

**THE ERWIN BOARD OF COMMISSIONERS
DECEMBER 2015 REGULAR MEETING
THURSDAY, DECEMBER 3, 2015 @ 7:00 P.M.
ERWIN MUNICIPAL BUILDING BOARD ROOM**

AGENDA

1. **MEETING CALLED TO ORDER**
 - A. INVOCATION
 - B. PLEDGE OF ALLEGIANCE
2. **AGENDA ADJUSTMENTS /APPROVAL OF AGENDA**
3. **CONSENT (Page 2)**

All items on Consent Agendas are considered routine, to be enacted on one motion without discussion. If a Board member or citizen request discussion of an item, the item will be removed from the consent Agenda and considered under New Business.

 - A. Minutes from Regular Meeting on November 5, 2015 (**Page 2**)
 - B. Financial Report for October 2015 (**Page 7**)
 - C. Budget Ordinance (**Page 9**)
 - D. Budget Amendment 2016-002 (**Page 10**)
 - E. Budget Amendment 2016-003 (**Page 11**)
 - F. Resignation of Planning Board Member Gary Blackmon (**Page 12**)
4. **PRESENTATION OF THE NOVEMBER CITIZEN OF THE MONTH**
5. **INDUCTION CEREMONY FOR RE-ELECTED MEMBERS OF THE BOARD**
 - A. Oath of Office for Re-Elected Members of the Board
 1. Ricky W. Blackmon
 2. Frankie Ballard
 3. William R. Turnage
 - B. Organization Meeting of the Board of Commissioners (**Page 17**)
6. **RECESS FOR RECEPTION**
7. **NEW BUSINESS**
 - A. Consideration of Board of Commissioners and Planning and Zoning/Board of Adjustments Meeting Schedules for the Calendar Year 2016 (**Page 18**)
8. **MANAGER'S REPORT**
9. **ATTORNEY'S REPORT**
10. **PUBLIC COMMENT**

Each speaker is asked to limit comments to 3 minutes, and the requested total comment period will be 15 minutes or less. Citizens should sign up prior to the start of the meeting. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Thank you for your consideration of the Town Board, staff and other speakers. §160A-81.1
11. **GOVERNING BODY COMMENTS**
12. **ADJOURNMENT**

ERWIN BOARD OF COMMISSIONERS
REGULAR MINUTES
NOVEMBER 5, 2015
ERWIN, NORTH CAROLINA

The Board of Commissioners for the Town of Erwin with Mayor Patsy Carson presiding, held its Regular Meeting in the Town Hall on Thursday, November 5, 2015 at 7:00 P. M. in Erwin, North Carolina.

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

Board Members absent were: Commissioner Alvester McKoy.

Interim Town Manager Richard Hicks, Town Clerk Cynthia Patterson and Town Attorney Mac Hunter were present.

Mayor Patsy Carson called the meeting to order at 7:00 P. M.

Commissioner Randy Baker gave the invocation.

Those present recited the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Baker made a motion to move Item 5 Presentation of the November Citizen of the Month to December Regular Meeting and was seconded by Commissioner Blackmon. **Motion Unanimously Approved.**

Commissioner Turnage made a motion to approve the agenda and was seconded by Commissioner Whitman. **Motion Unanimously Approved.**

CONSENT ITEMS

Commissioner Blackmon made a motion to approve (**Item A**) Approval of Regular Minutes of 09/03/15, (**Item B**) Approval of Special Called Minutes of 10/12/15, (**Item C**) Approval of Special Called Minutes of 10/28/15, (**Item D**) Financial Report Summary for August 2015, (**Item E**) Financial Report Summary for September 2015 (**Item F**) Budget Amendment for Parks and Recreation and Police and was seconded by Commissioner Turnage. **Motion Unanimously Approved.**

A copy of the August and September Financial Report Summary's and Budget Amendment for Park and Recreation and Police is incorporated into these minutes as Attachment #1

OATH OF OFFICE FOR INTERIM TOWN MANAGER

Mayor Carson administered the Oath of Office to newly appointed Interim Town Manager Richard Hicks. Mr. Hicks worked for the Town of Erwin in the 1980's as Town Manager.

