

**ERWIN BOARD OF COMMISSIONERS  
RETREAT MINUTES  
FEBRUARY 22, 2013  
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 Friday, February 22, 2013 at 8 A.M. in Erwin, North Carolina.

Board Members present were: Commissioners Billy Turnage, Frank Taylor, Frankie Ballard, Ricky Blackmon, Randy Baker and Norma Ennis.

Interim Town Manager Pete Connet, Town Clerk Cynthia Patterson, Finance Director Debbie Chestnut, Planner Kathy Blake, Public Works Director Mark Byrd, Police Chief Warren Morrisette, Park Director Doug Stevens, and Librarian Betsy Pollard were present.

Mayor Patsy Carson called the meeting to order at 8 A.M.

Commissioner Taylor gave the invocation.

**DEPARTMENTAL UPDATES & DISCUSSIONS W/BOARD**

**RECREATION DEPARTMENT**

Doug Stevens presented his report to the Board.

In Mr. Stevens proposed budget are the following:

**John Deere XUV 55 (4x4 Gator) -----\$9,051.35** (which is on State Contract and if the Town purchases this we would save \$1,650).

**3100 TT Cub PTO Driven Top Dresser----\$8,000**

The Parks and Recreation is hoping to utilize this equipment on a weekly basis, both on the athletic fields and the bordering park grounds, including the Dunn-Erwin Trail, new Trail Extension, Al Woodall Municipal Park Trail, and W.N. Porter Park Trail.

**Maintenance Laborer---\$22,000**

Due to the increase in maintenance, the Park felt this position would be very crucial to our department due to the possible addition to the Dunn Erwin Rail Trail and the renovation to the W. N. Porter Park.

## **Overall Park Improvements**

Have submitted a PARTF Grant application for W.N. Porter Park improvements and hopefully begin work in July.

All Woodall Municipal Park for Field #4 Lighting Project such as Pledge your support or make a Donation for Naming Rights to one of the following: Field #4 Athletic Complex, Lights Only, Concession and Rest Area, Left 1<sup>st</sup> or 3<sup>rd</sup> Base Dug Out, Light Pole, Base, Outfields, Board Donations.

It has also been brought for a Bond Issue to look at what needs to be done overall and let the voters vote.

### **Parking Issues at All Woodall Park**

A piece of property behind Dollar General that is owned by Earl Barefoot the park is interested acquiring with the possibility to turn it into a parking lot. The location of field #4 and the distance from the original parking lot itself it would be great to own this. This would help solve a lot of issues.

### **Paving the Walking Trails**

Received an estimate from Johnson Bros.

Option 1----\$27,350

Option 2----\$30,000

Created a Policy and Procedure Manual to give to Coaches and Parents; this also includes Naming Rights.

Was approached from a private donor who is willing to donate a large sum of money to the Town of Erwin however it would need to relate to physical fitness and kids. Mr. Stevens stated that he had thought of two (2) possible projects that would relate to the requirements of this donor, one (1) lighting Field #4 and two (2) the Gym is in need of improving with the possibility of expanding 30ft on either side. Mr. Stevens has contacted Tyrus Clayton for an estimate that includes plans and will also include a lobby in front as you come into the gym. The total cost of this project will be \$633,000 at \$88 sq. foot however if we cut back a large amount of square footage than we wouldn't have to pay an extra \$15,000 for required code requirements such as the sprinkler system, etc.

Mr. Stevens stated that this was a surprise to the Board however asked what direction would the Board would like to go. We could do the gym project in two (2) phases. Maybe could receive a grant to match donor.

It was the Consensus of the Board to move forward and approach this donor. Mr. Stevens informed the Board that he will present both project estimates to this donor for a decision.

Mr. Stevens also informed the Board that a \$10 Late Fee has been added this year on the applications for Ball Sign Up.

## **POLICE**

Chief Warren Morrisette presented his report to the Board.

### **Goals and Objectives 2012**

Applied for a GHSP grant for manpower and vehicle, received the grant. Officer Bert Webb will assume the grant position.

Performed a public safety activity with partnership with the Lowe's business within our jurisdiction also conducted two separate school programs where Erwin officers visited classes and gave safety briefings as well as anti-drug campaign information sessions.

In addition to annual in-service training requirements we included a 2 day session with a firearms training simulator system as well as rapid deployment training in conjunction with Dunn Police Dept.

Currently we are at 55% overall expended budget with 5 months still to go.

