation or add some of the alternate wish list items.

It was the Consensus of the Board to add Repave Basketball Courts and Restripe at a lump sum of \$24,000 and New Basketball Pole & Backboards, 4 each, \$4,000.

Mr. Clayton advised the Board that he will add this to the Grant Application and bring back for the Board to approve at the January's meeting which will be on Thursday, January 3rd.

SCHEDULE CALLED MEETING FOR THE PURPOSE OF REVIEWING APPLICATIONS TO THE PARKS AND RECREATION ADVISORY BOARD

It was the Consensus of the Board to have a Special Called Meeting on Tuesday, December 18th at 6pm to discuss the applications for Parks/Rec Advisory Board.

PRESENTATION OF STATUS OF THE FRIENDS OF THE ERWIN DEPOT AND REQUEST TO MOVE THE ERWIN DEPOT UPON THE PROPERTY LOCATED BEHIND THE ERWIN FIRE AND RESCUE STATION---SION H. HARRINGTON III, CHAIRMAN OF THE FRIENDS OF THE ERWIN DEPOT COMMITTEE

Chairman of the Friends of the Erwin Depot, Sion Harrington, came forward and spoke to the Board. Mr. Harrington informed the Board that a couple of weeks ago the Erwin Depot Committee was handed an opportunity to lower the cost of moving the Depot. This offer was dropped from \$18,500 to \$10,000. However this needs to be done by January due to the Contractor will be on other jobs. The Erwin Depot Committee has \$8,000 on hand with more donations coming in. Citizens from the Town of Erwin have informed the Committee that they will match money that is donated, \$100 donations up to 50 people. Mr. Harrington stated that the Committee was in position to move the Depot. The intention for the Depot is to restore it back the original 1907 look. Once it's moved, get the exterior painted and get the building weathered in.

Mayor Carson also informed the Board that the materials from the old Coats School will be donated as well.

After some discussion from the Board, this item will be added to the Special Called meeting scheduled for Tuesday, December 18th to discuss further.

MINUTES OF DECEMBER 6, 2012 CONTINUED**UPDATE AND RECOMMENDATION ON MINIMUM HOUSING ACTIVITIES
ASSOCIATED WITH 209 EAST H. STREET**

Mr. Thompson informed the Board that the subject structure has been vacant for over a year and has been posted, pursuant to an adopted ordinance of the Board of Commissioners, as unfit for human habitat. The property owner has not taken corrective action to address the identified deficiencies of the residential structure to date. A letter was recently sent by Staff to the property owner letting the property owner know of the impending recourse the Town might take to resolve the minimum housing issues at the subject location, which may include the demolition and removal of the subject residential structure. Since this letter was sent no response or any other contact has been received by the Town from the property owner.

What is being recommended are the following:

- Adopt a second ordinance giving the property owner 90 days to bring the subject structure up to standards of the Minimum Housing Code as identified in the administrative hearing determination letter originally issued to the property owner.
- If corrective action is not taken within the 90 day timeframe, the Board may take action to have the home demolished and removed from the property.
- The cost of demolition, removal, and disposal can be issued to the property owner by attaching a tax lien to the property which will be collectable as all other taxes.

Mr. Thompson also informed the Board that no formal action is being asked at this time however Staff would like the direction to proceed. The 90 days would not begin until the Board approves it which would be available at the next Regular Meeting which is Thursday, January 3rd.

After some discussion with the Board, it was the Consensus of the Board to proceed with the recommendation provided.

CONSIDERATION OF ERWIN TOWN MANAGER JOB AD

Mr. Thompson informed the Board that he has provided a template of the Job Ad for Town Manager. Advertisement will be in the League Letter, Southern City and The Daily Record. Mr. Thompson stated that his last day will December 28th.

It was the Consensus of the Board to move forward with the proposed ad.

(Page 7739 A)

CLOSED SESSION

Commissioner Blackmon made a motion to go into Closed Session at 9:19pm for discussion of Personnel Matters Pursuant to G.S. 143-318.11(a) (6) and was seconded by Commissioner Turnage. The Board voted unanimously.

MINUTES OF DECEMBER 6, 2012 CONTINUED**RECONVEND**

Commissioner Blackmon made a motion to reconvene at 10:05pm and was seconded by Commissioner Ballard. The Board voted unanimously.

Mr. Thompson informed everyone that the Board of Commissioners has given direction for Mayor Carson to contact Hartwell Wright with the NC League of Municipalities to look into Interim Manager Possibilities.

ADJOURNMENT

Commissioner Ennis made a motion to adjourn at 10:06pm and was seconded by Commissioner Blackmon. The Board voted unanimously.

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

**Patsy Carson,
Mayor**

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