

**ERWIN BOARD OF COMMISSIONERS  
RETREAT MINUTES  
FEBRUARY 20, 2010  
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, February 20, 2010 at 9A.M. in Erwin, North Carolina.

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

Board Members absent were: Commissioner Mark Whitman.

Town Manager Bryan Thompson, Town Clerk Cynthia Patterson, Finance Director Debbie Chestnut, Public Works Director Mark Byrd, Police Chief Warren Morrisette, Park Director Alan Autry, and Librarian Betsy Pollard were present.

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

Commissioner Taylor gave the invocation.

**ESTABLISH GOALS AND OBJECTIVES FOR RETREAT**

Town Manager Bryan Thompson stated that this type of retreat is a budget retreat where we will go over critical issues and try and establish some type of priority with those issues in the projects. This is an effort for Staff to gain guidance on these issues from the Board so we come together to construct the budget, we know we are doing so in the spirit of the Board would like for it to go. Also, it's a good opportunity for us as an organization with the Board and with Staff to really think critically about these issues and really give the long term perspective to what appears to be immediate needs.

**DEPARTMENTAL UPDATES & DISCUSSIONS W/BOARD**

**LIBRARY**

Betsy Pollard came forward and spoke to the Board. Ms. Pollard stated that she has noticed a change with customers due to the economy such as services. The summer reading program went well and is preparing for 2010 program. Staff has re-implemented and tried to enforce time rules which result in endless grief but are necessary for everyone to have a fair turn.

Some unavoidable expenditures are as follows:

New Roof, Hot Water Heater, and Ice Maker

**RETREAT MINTUES OF FEBRUARY 20, 2010 CONTINUED**

Some of the goals for the upcoming year:

To keep our processes streamlined

To get Story Time up and running again

**RECREATION DEPARTMENT**

Allan Autry presented his presentation to the Board.

There was a departmental shift in August 2009, decreasing the full-time administrative staff from 3 persons to 2. As the previous director, Calvin Dickenson, left, the responsibilities of the office and maintenance were consolidated into 2 positions filled by Allan Autry and Jeff Harmon.

Start Smart/Instructional Programs for ages 3-5 years of age began a couple of years ago. This included football, basketball, and baseball/softball. However, with basketball there was not enough participation and will probably not offer this next year.

Fee increase that was implemented last year has been somewhat a problem with participation. However, Erwin is in line with other towns.

Have talked with the Advisory Board in getting an open gym and discussed different ideas of how to operate. One of the issues is staffing. This should be supervised. Also set up rules and fees as well.

Erwin Parks and Recreation department is hosting 2 Statewide Athletic Commission (SWAC) basketball tournaments at Erwin Elementary School in March. The 10u Girls Sectional Tournament will be Friday, March 12 - Sunday, March 14. The 12u Boys State Tournament will be Friday, March 19 – Sunday, March 21. Volunteers are welcome.

**CONCESSIONS**

It was the Consent of the Board that the contract as proposed is a solid working document.

It was also the Consent of the Board to send this out for bids and place for advertisement and present information back to the Board as soon as possible.

**PARTE GRANT MUNICIPAL PARK IMPROVEMENT PROJECT**

Construction on the bid elements of the project began in mid-August and was moving along ahead of schedule until the rain in November and December greatly hindered the progress of the work being completed by the contractors. However, the contractor's work should be complete in February. The deadline for the entire project is June 30, 2010.

**RETREAT MINTUES OF FEBRUARY 20, 2010 CONTINUED****W.N. PORTER PARK PROJECT**

Commissioner Taylor made a motion to disband the W.N. Porter Memorial Park Steering Committee and seconded was Commissioner Ennis. The Board voted 5 for and 1 absent (Commissioner Whitman).

Town Manager Bryan Thompson advised the Board that the Chair of the disbanded Committee should meet with the Advisory Board at the next regular meeting and give the presentation and hand over the document which at that point the Advisory Board could make recommendation of to go from there.

**PUBLIC WORKS**

Mark Byrd, Public Works Director presented his report.

Mr. Byrd stated that he is working with drainage problems with the Town Manager.

Mr. Byrd stated that the completion of the restrooms at Porter Park is near and recommended to use local contractors for future projects.

Revisit the drainage study conducted a few years back for East Erwin.

Resurface streets that were damaged during county maintenance of sewer lines and recommended in increasing the Powell Bill.

Hiring of two (2) seasonal employees

Requested to contract janitorial out for Town Hall

Request in looking at a Bucket Truck

Would like to put the Leaf Truck inside the bay at Public Works in order to keep out of bad weather. The cost to repair the bay is \$5,000.

Requested to bid out the No Waste Contract.