A copy of the Oath of Office is incorporated into these minutes as Attachment #2

MINUTES CONTINUED FROM NOVEMBER 5, 2015**PRESENTATION OF RESOLUTION TO RETIRING LIEUTENANT/ASSISTANT CHIEF JERRY ROYAL OF AWARDING BADGE AND SERVICE SIDEARM**

Mayor Carson presented a plaque to Lieutenant/Assistant Chief Jerry Royal recognizing him for his service to the Town of Erwin for many years of distinguished service. Chief of Police Bill Morris also presented Lieutenant/Assistant Chief Jerry Royal a plaque with Royal's weapon and badge.

A copy of the Resolution for Retiring Lieutenant/Assistant Chief Jerry Royal is incorporated into these minutes as Attachment #3

RECESSED

Commissioner Baker made a motion to recess at 7:05pm for 20 minutes in order to have a reception for Retiring Lieutenant/Assistant Chief Jerry Royal and was seconded by Commissioner Ballard. **Motion Unanimously Approved.**

RECONVENED

Commissioner Ballard made a motion to reconvene into regular session at 7:20pm and was seconded by Commissioner Whitman. **Motion Unanimously Approved.**

NEW BUSINESS**DEPOT PHASE I CONTRACT AWARD**

David Black with Hager Smith came forward and presented the bids for the Phase I Depot Project. Mr. Black stated that he received the following four (4) bids for the depot project:

<u>Contractor</u>	<u>Base Bid</u>	<u>Bid Alternate</u>
Spruill Construction Corporation	\$124,000.00	\$4,500.00
Whittenton Builders Enterprise	\$162,072.00	not provided
W.L. Bishop Construction	\$ 59,805.00	\$3,100.00
Progressive Contraction, Company	\$181,300.00	37,300.00

Mr. Black informed the board that the lowest bidder was W.L. Bishop Construction Company of Hillsborough, NC with a base bid of \$59,805 and bid of alternate gc1 which is the infield between the piers was \$3,100 and recommended W.L. Bishop Construction Company be awarded the contract in the amount of \$62,905.

Mr. Black also stated that he has worked with W.L. Bishop Construction on a number of projects for Time Warner Cable and they are very experienced in masonry construction. This is well within their abilities to handle.

Mr. Black also recommended to the board in doing a project of this type to keep a 10% owners contingency. There is a chance that we may have some bad soil underneath the piers that may need replacing and a possibility that when we get the building up that we will see a little more soil work that needs to be done. That would more than cover what Mr. Black foresees in any change orders.

MINUTES CONTINUED FROM NOVEMBER 5, 2015

Commissioner Turnage made a motion to award the Depot Phase I Project to the lowest bidder W.L. Bishop Construction Company of \$62,905 and was seconded by Commissioner Whitman. **Motion Unanimously Approved.**

A copy of the Certified Bid Tabulation Sheet and Bid Form for W.L. Bishop Construction Company is incorporated into these minutes as Attachment #4

STREET RESURFACING CONTRACT AWARD

Town Engineer Bill Dreitzler came forward and presented the bids for Street Resurfacing Contract. Mr. Dreitzler stated that he received the following three (3) bids for the street resurfacing contract:

Highland Paving Company	\$145,776.00
Johnson Brothers Utility and Paving Company	\$156,934.60
Barnhill Contracting Company	\$182,100.00

Mr. Dreitzler informed the board that the lowest bidder was Highland Paving Company of \$145,776. The following streets that need repairs were Price Street, East I Street from North 13th Street to South 8th Street, Denese Circle and repair work at the end of Woodall Drive.

Commissioner Baker made a motion to award the Street Resurfacing Contract to Highland Paving Construction of \$145,776.00 and was seconded by Commissioner Ballard. **Motion Unanimously Approved.**

A copy of the Highland Paving Construction Request for Proposal Street Resurfacing is incorporated into these minutes as Attachment #5

SET DATE FOR COMMISSIONERS/PLANNING BOARD MEETING

Town Planner Kathy Blake informed the board that Planning staff and the Mayor has requested in doing a joint workshop for the Board of Commissioners and Planning Board to review and discuss zoning matters in the general downtown area. Ms. Blake would like to hold this meeting on Monday, November 16th at 7pm.

At their regular September Planning Board meeting, the members reviewed the R-10 (Residential 10) dimensional requirements in the zoning ordinance, maps of the current R-10 defined areas in Erwin and its ETJ (extraterritorial jurisdiction), and the blocks zoned R-10 that many of the lots/dwellings are not in general compliance with R-10 requirements. Some members of the Planning Board have concerns about many of the dwellings in R-10 that are nonconforming due to dimensional requirements and could not be rebuilt in their current locations if significantly damaged or destroyed.

