

**ERWIN BOARD OF COMMISSIONERS
MEETING MINUTES
FEBRUARY 7, 2013
REGULAR MEETING
ERWIN, NORTH CAROLINA**

The Board of Commissioners for the Town of Erwin with Mayor Pro Tem Randy Baker presiding, held its Regular Meeting in the Town Hall on Thursday, February 7, 2013 at 7:00 P. M. in Erwin, North Carolina.

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

Board Members absent were: Commissioners Norma Ennis and Frank Taylor.

Mayor Patsy Carson was absent.

Interim Town Manager Pete Connet and Town Clerk Cynthia Patterson were present.

Town Attorney Mac Hunter was present.

Mayor Pro Tem Randy Baker called the meeting to order at 7:00 P. M.

Bill Schuh gave the invocation.

Those present recited the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Blackmon made a motion to add under New Business Item 6E Consideration of RBEG Revolving Loan Program for Businesses and add under New Business Item 6F Removal of Trees on Chicora Club Drive and was seconded by Commissioner Turnage. The Board voted unanimously.

CONSENT ITEMS

Commissioner Blackmon made a motion to approve **(Item A)** Approval of Special Called Minutes on 01/09/2013, **(Item B)** Parks and Recreation Advisory Board Appointment Applications, **(Item C)** Budget Amendment 2012-2013: 005 Police Dept. Vehicle, Insurance and Repairs, **(Item D)** Resolution to Support the 2013-2015 Funding for Clean Water Management Trust Fund and **(Item E)** Closing BB&T Checking Account 0005217467022 and was seconded by Commissioner Ballard. The Board voted unanimously.

MINUTES OF FEBRUARY 7, 2013 CONTINUED

OLD BUSINESS

RECOMMENDATION ON IMPLEMENTATION OF HOLIDAY PAY POLICY IN THE POLICE DEPARTMENT

Interim Town Manager Pete Connet informed the Board that over the past few months, former Town Manager Bryan Thompson has worked with the MAPS Group to review the Holiday Pay Policy in the Town's Personnel Policy, as it related to the Police Department working on holidays. Staff recommends that the Personnel Policy Resolution be amended as follows.

Article VII, Section 4. Holidays: Compensations When Work is Required or Regularly Scheduled Off for Shift Personnel

Employees required to perform work on regularly scheduled holidays may be granted ~~compensatory~~ holiday time off or be paid at their hourly rate for hours actually worked in addition to any holiday pay to which they are entitled. ~~Compensatory~~ Holiday time off shall be granted whenever feasible.

The change from "compensatory time" to "holiday time" is recommended so that the holiday time is differentiated from the compensatory time earned as required by the Fair Labor Standards Act.

If a holiday falls on a regularly scheduled off-duty day for shift personnel, the employee shall receive the average work week hours for paid holiday leave. For Police 12 hour shift personnel, this is 8.4 hours per holiday.

An employee required to work on Christmas Day will be paid at 1.5 times the hourly rate in addition to normal time off received for the holiday.

Mr. Connet also advised the Board that we will be reviewing the whole personnel policy at the Retreat as well.

Commissioner Blackmon asked the question would we be better off to pay double time if working holiday. This would be a lot simpler. Could we add this to the retreat to discuss further?

Commissioner Ballard made a motion to Table the Implementation of Holiday Pay Policy in the Police Department and was seconded by Commissioner Turnage. The Board voted unanimously.

MINUTES OF FEBRUARY 7, 2013 CONTINUED**PUBLIC HEARING****TEXT AMENDMENT CONCERNING ZONING SECTION 9-4041.7 ACCESSORY BUILDING/STRUCTURES**

Commissioner Turnage made a motion to open the Public Hearing at 7:12pm and was seconded by Commissioner Ballard. The Board voted unanimously.

Erwin Planner Kathy Blake informed the Board that this item went before the Planning Board in November; originally discussed the square footage of the lots as far as how many accessory structures could be on a lot. It was recommended by the Planning Board to reduce it from 20,000 square feet to 15,000 square feet. Staff thought more changes should be made or clarified so it went back to the December's Planning Board and discussed some of the distances and setbacks that were in the Ordinance. Planning Board made several recommendations.