Define in the contract Limbs or Limbs/Brown Goods

Set up RFP to where they provide bids for each level of service and have each level of service itemized. Be very detailed in the contract

Henry Elmore has approached the Town Manager and Mayor in purchasing or leasing the old Water Plant off of West A. Street. Mr. Elmore would like to start a Recycling Facility. This facility also accommodates the Firing Range for the Police Dept as well.

Town Manager Bryan Thompson has heard back from Republic Waste and \$3.05 is the best they can do for recycling.

**RETREAT MINTUES OF FEBRUARY 20, 2010 CONTINUED**

It was the Consent of the Board to hold off on changing the use of the property of the old Water Plant and go with Republic Waste at \$3.05 and if there is any contract differentiation bring to the Board if it is mandatory or volunteer.

**POLICE DEPT.**

Chief Warren Morrisette presented his report.

Chief Morrisette has proposed a restructure plan that will fill a much needed void in the community. The majority of all crimes revolve around substance abuse and illegal narcotics trade.

The plan is to take an existing Sergeant and transfer him to the title of Criminal Narcotics Investigator. This position will be dedicated to narcotics and support the other Criminal Investigator to help reduce case loads, court appearances as well as over time/comp time.

Chief Morrisette intends to move up the paid part time officer to full time position of patrol officer. An officer on that shift will then be promoted to the position of sergeant to handle supervision of that squad.

The expected result will be that overall crime will be reduced by a minimum of 25%.

In summary, this restructure can be done this calendar year with a return to budget an amount totaling \$23,000. Next years salary and all benefits line items will increase due to cola and increased probationary amounts as well as footing half the cost from reserve salary towards the full time position. Although we will be seeing \$40,000 in increases for the budgetary purposes, it will not require all of that to fund the desired position.

Requested that lieutenant attend grant writing classes to help with funding.

It was the Consent of the Board to go with Chief Morrisette's restructure plan.

**TAX COLLECTIONS**

Commissioner Baker made a motion to advertise the unpaid real estate taxes and was seconded by Commissioner West. The Board voted 5 for and 1 absent (Commissioner Whitman).

**REVIEW OF FY 2008-2009 GOALS & OBJECTIVES AND PROJECT UPDATES**

Progress Energy lights along HWY 421

First and Second Phase are complete. Third Phase has been put on hold, which will bring lights from Phase Two along 421 to the City Limits along 421.

It was Consent of the Board that the Town Manager get quotes from Tom Underhill for the Third Phase just for information purposes.

**RETREAT MINUTES OF FEBRUARY 20, 2010 CONTINUED****REVIEW OF FY 2009-2010 GOALS & OBJECTIVES/PROJECT UPDATES AND  
OTHER ISSUES****INSPECTIONS AND PLANNING SERVICES**

Town Manager Bryan Thompson updated the Board that the inspections program has been working well. By aligning the Town's inspections process with the County's Central Permitting process, it is found that there is less confusion and more fluent information transfer to the public by the Town and the County. The planning service has afforded the Town with a higher level of planning expertise and professionalism that can better ensure stronger application of planning principles with the private development of the Town and it can also better educate the Planning board in planning-related issues and processes, which will make for stronger recommendations to the Board of Commissioners in issues such as rezoning cases, conditional uses, and text amendments.

**OTHER INVESTMENTS OF ERWIN FUNDS**

It appears that the Town's money market account is relatively competitive with other investment tools that are eligible. The potential interest on such investments is quite low as it was this time last year. The Town's interest earned on investments is higher this year than last due to moving funds from BB&T to First Federal. Administration will continue to explore options and monitor the market for such investments that have the potential for higher returns.

**ITEMS IDENTIFIED BY STAFF****IMPLEMENTATION OF CAPITAL RESERVE FUND**

The Capital Reserve program should be constructed in order to maintain the fund in a self-sustaining manner. However, this can be difficult if not impossible if the intent is to immediately draw from the Capital Reserve Fund to fund capital projects and purchases. Staff believes that by starting this program, the Town will be in better footing once the markets regain its footing. If the Board decides that the initiation of a Capital Reserve Fund is a priority this upcoming fiscal year, Staff can bring recommendations to the Board with respect to operational guidelines, program structure, and funding amount.

**EXPLORATION OF CREATIVE BENEFITS PACKAGE APPROACHES**

The Town had changed vendors to achieve the goals of Administration. Staff will continue to explore some of the possibilities identified through the information gained by this past year's process. Depending on the financial stability of the market and financial outlook for the Town, some of these options will be explored for the purpose of making recommendations to the Board.