Staff also questions the length of the CB (Central Business) district, that single-family dwellings is a nonconforming use in the CB district, and a new transitional district that allows for a mixture of residential, offices, institutional and low impact businesses might be a better fit for encouraging growth in Erwin.

MINUTES CONTINUED FROM NOVEMBER 5, 2015

Commissioner Baker made a motion to set a joint meeting between the Board of Commissioners and Planning Board for Monday, November 16, 2015 at 7pm in the Community Building and was seconded by Commissioner Blackmon. **Motion Unanimously Approved.**

REQUEST ADOPTION OF ORDINANCE TO DEMOLISH AND REMOVE THE BURNED AND DILAPIDATED DWELLING AT 307 WONDERTOWN DRIVE

Town Planner Kathy Blake informed the board that on December 5, 2014 an inspection was conducted of the fire damaged dwelling at 307 Wondertown Dr. The house is severely damaged by the fire and the elements. On June 17, 2015, a Hearing was held to determine the fitness for human habitation of the dwelling with Mr. David B. Brunson being present. Following the hearing, a Finding of Fact and Order was issued by Certified and First Class mail, with receipt acknowledged by the owner. The Order required the owner to bring the above described structure into compliance with the Town of Erwin Minimum Housing Code by repairing, altering, improving, or vacating and demolishing the structure by a date not later than September 30, 2015. To date the owner has not complied with the order of the Code Administrator.

The dilapidated structure is vacant and continues to deteriorate. It is estimated the repairs cannot be made at a reasonable cost percentage of the present value (\$17,540) of the structure. It appears the owner does not intend to comply with the Order; therefore, it is recommended the following Ordinance directing the Code Administrator to demolish and remove the dilapidated structure be adopted by the Town Board of Commissioners.

Commissioner Baker made a motion approve the Ordinance File No. HC-2015-01 directing Code Administrator to demolish the property at 307 Wondertown Drive and should be placarded by placing thereon a notice prohibiting use for human habitation and was seconded by Commissioner Blackmon. **Motion Unanimously Approved.**

A copy of the Ordinance to demolish and remove the burned and dilapidated dwelling at 307 Wondertown Drive is incorporated into these minutes as Attachment #6

DISCUSSION OF IMPLEMENTATION OF HIRING FREEZE

Commissioner Baker stated that he made the request to have this item placed on the agenda.

Looking at the recent conveniences that the town has gone through, Commissioner Baker made a motion to put a hiring freeze in place until we can get a good analysis of what we have with our organizational and financial status and was seconded by Commissioner Blackmon. **Motion Unanimously Approved.**

MINUTES CONTINUED FROM NOVEMBER 5, 2015

ADJOURNMENT

Commissioner Baker made a motion to adjourn at 8pm and was seconded by Commissioner Blackmon. **Motion Unanimously Approved.**