Increased patrol and high arrest rates we believe have helped reduce some peripheral crimes. Burglaries are down, fraud, forgery and uttering as well as vehicle breaking and entering. Drug arrests remain consistent with more of an emphasis being misdemeanor charges in the South 14<sup>th</sup> Street, North 14<sup>th</sup> Street, South 17<sup>th</sup> Street, East H. Street and the IGA parking lot being areas we received the most reports as well as charges issued. Other charges stemmed from street level interdiction stops which developed into narcotics events.

### **Goals and Objectives For 2013**

Increase staff by one officer

Increase/improve technology

Add two more new fleet cars to replace older units

Increase training budget to accommodate recommended additions for higher in-service training classes

Set up specialized training in accordance with the assessment measures recommended

Continue to be budget conscious

Continue to focus on overall crime reduction

## **PLANNING**

Kathy Blake, Planner presented her report.

As of January 1<sup>st</sup>, Building permits are being collected at Town Hall with scheduling inspections as well. While establishing the issuing of permits for building and trades as well as collecting those fees by my office rather than from Harnett County Central Permitting, it was discovered that the 2012-2013 Town of Erwin fees for such are significantly different from Harnett County's fees. For comparison, Mrs. Blake included Town of Angier's fee schedule. The Board was given a Revised Fee Schedule for review. What are missing from the 2012-2013 Fee Schedules other than Subdivision charges are All Trades Permits.

A copy the Revised Fee Schedule with the changes discussed will be on the Regular Board of Commissioner's Agenda for approval March 7<sup>th</sup>.

### **Software for Permitting**

Using the HTE Software from Harnett County Central Permitting Ms. Blake discovered that the Town does not own any database. The Town is entirely depending on the County for information; whatever reports built in are the reports the Town gets. In this software the fees that Erwin charges cannot be entered in to that software due to the fact that the County software is tied into the financial package where they accept the money. Ms. Blake has to keep a separate database to keep up with the fees were charges are collected.

Ms. Blake advised the Board that the Town of Angier is using software by CSI at which Ms. Blake received a quote from for \$9100 which includes setup/installation. This is the same software company that does the financial package that Erwin is using. This estimate is separate and does not tie into Erwin's financial package since Erwin is small it would cost more to do this. However we can track the fees in this software. The annual fee for this software such as maintenance and updates is \$1163.25.

### **Engineering Services**

Received two (2) quotes for engineering services; C.T. Clayton Engineering out of Coats. They require a 3 hour minimum to review plans whether it's residential or commercial. This cost would be \$1500. Another engineer is also doing work for the Town of Angier with 4 ½ days per month for \$2000. He has been doing work with Angier for the past 6 months and will be extending his agreement through this fiscal year. Ms. Blake suggested maybe on 2 ½ days per month for the Town of Erwin. He would come to meetings etc. He would also help other departments with issues such as RFP'S, Grants, etc.

Interim Town Manager Pete Connet suggested to the Board in doing a trial bases for 3 months and make a determination to move forward in extending agreement.

Increased Training to \$4,000

Legal Services to \$2,500

Land Use Plan Update to \$35,000

Minimum Housing to \$2,500

### **Code Recodification**

Mr. Connet also clarified with the Board; the Municode will not do zoning ordinance or Land Use Plan which goes in the back of the Code of Ordinance. They will only go through the municipal code of ordinances to help clear up the language from that.

The proposal is for a total estimated cost of \$10,950. This amount is \$500 less than the quote received in June 2012. The project will take approximately 10 months to complete and the cost can be spread over two budget years. Estimated impact on current year budget is \$3,285 with the balance due in the FY 2014 budget year (\$7,665).

Mr. Connet advised the Board that he will move forward and begin this project.

## **PUBLIC WORKS**

Mark Byrd, Public Works Director presented his report.

### **Goals for 2013-2014 Goals and Objectives**

Backhoe---\$88,000 (Sell or Trade both Backhoes)

Light Tower System---\$8,000 (For the use of Parades/etc.)

Paint Town Shop---\$2,230 (Maintenance and upkeep of the building)

Replace Stop Signs and Street Signs---\$10,000 (We have until 2015 to replace signs in Town)

Shop Tools---\$3,000 (Update Tools)

Grass Cutting Equipment----\$2,000 (Weed eaters and blowers)

Working with the Planner to get a map done for Storm drainage issues, also advised the Board that Public Works is in the process of working from Black River to Bayles Street. However we can only clean out the Town's right of ways. Mr. Byrd also stated with no more employees that are up at Public Works could not give a timeframe for the completion of this project.

