

**ERWIN BOARD OF COMMISSIONERS
RETREAT MINUTES
FEBRUARY 19, 2015
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 Thursday, February 19, 2015 at 4PM in Erwin, North Carolina.

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

Town Manager Richard Douglas, Town Clerk Cynthia Patterson, Finance Director Debbie Chestnut, Planner Kathy Blake, Public Works Director Mark Byrd, Police Chief Bill Morris and Park Assistant Dustin Parker were present.

Mayor Patsy Carson called the meeting to order at 4PM.

Commissioner McKoy gave the Invocation.

DEPARTMENTAL UPDATES & DISCUSSIONS W/BOARD

Town Manager Richard Douglas stated that the CIP in comparing from last year to this year, Staff asked for in the 2014-2015 budget \$501,000 and 2015-2016 budget for \$300,000. This is a 40% decrease in request in either personnel or equipment.

Below is the request from each Department for the upcoming 2015-2016 fiscal year.

PLANNING/CODE ENFORCEMENT

Zoning Ordinance Update/Unified-----\$35,000.00
Development Ordinance

Pedestrian/Bicycle Master Plan-----\$30,000.00

Part-Time Code Enforcement Position----\$10,000.00

PUBLIC WORKS

Mini Excavator w/trailer-----\$67,000

Service Truck-----\$25,000

PARKS AND RECREATION

Parks & Ground Maintenance Laborer-----\$32,000

(Full time w/benefits)

Mower (Super Z Hyper Drive FX1000 DAW-Hustler 60' Deck) -----\$10,900

POLICE

Patrol Vehicle Replacement-----\$70,000

(Replacement of 2006 Ford Explorer & 2008 Dodge Charger)

Traffic Control Barricades-----\$10,000

LIBRARY

Furnishings-----\$10,000

AS IDENTIFIED BY STAFF AND/OR BOARD OF COMMISSIONERS

Garbage-----Discussion of whether to renew Republic Waste Service contract for 3 more years OR try and bring this service back in house.

Depot-----Mayor Carson informed the Board that she had received an estimate from James Brewington to tear off the front of the building and move to Public Works would be \$15,000. No itemized list was given.

It was the Consensus of the Board to pay March 2015 invoice for Storage Rent.

Informed Staff that all contracts need to be brought before the Board before approval.

Storm Water Utility-----This is basically a dedicated fund to pay for maintenance and repair of drainage ditches. Storm water is a major issue here some progress has been made however so much more that needs to be done. This would be the way to pay for it. It was recommended not using Powell Bill for personal cost.

Powell Bill Streets Improvement-----Town Engineer recommended (3) streets for the next fiscal year, Price Street, East I. Street from 13th to 8th Street and Denise Circle off of Warren Road. The cost for those (3) streets would be \$131,000. This amount is a close match with the anticipated Powell Bill allocation for this fiscal year.

It was recommended by the Board to have the Town Engineer to look at Mulberry Lane and 16th Street as well.

Sanitation Service-----Contract with Republic Services will end in July 2015. With Republic Service proposal, there are 3 options. They are as follows:

Option 1---All current services remain the same

Option 2---Republic Services will provide new residential carts for the town

Option 3---Republic Services will replace carts as needed

Republic Services proposes the options to renew the contract for a five year period however they are willing to do only three years if needed

Staff is recommending Option 3 and this will let Republic Service take over all the responsibility of the labor and time of replacing carts on an as needed basis. Republic Services will retain ownership of all Town carts upon execution of agreement. The Town Manager informed the Board with getting out of the cart business the fee would only go up .20 cents at which the Town could absorb that.

Garbage In House-----The number one concern would be the upfront Capital cost. You are looking at a minimal cost of \$500,000 and will determine how many trucks you are going to buy. Would consider 2 new trucks and 1 used truck to be on the safe side, buy every resident a recycling cart up front, this would be a considerable expense with several years payback in your rate structure. Need to hire employees, purchase insurance, workers comp and liability insurance. The question is can we provide a much higher level of service and can we do it at a significant lower price. The manager informed the Board that he does not think the Town can do that and is not his recommendation at this time.

Discussion was made that the Town needs to think of ways of reducing cost, gaining revenue to make these numbers work for the financial stability of the Town.

The Board would like for Mr. Douglas to go back and refigure the numbers given for bringing garbage back in house.

Economic Development/Mill Property-----Mr. Douglas asked for direction from the Board in moving forward in trying to bring business to the old Erwin Mill building.

It was the Consensus of the Board that they would love to see new business come in however they do not need to spend the taxpayer's money to do it.

Employee Health Insurance-----Mr. Douglas informed the Board that the Town could expect at least a 10% increase or higher on the insurance for the next fiscal year. The Town has very poor coverage for Specialist. Recommending taking \$500 off the back end and adding to the \$1000 on HRA Card for employees and having a balance on their card of \$1500. This will help with Specialist's.

Cell Tower Lease Extension-----Mr. Douglas informed the Board there has been no change and is in American Tower hands and hope to be moving forward with that soon.

Janitorial Services-----Mr. Douglas informed the Board that Public Works clean once a week Town Hall and Library. Asked the Board do we need to put this back up for bids. Mayor Carson stated that she does not feel like its Public Works duty to clean the Community Center, Library or Town Hall. Look at possibly hiring part time to clean the high traffic areas such as bathrooms, baseboards, windows, etc.

Selection of Planning Board Members-----Designate a specified date for a work session after the Planning Board meeting but before the Commissioner's meeting. Staff has received (4) applications for vacancy of the Planning Board. A work session has been called for Tuesday, February 24th at 4pm to review the applications and make recommendation. Once recommendation is made, the applications will be placed on the March 5th agenda under Consent Items for approval.

ADJOURNMENT

Commissioner Baker made a motion to adjourn at 9:30pm and was seconded by Commissioner Whitman. The Board voted unanimously.

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

Patsy M. Carson, Mayor

Cynthia B. Patterson, Town Clerk