

**ERWIN BOARD OF COMMISSIONERS  
RETREAT MINUTES  
MARCH 15, 2014  
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, March 15, 2014 at 8 A.M. 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, Town Engineer Bill Dreitzler, Public Works Director Mark Byrd, Police Interim Chief Bill Morris, Park Director Doug Stevens, and Librarian Betsy Pollard were present.

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

**DEPARTMENTAL UPDATES & DISCUSSIONS W/BOARD**

Town Manager Richard Douglas stated that this is a little different from years past. Trying to focus on items that are \$5,000 or more and these requests may not make it in the proposed budget.

**PLANNING/CODE ENFORCEMENT**

Kathy Blake presented her report to the Board.

In Ms. Blake's proposed budget are the following:

**Minimum Housing Abatement-----\$40,000.00**

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

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

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

It was asked what the Planner's greatest challenge was. Ms. Blake stated that she wears a lot of hats so in wearing a lot of hats you are spread very thin. I see there are a number of planning issues that based on Ms. Blake's observation appear to not have been attended to like they should. One of the needs to be attended to now such as making sure you get an updated official zoning map and the ordinances need to be updated and helping the citizens with the application process and make it as simple as possible.

**ADMINISTRATION/FINANCE**

- 2 HP Laser Jet Enterprise 600 Printers-----\$1800
- Telephone System Replacement (VC3) -----\$8,500
- Part-Time Customer Service Position-----\$15,000

There was some discussion concerning the Harnett County Public Utilities. Was directed by the Board to do a percentage of how many (Inside the Town Limits and Outside the Town Limits) customers come to Town Hall to pay their water bill. Was directed to request more money or let the County do it all.

**PUBLIC WORKS**

- Shop Dividing Wall-----\$4,000  
(To heat/cool one area of the shop)
- Facility Gate-----\$7,500
- Demolition of the Water Plant----\$TBD

**PUBLIC WORKS—STREET**

- Mower-----\$8,000
- Signs-----\$5,000
- Safety Devices-----\$5,000  
(Cones, barricades, etc.)

**PUBLIC WORKS-----POWELL BILL**

- Snow Plow-----\$5,700
- Equipment Operator-----\$39,000  
(Full-time w/benefits)

It was asked what has been done on maintaining Storm Water. Mr. Byrd stated that nothing has been done. We haven't received permission to go on citizen's property. We don't have personnel. That's why I'm asking for a full time equipment operator so Public Works can do this. We need to clean ditches out, have citizen's sign easements to allow the Town on their property and hire personnel to work. We have talked about this for the past five years.

## **PARKS AND RECREATION**

2014 F-150 Ford Pick-up Truck-----\$19,000  
(V-8 Long Bed)

Parks & Ground Maintenance Laborer-----\$32,000  
(Full time w/benefits)

Reel Mower-----\$27,000  
(Precision Cut – 2653B (John Deere) State Contract)

## **POLICE**

Patrol Vehicle Replacement-----\$99,000  
(Replacement of 2007 Chevrolet Impala, 2004 Ford Explorer, 2008 Dodge Charger)

Patrol Vehicle Computers (MDTS)-----\$42,000  
(Eight Panasonic Toughbook Computers (model C31/docking stations)

Staff Development Training-----\$5,000

Mr. Douglas also informed the Board that Mr. Morris has been working on the Comp Time and thanked Mr. Morris for doing a good job on bringing this down, hoping to be completely down to zero by June 2015.

Possibly looking at the Records Clerk in the Police Dept. helping Administration/Customer Service with Utility Payments.

## **LIBRARY**

Carpet Replacement-----\$5,200

Lighting – Replace Outdated Fixtures-----\$4,000

Storage/Shelving/Furniture-----\$2,000

Community Center Lighting-----\$7,000

Hours of operations has changed to the following:

Monday thru Thursday 9am – 5pm

Friday and Saturday 9 – 1pm

Was directed by the Board to do a percentage of traffic that goes into the Library and time of peak hours.

**ECONOMIC DEVELOPMENT**

Downtown Historic District Nomination Application-----\$15,000

Erwin Mill Feasibility Study-----\$25,000

Marketing Materials-----\$5,000

**AS IDENTIFIED BY STAFF AND/OR BOARD OF COMMISSIONERS**

**Property Tax Rate**-----Look at level of Service

**Use of Fund Balance in Operating Budget**-----This is not a reoccurring expense. Use this only for one-time expense.

**Revenue from Harnett County for Water/Sewer Collections**-----The Town collects around \$16,000 and spending around \$28,000 for that service. Continue to have discussions with the County.

**Future Collection of Privilege License Fees**-----Privilege License is about to change with the General Assembly, looking at doing a flat fee across the board.

**Use of Powell Bill Funds for Non-Capital Costs**-----Look at Level of Service.

**Use of Community Enhancement Fund**-----Possibly look at Nuisance Abatement and Minimum Housing.

**Purchase of Additional Christmas Lights**-----Make do with what we have, spread throughout the Town.

**ADJOURNMENT**

Commissioner Whitman made a motion to adjourn at 12:13pm and was seconded by Commissioner Turnage. 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**