

**ERWIN BOARD OF COMMISSIONERS
RETREAT MINUTES
JANUARY 31, 2009
ERWIN, NORTH CAROLINA**

The Board of Commissioners for the Town of Erwin with Mayor Patsy Carson presiding held its Annual Planning Retreat in the Town of Erwin Staff Training Room adjacent to the Erwin Library and Community Center Hall on Saturday, January 31, 2009 at 9 A.M. in Erwin, North Carolina.

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

Town Manager Bryan Thompson, Interim Town Clerk Cynthia Patterson, Interim Finance Director Debbie Chestnut, Public Works Director Mark Byrd, Interim Police Chief Hank Hairr, Librarian Betsy Pollard were present.

Mayor Patsy Carson called the meeting to order at 9 A.M.

Commissioner Taylor gave the invocation.

Town Manager Bryan Thompson welcomed everyone and said this is an informal session. This is an opportunity for free flowing exchange of ideas, information along with communication to help us build greater team work and work together in our efforts for the coming year.

REVIEW OF FY 08/09 GOALS & OBJECTIVES/PROJECTS UPDATES

Progress Energy has completed the installation of lights along Hwy 421. Town Manager Bryan Thompson also mentioned that Mr. Tom Underhill is putting together a proposal for the 2nd phase and will hopefully have that information for the Board soon.

Town Manager Bryan Thompson stated that Progress Energy will work with the Town in extending the Christmas lights along Denim Drive; possibly giving the Town electrical stumps coming out of the ground around the trees that are along Denim Drive and other areas.

The River Park Trail has been completed. We have received several good comments on the River Park. Town Manager Bryan Thompson has constructed a letter to the Harnett County Commissioners to encourage them to establish an Advisory Board for the River Park.

The Swift transfer to Harnett County has been completed as well.

Chicora Phase II still has several homes waiting for the sewer pumps to be installed. Town Manager Bryan Thompson has spoken with Tony Wilder with Harnett County in hopes to get the issue resolved.

McLean's Tank Company have begun the removal of the water tank on West C. Street. Town Manager Bryan Thompson also mentioned that McLean's is not charging the Town for the removal; however, they would like the price of the metal.

MINUTES CONTINUED 1/31/2009

Downtown lighting and improvement plan project is moving slowly forward. Mayor Carson added the Town Attorney Mac Hunter has had a survey done.

Textile Museum Funds are still tied up in court system.

The Town of Erwin has had several businesses to open this year; Goodfella's, Gift Shop, Used Car Dealership, Bowling Ally, Zaxby's, Business Complex.

Plans for Movies in the Park are underway and hopefully will enjoy that in mid to late spring and throughout the summer. This will be a good opportunity for families and the community to come together.

The Public Works Director Mark Byrd will be starting a Safety Program in February. Mr. Byrd also added that this should help reduce the insurance rate for the Town.

Solid Waste Collection Services provided by No Waste seems to be coming along well.

Installation of new phone system is completed.

DEPARTMENTAL UPDATES & DISCUSSIONS W/BOARD**RECREATION DEPARTMENT**

In the absence of the Recreation Director Calvin Dickenson, Commissioner Mark Whitman presented the presentation.

The Park is now operating with 3 full time staff and a range of 8-12 part time staff, without the increase in staff it would be impossible to deliver the quality of service.

There was an overall gain on the sports registrations from last three (3) years. Schools are notified and information given to the kids as well as notice in the paper of the time for registration.

Youth Athletics

- 2006: 748
- 2007: 925
- 2008: 950

The youth coaches are receiving certification/training through the National Alliance for Youth Sports. Commissioner Whitman added this should have been done years ago. This helps the youth out tremendously.

Start Smart/instructional programs for ages 3-5 years of age. This includes football, basketball, and baseball/softball and will be adding soccer in the fall.

MINUTES CONTINUED 1/31/2009

The park is also very proud of the youth teams this year.

- Little League (11-12 yr. old) Baseball team
- Tar Heel League District IV Champion (first for Erwin)
- SWAC sectional – 3rd place
- Tar Heel League State Tournament – 5th place
- 12 & Under Softball team
- Tar Heel League District IV Runner up
- Tar Heel League State Runner up

Erwin Elementary staff has allowed the park to use the gym and fields. Commissioner Whitman said he would like to see getting Harnett County to donate that land to Erwin and the park maintaining the fields. In the past there has been a problem with fire ants.

The park has purchased new basketball goals in the gym and a new Z-Track Mower.

June 5, 2008 - dedicated former Rotary Park to W.N. Porter.

Assisted Harnett County with the ribbon cutting for the Cape Fear River Park. The park is currently responsible for daily upkeep of restroom facility and parking lot.

The park is working on a department survey which will be mailed to Erwin residents through the water bills. The deadline is March 20, 2009.

Porter Park Steering Committee is seeking a 12 member committee. They will apply with the same process as other boards. Applications are available at Town Hall, Park and on the Erwin's website.

Currently working on way to find the cheapest (free) method to do background checks. Commissioner Whitman said he would check with his employment to see what data base they go through. Commissioner Baker stated that the parents expect the Town to ensure the people we put in place over their children are reputable people.