Commissioner Baker informed the Board that in this recommendation from the Planning Board, he would like to change the language "~~total~~ each accessory structure area shall not exceed 40% of the total area of the principal structure."

Commissioner Baker asked if anyone would like to come forward and speak for this Text Amendment for Zoning Section 9-4041.7 Accessory Building/Structures Request to please come forward and state your name, address and oath.

Dorothy Pope of 215 St. Matthews Road, Erwin came forward and addressed the Board. Mrs. Pope stated that they have a large lot, close to 1.5 acres. They have a large barn on this lot however is looking additional space to store items. If we are confined to only 40% we have already have this with an acre of land not being used. It would be much appreciated if we could build something big enough that we could use it.

Commissioner Baker asked if anyone would like to come forward and speak against this Text Amendment for Zoning Section 9-4041.7 Accessory Building/Structures Request to please come forward and state your name, address and oath.

No one came forward.

Commissioner Turnage made a motion to close the Public Hearing at 7:21pm and was seconded by Commissioner Blackmon. The Board voted unanimously.

Commissioner Blackmon made a motion to approve the Text Amendment for Zoning Section 9-4041.7 Accessory Building/Structures with the change to strike through "Total" and add "Each" accessory structure area shall not exceed 40% of the total area of the principal structure and was seconded by Commissioner Ballard. The Board voted unanimously.

MINUTES OF FEBRUARY 7, 2013 CONTINUED**NEW BUSINESS****UPDATE FROM ERWIN CHAMBER OF COMMERCE**

Erwin Chamber President Nancy Jackson came forward and addressed the Board. Mrs. Jackson presented each Board member with information of how to become a Member of the Chamber of Commerce along with a Committee Involvement Form, Sponsorship Form and Calendar of Events for 2013. Mrs. Jackson also stated that the plans for the coming year everyone would agree that the Chamber's activities have a very positive impact on our Community. To continue our work we have started with the Chamber and increasing the membership, Mrs. Jackson is asking the Town of Erwin to consider a budget of \$10,000 for the coming year for the Erwin Chamber of Commerce. This will help us carry out our mission and help us to provide more support to the businesses who are Chamber members and who are not Chamber members and also the Individuals of our Community.

The Board would like a budget of the Chamber of Commerce to look at for the Retreat.

(Page 7754 A)

**UPDATE FROM ERWIN HISTORICAL SOCIETY ON MOVING THE ERWIN
DEPOT**

Si Harrington of the Friends of the Depot came forward and addressed the Board. Mr. Harrington informed the Board that they have raised \$14,000 that is cash in hand and pledges and more money is coming in. A webpage is being worked on which will help with donations. Volunteers keep coming in to help with the move of the Depot. Mr. Harrington would like for this to be done right and appreciates any suggestions that the Board may have. We have hired an Engineer Firm, C.T. Clayton Engineering Services in Coats to work on this project.

Adam Sadler from the engineering firm came forward and spoke to the Board. Mr. Sadler presented everyone a draft plan of the proposed site of the Erwin Depot. Mr. Sadler stated that they will be coordinating with the County Building Inspector, Fire Marshall and make sure all ordinances are met regarding landscaping and setbacks. Talk with the Erwin Planner and get the final site plan approved.

There are still many questions and details that need to be worked out to support this project. The Board invited the Friends of the Erwin Depot to the Annual Retreat to discuss further.

Colon McLaurin of 301 East H. Street, Erwin came forward and spoke to the Board. Mr. McLaurin stated that he is a proud member of the Erwin Historical Society. The Erwin Depot is rich in history and would love to see it moved. He encouraged everyone to help with this project.

(Page 7754 A)

MINUTES OF FEBRUARY 7, 2013 CONTINUED**JOINING OTHER MUNICIPALITIES TO OBJECT TO PROGRESS ENERGY RATE INCREASE REQUEST**

Progress Energy has filed a rate case before the NC Utilities Commission, which should be decided and finalized sometime in the summer of 2013. The company is seeking significant increases in base loads rates due to a variety of cost factors, including new plants being built and brought online. Duke Energy Corp. has announced an intention to file a similar rate case soon.