Working on a RFP (Request For Proposal) for Civic Center, Town Hall and Old Water Plant

## **ERWIN DEPOT**

Si Harrington, Joe Johnson and Tyrus Clayton presented to the Board.

Mr. Harrington informed the Board that Erwin Historical Society mission is to save the old Erwin Depot and would like the Board's guidance to help them along in this process. Mr. Harrington stated that the Erwin Historical Society would not be able to financially keep up the cost of utilities and would love the Town of Erwin to cover the expense as they currently do. This would be a great asset to the Town of Erwin. There are no intentions for the Chamber of Commerce to move in the old depot however Mr. Harrington stated that if the Town of Erwin incorporates this building it would be the Town's decision to move the Chamber. The owner of the Erwin Depot is willing to give the Depot to the Erwin Historical Society free of charge with the only condition is to fill in holes from underneath the building and level off the property where the depot sat.

Tyrus Clayton informed the Board that he had been in talks with Henry Elmore in moving the depot. The building is basically in two pieces, the office area is framed up separately from the actual depot warehouse section. It would probably be taken apart in 2 sections and relocating the rear piece first. Once the building is structurally sound, then work on a complete renovation. Looking at a section for the Erwin Historical Society to go ahead and get in to generate revenue, regardless the interior will need all new electrical and heating/air.

It was suggested by the Board that a design will need to be brought to the Board and show what it will look like and what it takes to make it look like and the concept is of course to keep it where it has that look of that era. Also would need to find out about the Bill of Sale on the building and then go back and begin selecting firms and design.

Mr. Clayton advised the Board that he would be in contact with some Architect for a letter of proposal in completing a Feasibility Study to relocate and renovate the Erwin Train Depot. Hopefully, this will be provided at the Regular Board meeting on Thursday, March 7<sup>th</sup>.

Mr. Harrington also advised the Board that the Erwin Historical Society would be willing to give \$14,000 to the Town of Erwin to go toward the cost of the design.

## **ERWIN CHAMBER OF COMMERCE UPDATE**

Nancy Jackson presented to the Board.

At the previous meeting of the Board of Commissioner's it was requested to have a proposed budget for the Chamber of Commerce and By Laws for review.

Total Events Revenue/Expenses for 2012

Revenue \$40,075.75

Expenses \$31,800.59

Net Profit/Loss \$8,275.16

The budget presented is a working budget that has not been approved by the Chamber Board. It's \$170 off from the actual expense which includes \$60 from the Chamber Banquet.

Commissioner Baker stated basically for the 2013 budget a cost of \$7600 will be increased to the budget. Mrs. Jackson replied yes that is correct.

What is currently in the Check book is \$5,719.57 as of February 15, 2013.

Interim Town Manager Pete Connet suggested where you have Cities/Counties that are providing space to the Chamber of Commerce's in their building to have some sort of lease agreement, to provide insurance and show revenue/expense at least some tracking for the two parties.

Commissioner Baker suggested to the Board, put a line item budget within the Town of Erwin's budget and have it broken out to show In-Kind, Office Space, copier use, etc. then have the Chamber report back at the end of each year.

Commissioner Taylor stated that it's good to have, however to look at not sponsoring programs that we are constantly losing money on.

The Chamber of Commerce is asking \$10,000 from the Town of Erwin to help with budget.

## **LIBRARY**

Betsy Pollard presented her report to the Board.

### **Goals and Objectives for 2013**

Maintenance and Repair—Equipment---\$4,000

Maintenance and Repair---Grounds---\$900

Removed Story Time---\$500 (Due to lack of interest)

Summer Reading Program---\$1500

Janitorial Supplies---\$500

Suggest someone taking over the Community Building

Continue the Flex Hours from 12pm-4pm

(It was the Consensus of the Board to go back to Regular Hours 9am-5pm)

## **UPDATES FROM 2012-2013 BUDGET RETREAT**

### **Purchase of Gazebo Property**

The Mill is not willing to sell the small strip of land that the gazebo sits on. The Town has a lease agreement for a \$1.00 per year however, last paid in 2010. The Board directed Staff to contact Norman Avery and renew lease agreement.

### **Expansion of Sidewalk along 13<sup>th</sup> Street from Porter Park to Stop Light at IGA and on to Post Office**

Mr. Connet advised the Board that he has talked with Division Project Manager Jerry Bradley, will coordinate to get further details on the project.