POLICE DEPARTMENT

Interim Police Chief Hank Hairr advised the Board that the police department is at full staff.

Reserve Officer Raymond McCall recently retired leaving the department with only two (2) reserve officers.

What the police department has done in the absence of a police chief is a more proactive approach. For instance, doing security checks for our local businesses. The response from that alone has been over whelming.

Upgrade patrolling in neighborhoods and more communication with the community.

MINUTES CONTINUED 1/31/2009

Jerry Royals has taken on responsibilities temporarily as investigator. Interim Police Chief Hairr has been real pleased with his work.

Interim Police Chief Hairr informed the Board that the Police Dept. applied for a Federal Technology Grant from the N.C. Governor Crime Commission this fiscal year, however, those monies were cut back and we did not receive any.

Mayor Carson advised Interim Chief Hairr, that he has the full support of this Board and that it is very important to get the narcotics out of our town.

LIBRARY

Betsy Pollard, Head Librarian, presented her report.

Pressing needs at this time are: a new roof for the building, copier, and a gate to keep the general public outside of private staff areas, desks and chairs, a ventilation fan for the guest bathroom and enough money to insure another successful summer reading program.

Ms. Pollard also stated her main goal would be to put more rules in place and enforce them so that we can return the library to a more library-like environment.

One issue that Ms. Pollard will try to do is to re-instate story hour. That program was very popular in the past. Ms. Pollard will be very appreciative for any volunteers.

COMMUNITY CENTER

Ms. Pollard is in charge of the daily needs of the community building.

The senior citizens come in daily for various activities, meals on wheels, etc.

The community center rentals have picked up in the past year as well.

PUBLIC WORKS DEPARTMENTS

Mark Byrd, Public Works Director presented his report.

Mr. Byrd commented that he had been with the Town for 25 years and it is in the best shape it has been in as far as vehicles and equipment.

Mr. Byrd requested going back to uniforms. The department as a whole would look more professional.

Mr. Byrd has received a quote for uniforms as follows:

\$7.50 - \$8.00 weekly per employee for regular shirts---This is for the "non-reflective" uniform
\$12.00 weekly per employee---This price is for the "reflective" uniform.

MINUTES CONTINUED 1/31/2009

Public Works currently have five (5) employees.

A taller door is needed to store the new leaf machine that was just purchased. Mr. Byrd has received a quote for \$4,866.00.

Currently the Public Works Dept. is storing eight (8) sewer pumps for the County. The Town Manager is looking into who is responsible for putting them in.

ADMINISTRATION

Town Manager Bryan Thompson suggested in getting the Maps Group to do an assessment of the jobs for Clerk/Accounts Payable, Finance Director, and Revenue Collector to make sure the Town is competitive in salaries. The Town will do most of the work as possible so the Maps Group won't have to spend as much time. Mr. Thompson also added the Maps Group charge \$75.00 per hour so by the Town doing most of the work we could save money in the long run.

Commissioner Ennis suggested in to checking surrounding Towns to compare similar services.

The receptionist Temp will remain the same at this time.

Town Manager Bryan Thompson advised the Board that he was in conversation with Harnett County and with the City of Dunn to provide inspections service. We have received prices from both. The level of service and the level of cost associating with this vary slightly. Both would receive the entire benefit or partial benefit of the fees associated with those services.

Town Manager Bryan Thompson suggested not to out source the Code Enforcement. This position will be full-time and does not require certification.

FY 08/09 BUDGET OBJECTIVES & CIP REVIEW

The Department Heads are currently working on budget proposals and will have first submittal to Manager by the next Staff Meeting.

- Codification of Ordinances and Codes will take at least one (1) year to revamp the ordinances.
- Library/Community Center Building Additions planning/design were moved back to 2010 and construction moved back to 2011.
- PARTF Grant moved back to 2009.
- Development of lot adjacent to Town Hall and Library/Community Center Building for events and general public use was moved back to 2010.
- Start a program where the Town identifies a portion of the \$6 million dollars as our Capital Reserve Fund.

Town Manager Bryan Thompson also added he will be in consultation with Giles & Strickland and see what we can invest in and try to make the most of the money available to us.

MINUTES CONTINUED 1/31/2009

- Prepare a draft RFP for Town's Attorney for Board's review.

Town Manager Bryan Thompson advised the Board that in the budget, the Town is charging a rate for trash can or Solid Waste pickup that is 100% user fees, which means the users are paying 100% of that service and there is no tax supplement. If you want to maintain the 100% user fee covering that service, you will have to charge everyone in that service area that amount. The Board instructed Town Manager to go forward in billing everyone the user fee to maintain 100%.

PARTF brick façade design cost has increased, the Board recommended to get other bid proposals for the 2nd phase at the park.

ADJOURNMENT

After much discussion Commissioner Baker made a motion to adjourn at 6:10 P.M. and was seconded by Commissioner Corbett. The Board voted unanimously.

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

Town Clerk, Cynthia B. Patterson

Mayor, Patsy M. Carson