

**ERWIN BOARD OF COMMISSIONERS
RETREAT MINUTES
APRIL 25, 2017
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 on Tuesday, April 25, 2017 at 9AM in Erwin, North Carolina.

Board Members present were: Commissioners Alvester McKoy, Billy Turnage, Frankie Ballard, Ricky Blackmon, Randy Baker and Thurman Whitman.

Interim Town Manager Richard Hicks, Town Clerk Cynthia Patterson, Finance Director Debbie Chestnut, Asst. Town Manager/Planner Snow Bowden, Building Inspector Bill Morris, Public Works Director Mark Byrd, Librarian Jeanne Serrette, Interim Chief: Jonathan Johnson and Athletic Director Dustin Parker were present.

Mayor Patsy Carson called the meeting to order at 9AM.

DEPARTMENTAL CAPITAL REQUEST

Below is the request from each Department for the upcoming 2017-2018 fiscal year.

LIBRARY---JEANNE SERRETTE

Hiring of (2) part-time personnel at 19 hours a week.

PUBLIC WORKS---MARK BYRD

In the Street Dept. request to replace Flail Mower for John Deere Tractor, cost \$22,000.

POLICE DEPT---JONATHAN JOHNSON

Purchasing (2) new patrol cars. Prefer all-wheel drive due to weather and being able to move around. Presented (3) options for the board to consider.

Option 1

(2) 2017 Ford utility police interceptors (SUV) AWD. Total cost for (2) \$69,025 includes up-fitting car with equipment.

Option 2

(2) 2017 Dodge Charger V8 Hemi AWD. Total cost for (2) \$66,141 includes up-fitting car with equipment.

Option 3

(2) 2017 Dodge Charger V8 Rear Wheel Drive. Total cost for (2) \$63,671 includes up-fitting car with equipment.

Request new position to replace detective position that was eliminated in the FY 16/17. Estimated cost of \$47,000 includes insurance/benefits.

PARKS AND RECREATION---DUSTIN PARKER

Due to the death of Park Director Doug Stevens father, Athletic Director Dustin Parker presented.

Request a John Deere 1200A Bunker Rake, cost of \$12,257.

UPDATE ON DILAPIDATED PROPERTIES/CODE ENFORCEMENT—BILL MORRIS

Updated the board on several properties that have been cleaned up or in the process of being cleaned up. In the upcoming budget, \$35,000 will be appropriated for demolition and removal.

Mr. Morris informed the board that building inspections are going well. Hours of operations is Monday thru Friday from 8am to 12pm.

DISCUSSION OF POTENTIAL BOND REFERENDUM/G.S.160A-20 INSTALLMENT CONTRACT

Proposed Park Improvements
Museum
Relocation of Public Works
Storm Drainage Improvements

All these items were discussed however we will need to scale down of what projects we would want to include and what is the max that we are willing to look at. It will be based on what the citizens of Erwin would want. Should have plenty of time in placing this on the October's ballot.

DISCUSSION OF REVENUE

Town Manager Richard Hicks informed the Board that the projected revenues are \$3,332,385, projected expenditures are \$3,187,328 which leaves \$145,057. There is not a contingency in the budget for this year however if the board feels like putting one in the budget, Mr. Hicks suggested \$25,000. This will keep you from taking out of the fund balance if an emergency should rise. There has been no salary increase for the employees in several years. Mr. Hicks then went through a list of potential uses of excess revenues. After some discussion from the board, it was the consensus of the board for the following:

Contingency of \$25,000
Salary increase for employees of 3%
Capital Outlay Request: Police Dept. -----Patrol Cars
Street Dept./Powell Bill----Side Mower
Recreation Dept. -----Bunker Rake

ECONOMIC DEVELOPMENT

Suggested in a retail academy to recruit business. They will put together packages at which deals with shopping patterns, number of households and income, what kind of market you have and how far people will drive to a particular business. Need to find out what type of business that our community could support then at least we would know where to go.

UPDATE ON POWELL BILL FUND

At the end of this year's budget we should have \$371,000 in the Powell bill fund, will receive \$140,000 with a total of \$511,000. What's proposing with an agreement in paving to move forward will be \$130,000 and budgeted \$233,000 on East Erwin Drainage project phase 1 at which will leave \$131,000 in the Powell bill fund.

EAST ERWIN DRAINAGE

Town Engineer Bill Dreitzler informed the board of the construction process for River, Burton and Maye Street. Would do the construction to River and Burton Streets at a cost of \$230,000 first and then in the next budget cycle do Maye Street at a cost of \$120,000. Have only (2) easements to maintain. We should be ready for construction to the culverts on River and Burton Streets in July or August. Once we are under construction on River and Burton Streets then we would move to Maye Street in acquiring easements so we can stay ahead of next year's cycle when it goes to construction.

CLOSED SESSION

Commissioner Turnage made a motion to go into closed session at 1:42pm G. S. 143-318.11(a) (6) for the Purpose of Discussing Matters Concerning Personnel and was seconded by Commissioner Whitman. **The Board voted unanimously.**


RECONVENE

Commissioner Turnage made a motion to go back into regular session at 3pm and was seconded by Commissioner Whitman. **The Board voted unanimously.**

ADJOURNMENT

Commissioner Blackmon made a motion to adjourn at 3pm and was seconded by Commissioner McKoy. **The Board voted unanimously.**

MINUTES RECORDED AND TYPED BY CYNTHIA B PATTERSON
TOWN CLERK



Patsy M. Carson, Mayor



Cynthia B. Patterson, Town Clerk