The League of Municipalities has been asked to organize a joint action program for cities to band together to advocate for rate concessions during both of these rates cases, with the NC League of Municipalities acting as an intervening party.

A participation form for the joint action program that includes a rate structure for participation fees is attached, and Erwin's contribution would be \$100.00.

Commissioner Turnage made a motion to approve Joining Other Municipalities to object to Progress Energy rate increase request and was seconded by Commissioner Ballard. The Board voted unanimously.

(Page 7755 A-C)

CONSIDERATION OF RESCHEDULING THE BOARD OF COMMISSIONER'S RETREAT

The annual Retreat has been rescheduled for tentatively Friday, February 22, 2013 at 8am in the Staff's Meeting Room of the Community Building.

CONSIDERATION OF RBEG REVOLVING LOAN PROGRAM FOR BUSINESSES

Several weeks ago, Mayor Carson and I met with the owners of Tubby's to see if there were grant or loan programs available to help them reopen their business downtown. At one of those meetings, Skip Green who has helped the Town in the past with Grant projects/programs told the Mayor and me about an economic development program through Rural Development, USDA.

The program allows the Town to apply for a \$75,000 grant through USDA. This Grant then enables the Town to establish a Revolving Loan Program for businesses and is paid back over usually no more than five years by the business receiving the loan. The business must create new jobs as part of their obligation, to be considered for the loan. A Loan Committee is established by the Town with bankers and other local appointed individuals.

MINUTES OF FEBRUARY 7, 2013 CONTINUED

The key to this program is that the monies stay with the Town and revolve over and over again as money is repaid to the Town. The Town also has the opportunity to apply again each year for another \$75,000 Grant to add to the program, as long as USDA has the funds available.

This is not an Interest Free Loan.

Commissioner Blackmon stated that this should be equal to everybody on this particular type grant not just for the Central Business District.

Commissioner Blackmon made a motion to approve the RBEG Revolving Loan Program for Businesses with taking out of "Priority Given" and add equal on page 1 Item No. 7 (Project Description) and page 1 Exhibit RLF under (Background) and was seconded by Commissioner Turnage. The Board voted unanimously.

(Page 7756 A-T)

REMOVAL OF TREES ON CHICORA CLUB DRIVE

Commissioner Turnage was approached by residents in Chicora to remove some trees along Chicora Club Drive. Mr. Turnage stated that he had talked with former Town Manager Bryan Thompson and Erwin Public Works Director Mark Byrd and met with Joe Tart about this issue. The Town had removed roots several years ago and patched the road however it's reoccurring. Two estimates have been received for this project, (1) \$4,000 and (2) \$3,000 however Commissioner Turnage wanted to make the Board aware of what is taking place.

It was the Consensus of the Board to direct Staff in doing a RFP (Request of Proposal) with at least 3 bids. Once we receive the bids then decide.

PUBLIC COMMENTS

Bill Schuh, Planning Board Chairperson, came forward and addressed the Board. Mr. Schuh is concerned with the follow up of Conditional Use Permits. This is something that Erwin Planner Kathy Blake has been made aware of. Flea Markets are popping up over the weekends. We need to have something set up to require permits for this. We need to keep this Town clean.

MANAGER'S REPORT

2013 Town Hall Day is Wednesday, March 27th. The deadline is March 15th if anyone would like to attend.

MINUTES OF FEBRUARY 7, 2013 CONTINUED**GOVERNING BOARD COMMENTS**

Commissioner Turnage thanked everyone for coming out to the meeting.

Commissioner Baker asked everyone to please remember Mayor Carson with the loss of her husband. Thanked everyone for coming to the meeting.

ADJOURNMENT

Commissioner Turnage made a motion to adjourn at 9pm and was seconded by Commissioner Blackmon. The Board voted unanimously.

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

**Randy Baker,
Mayor Pro Tem**

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