## **RETREAT MINTUES OF FEBRUARY 20, 2010 CONTINUED**

### **AMENDMENTS TO THE TOWN CODE AND ZONING ORDINANCE**

Over the past year Staff has identified a number of ordinances that merited amendments in an effort to address the desire made explicit at the retreat to update the Ordinance were needed. There are yet a number of other ordinances that should be considered to be amended in order to better meet the needs of the town and to modernize the standards found in the Town Code. Our goal is to have a series of meetings of the Planning Board to go through each section of the Town Code pertaining to land use issues, identify issue areas, develop desired language, and recommend to the Board of Commissioners. This approach can take a longer period of time, but the benefits are that it will cost less and it will provide more hands on activity for the Planning Board.

### **CODIFICATION OF TOWN CODE**

Depending on how long it takes us to get the revisions to Town Code, like number of amendments, will really tells us whether or not we need to do a Codification before or after these revisions are done. We probably been about four (4) years now, next year will make five (5) that the Town has not had a codification. You really don't want to go four (4) years but typically towns will go ten (10) years. Regardless of where the Town is on updating amendments next year the Board may want to consider funding the codification anyway. The reason for it is State law changes from session to session and there are a lot of session laws that get passed that impact our land use law of what we can and can not do. So the codification outside of just putting in those amendments in a codify way, it also insures that the code which you are working with is up to standard with the State.

### **CHICORA PHASE II**

A meeting is being scheduled with the County and the Town to work out the details in completing this project. Staff hopes to have this project started within the 2010-2011 Fiscal Year. To make this happen, the Town will do a survey of the residents who will be impacted by this and sign off whether they do want this service or not. Steve Ward, with Harnett County Public Utilities does not think the County will be able to do the project and should be bided out but only after the Town knows how many residents are interested and where the locations are and a working engineer design that will do the job. The Town will also need to get access to the resident's property in order to install the pumps. This will require some legal work and will rely on the Town Attorney to do so. The County will not take the pumps over so therefore the Town will have to have some type of warranty. This should be generally speaking a one (1) year warranty. These pumps if installed correctly should not show any signs of deterioration within the first five (5) years.

It was the Consent of the Board to consult with an engineering firm, get an estimate and if the Town can operate on the current budget then move forward if not do a budget amendment before any action.

## **RETREAT MINTUES OF FEBRUARY 20, 2010 CONTINUED**

### **SOLID WASTE PICKUP – LIMBS AND WHITE/BROWN GOODS**

Town Manager Bryan Thompson asked the Board if the Town should continue that level of service with White/Brown goods or do we need to stand by the Ordinance and say no the Town will no longer pick up White/Brown goods. The benefit in going by the ordinance is the Town will be saving money due to no longer providing that type of service. The draw back will be the Town will no longer provide that service and that is a service the Town has been providing to the citizens.

It was the Consent of the Board to do a Text Amendment for White/Brown goods.

### **EXTRA TRASH CAN POLICY**

Currently the Town Policy requires that an individual pays \$65.00 to have an additional trash can placed at their house for solid waste collection as provided by the Town. The home owner is also charged an additional amount per month for the additional service. At this time, the Town is unable to simply pick up the second can, as that can belongs to the home owner. Staff would like to review this policy.

It was recommended to have a policy in place to require refundable deposit with less depreciation but also have in the policy for residents that may have a death in the family request a can during that time of need at no charge.

### **TRASH CAN AND SOLID WASTE CHARGES**

The Town currently charges one rate for solid waste services. However, the Town provides more than just one solid waste service. When the charge is to be removed from the water bill it is the entire charge not just the curbside charge. This is due to the fact that the solid waste charge is not broken down into separate services on the water bill and therefore, at this time there is no mechanism to account for this issue. Staff recommends that the fee schedule be revised to separate these charges and work with the County to reflect the separate charge. Once this is done, the resident can have the curbside charge removed and would still be responsible for paying the other solid waste charge for the services that are still offered to the resident.

It was the Consent of the Board to move forward with this issue.

### **BEAVER POPULATION AND BEAVER DAM ISSUE**

Mr. Thompson advised the Board that this is in the ETJ however this is impacted with the corporate limits. Mr. Thompson stated that he has been in contact with a wildlife specialist with United States Department of Agriculture to look into the problem. The specialist made a site visit and reported that there is a large beaver population in the problem area and there are a good number of dams that are blocking the free passage of water. The investigation is free of charge. Beaver population control measures would cost \$20 per visit. Each visit is eight

## **RETREAT MINUTES OF FEBRUARY 20, 2010 CONTINUED**

hours. The specialist indicated that he believes it would take between 4 to 6 visits to handle the population. The most costly element of the project is dam demolition. Each dam will cost \$125 to destroy. The Town will need for each property owner to sign an agreement as well.