### **Downtown Parking Lot Transfer and Grant Application**

Mr. Connet advised the Board that the Grant Application is in and Town Attorney Mac Hunter has the deed however needs to have signature from the Corporation, its ready just need to refer in the deed to the plat which is being prepared by Piedmont Surveying.

### **Removal of US 421 Bridge/Overpass**

Mr. Connet advised the Board that the previous Manager was provided with an estimate with two (2) options. They are as follows:

**Option 1:** Removing the existing bridges lowering the grade and constructing a pedestrian bridge over US 421. **The cost will be \$5.3 Million.**

**Option 2:** Removing the existing bridges lowering the grade to the extent a pedestrian tunnel could be accommodated. **The cost will be \$4.4 Million.**

Mr. Connet has determined the request to the RPO was not presented for consideration. He has verified this with Joel Strickland of Mid-Carolina in February. Mr. Strickland stated that if Erwin wanted this project to be considered by the RPO, to please submit a letter so that it could be considered in the next round of projects to be reviewed for inclusion in the NCDOT – TIP. Mr. Connet advised the Board that a letter will be done however the next round of projects to be reviewed will not take place until spring of 2014.

## **BOARD OF COMMISSIONERS' PROPOSED LIST OF BUDGET GOALS FOR FY 2014**

Most of the items proposed have been discussed such as the Update on HWY 421 Bridge Removal, Sidewalks down South 13<sup>th</sup> Street and Drainage Issues. However the following items are discussions from Staff.

### **Removal of (15) trees at Chicora**

Mr. Connet advised the Board that he recommends not removing the trees at this time. Pictures were provided to the Board.

Commissioner Turnage stated that he disagreed with Mr. Connet. The Town previously had cut roots out of the right of way and patched the road however asked the previous Manager to have the trees removed. The previous Manager advised Mr. Turnage that Staff would look into this matter and report back. The Finance Director was directed by the previous Manager to look into this matter to see what Funds were available. Powell Bill money would be available for this issue. The previous Manager informed Commissioner Turnage that he would take care of this matter. Several months passed and nothing had been done. The previous Manager resigned and the Board was unaware of what transpired.

Commissioner Turnage made a motion to have the (15) trees removed at Chicora. No second was made therefore the motion failed.

The Board directed Interim Town Manager Pete Connet to send a letter to Albert Lockamy; 495 Chicora Club Drive stating that at this time the Town of Erwin will not remove the (15) trees at Chicora.

### **Erwin Branding Seal for Town Vehicles**

Several Vehicles are in need for Decals. It was discussed in the past to use the Erwin Branding that NCSTEP designed. Is this something the Board would like to do or continue using the Town of Erwin Seal?

It was the Consensus of the Board to continue using the Town of Erwin Seal on all vehicles.

### **Chairs for the Board Room at Town Hall**

It was the Consensus of the Board to not purchase chairs at this time to let Staff repair the current chairs.

### **Lighting on HWY 421: Phase 3**

Mr. Connet advised the Board once we receive information from NCDOT such as traffic count/etc. that he will be asking Tom Underhill with Progress Energy what will be the cost to light HWY 421 and HWY 55 Intersection.

### **Powell Bill Discussion**

Currently \$590,000 is in the Powell Bill Fund Checking Account at BB&T. Of this \$80,000 is budgeted for Powell Bill expenses this fiscal year. You will have roughly \$500,000 that could be spent on street improvements.

Mr. Connet informed the Board that his recommendation would be getting a pavement survey done. Talked with Withers & Ravenel and US Infrastructure of Carolina, Inc. in getting estimates and suggest doing the worst street first.

Commissioner Turnage made a motion in doing a Pavement Survey and was seconded by Commissioner Baker. The Board voted unanimously.

### **Digital Projector and Table**

The Board directed Staff to look into prices for a digital projector that could be used by all of the departments. The best price that Staff could find was less than \$500. There are adequate funds within the existing budget to purchase a projector and table.

It was suggested to contact Titronics and others for estimates.

### **Review of the Revised Personnel Policy**

Mr. Connet advised the Board that Pat Thomas with the MAPS Group will be here on Thursday, March 7<sup>th</sup> to meet with employees in the afternoon and meet with the Board as well.

Commissioner Blackmon made a motion to reconvene on Thursday, March 7, 2013 at 6pm in the Board Room of Town Hall to discuss the revised Personnel Policy and was seconded by Commissioner Ennis. The Board voted unanimously.



**ADJOURNMENT**

Commissioner Turnage made a motion to adjourn at 3:35pm and was seconded by Commissioner Baker. The Board voted unanimously.

**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**