It was suggested to see if the City of Dunn will do a joint agreement and also check with the Army Core of Engineers.

It was the Consent of the Board to move forward with this issue.

### **POSSIBLE CONTRIBUTIONS TO GOOD HOPE HOSPITAL**

Have meet with representatives of the Good Hope Board and feels like we have a firm commitment in getting grant resources four (4) including finance underwriting from Harnett County. The only obligation with the Town would be the Rural Center Building restoration and Reuse grant for a 3% local match. The grant award if granted for each of the 29 positions at \$12,000 per full time offer or created equals to \$348,00 grant just from the Rural Center for this project, 3% percent of that is \$10,440, that would be the requirement of the local match.

It was the Consent of the Board to agree with a 3% local match and will have a Resolution ready for the Board at the next meeting.

### **ITEMS IDENTIFIED BY BOARD MEMBERS**

#### **MOVING DEPOT**

Mayor Carson would like to move the old Train Depot to the lot behind the Erwin Fire Dept. and have the Erwin History Room there as well. The library could then expand into where the History Room was. Mayor Carson asked the Board if they would be willing to raise funds to move the Depot. It was estimated to move the old Depot around \$5800. The Board was in agreement to try and get it started.

#### **CHRISTMAS LIGHTS**

There was a desire from the Board to refurbish the old Christmas Lights. Some suggestions made were to place outlets at the corner of Masonic and Hwy 421, Hwy 421 and North 13<sup>th</sup>, Old Post Road and South 13<sup>th</sup>.

It was the Consent of the Board to get a quote for the placement of outlets around Town, have Patsy Carson head up a Christmas Committee and bring ideas back to the Board.

**RETREAT MINTUES OF FEBRUARY 20, 2010 CONTINUED****CHANGING BOARD MEETING DATES**

It was suggested to stay with the designated dates for Board meetings unless there is a death in a family.

**SET SCHEDULE FOR ANNUAL RETREAT FOR FUTURE YEARS**

It was the Consent of the Board to set the next Retreat Meeting for the third Saturday in January which will be January 15, 2011.

It was the Consent of the Board that Workshop's are scheduled as needed prior to the Regular Schedule meetings.

**BALL FIELD LIGHTING**

With the PARTF grant the Town had to scale back with ball field lighting. The Town will have a spectacular field but with not lights. This means that the field will only be good for day playing. A lot of our games are during night time hours. However, there is an obvious need to eventually get light on the field so the Town can get the most benefit from it. There are several ways the Town can accomplish this issue. One is that the Town can finance it ourselves or the Town could do a lease purchase for 15 to 20 years through Progress Energy and a third party.

It was in agreement with the Board to see figures for both purchasing and leasing for informational purposes.

**RECESSED**

Commissioner Baker made a motion at 6:05 P.M. to recess until Monday, March 8, 2010 at 6 P.M. and was seconded by Commissioner West. The Board voted 5 for and 1 absent (Commissioner Whitman).

**RECONVENED**

Mayor Patsy Carson was present.

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

Board Members absent were: Commissioner Mark Whitman.

Town Manager Bryan Thompson, Town Clerk Cynthia Patterson, Finance Director Debbie Chestnut were present.

**RETREAT MINTUES OF MARCH 8, 2010 CONTINUED**

Commissioner Ennis made a motion to reconvene Monday, March 8, 2010 at 6pm and was seconded by Commissioner Baker. The Board voted 5 for and 1 absent (Commissioner Whitman).

Commissioner Taylor gave the invocation.

**FY 2010-2011 BUDGET OBJECTIVES**

Town Manager Bryan Thompson advised the Board that Staff has gone through the last meeting and have reviewed those points of conversations that the Board had with Capital Projects, Capital Purchases and other kinds of programs.

The Top 10 of priorities for the Board of Commissioners are as follows:

1. Insurance/Cola
2. Drainage
3. Chicora Phase II Project
4. Library Ventilation in Bathroom
5. Public Works Installation of Taller Door for Leaf Machine
6. Phase 3 Lighting on Hwy 421: Estimated Cost: \$6,180 initial cost and \$1,296 Monthly Cost if \$6,180 would be allocated from NC Step Funds
7. Porter Park/Drainage
8. Downtown Revitalization
9. Fleet Replacement for Police
10. Beaver Population and Dam Issue

It was the Consent of the Board to discuss the Capital Improvement Plan at the Budget Workshop.

**ADJOURNMENT**

Commissioner Baker made a motion to adjourn at 7:55 P.M. and was seconded by Commissioner West. The Board voted 5 for with 1 absent (Commissioner Whitman).

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

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**Patsy M. Carson, Mayor**

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**Cynthia B. Patterson, Town Clerk**