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

Patsy M. Carson
Mayor

Cynthia B. Patterson, CMC
Town Clerk



TOWN OF ERWIN
 FINANCIAL SUMMARY REPORT
 FOR MONTH ENDING OCTOBER 2015

	ANNUAL BUDGET	OCTOBER ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
CURRENT YEAR LEVY OF PROPERTY TAXES	1,063,000.00	81,408.33	114,156.81	10.74%
CURRENT YEAR MOTOR VEHICLE TAXES	120,000.00	11,158.49	35,915.35	29.93%
PRIOR YEAR TAXES	20,000.00	1,584.42	12,077.38	60.39%
UTILITIES FRANCHISE TAXES	177,000.00	0.00	37,947.14	21.44%
ENTRY FEES	24,000.00	545.00	10,980.00	45.75%
SALES & USE TAX	650,000.00	43,529.13	172,144.75	26.48%
ZONING PERMITS/APPLICATIONS	7,000.00	250.00	2,160.00	30.86%
REFUSE COLLECTIONS FEES	375,000.00	30,591.29	116,250.13	31.00%
STORM WATER COLLECTION	28,500.00	2,678.75	5,381.25	18.88%
ALL OTHER REVENUES	642,564.34	133,579.52	179,147.56	27.88%
	3,107,064.34	305,324.93	686,160.37	22.08%
	ANNUAL BUDGET	OCT ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	30,514.70	1,776.21	7,613.47	24.95%
ADMINISTRATION	302,858.78	22,551.64	101,461.18	33.50%
NON-DEPARTMENTAL	254,900.00	33,401.25	174,918.54	68.62%
PLANNING & INSPECTIONS	91,831.66	6,065.09	23,757.29	25.87%
POWELL BILL-STREETS	139,500.00	(500.01)	992.67	0.71%
POLICE	818,713.79	104,283.34	288,478.18	35.24%
CONTRACT SERVICES-FIRE	177,200.00	7,413.31	11,324.92	6.39%
PUBLIC WORKS-ADMIN.	93,028.16	8,227.57	32,777.69	35.23%
PUBLIC WORKS-STREETS	368,765.35	26,306.86	112,849.98	30.60%
PUBLIC WORKS-SANITATION	350,772.01	28,369.77	94,762.93	27.02%
PUBLIC WORKS-STORM WATER	57,797.97	3,257.26	11,688.73	20.22%
RECREATION	338,929.89	36,142.68	116,348.91	34.33%
LIBRARY	75,252.02	5,949.50	31,426.72	41.76%
COMMUNITY CENTER	7,000.00	3,073.59	5,353.39	76.48%
	3,107,064.33	286,318.06	1,013,754.60	32.63%
Y-T-D GENERAL FUND BALANCE INCREASE (DECREASE)		19,006.87	(327,594.23)	

BALANCES AS OF OCTOBER 31, 2015	
CASH MANAGEMENT	125,663.89
BB&T CASH IN BANK	84,286.08
BB&T PUBLIC FUND MONEY MARKET	126,912.92
SUNTRUST MONEY MARKET	5,167.11
FIRST FEDERAL MONEY MARKET	1,103,166.14
Y-T-D INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS	1,445,196.14
BB&T STATE FORFEITURE	1,366.14
BB&T FEDERAL FORFEITURE	1,530.19
FIRST FEDERAL PORTER PARK PROJECT	0.00
FIRST FEDERAL CAP. RESERVE/COMMUNITY ENHANCEMENT	95,029.43
FIRST FEDERAL CAP. RESERVE/GENERAL	3,090,627.21
FIRST FEDERAL DOWNTOWN PARKING LOT PROJECT	0.00
BB&T HEALTH RESERVE HRA ACCT.	12,918.48
SUNTRUST PRIEBE FIELD ACCT	5,388.52
SUNTRUST TEXTILE MUSEUM	32,153.48
RAIL-TRAIL GRANT CHECKING	55,343.10
Y-T-D INVESTMENT BALANCE RESTRICTED FUNDS	3,294,356.55
CUMULATIVE BALANCE FOR TOWN OF ERWIN	4,739,552.69

Powell Bill Balance \$306,981.78



TOWN OF ERWIN
 FINANCIAL SUMMARY REPORT
 YTD COMPARISON OF FY 2016 & FY 2015

REVENUES	YTD		YTD DIFFERENCE
	Oct-15	Oct-14	
CURRENT YEAR LEVY OF PROPERTY TAXES	114,156.81	133,349.86	(19,193.05)
CURRENT YEAR MOTOR VEHICLE TAXES	35,915.35	34,576.22	1,339.13
PRIOR YEAR TAXES	12,077.38	15,297.85	(3,220.47)
UTILITIES FRANCHISE TAXES	37,947.14	39,504.94	(1,557.80)
ENTRY FEES	10,980.00	12,345.00	(1,365.00)
SALES & USE TAX	172,144.75	145,613.45	26,531.30
ZONING PERMITS/APPLICATIONS	2,160.00	3,360.00	(1,200.00)
REFUSE COLLECTIONS FEES	116,250.13	109,072.55	7,177.58
STORM WATER COLLECTION	5,381.25	0.00	5,381.25
ALL OTHER REVENUES	179,147.56	168,978.98	10,168.58
	686,160.37	662,098.85	24,061.52
			3.51%
EXPENSES	YTD		YTD DIFFERENCE
	Oct-15	Oct-14	
GOVERNING BODY	7,613.47	8,134.79	(521.32)
ADMINISTRATION	101,461.18	103,196.53	(1,735.35)
NON-DEPARTMENTAL	174,918.54	128,465.19	46,453.35
PLANNING & INSPECTIONS	23,757.29	29,008.24	(5,250.95)
POWELL BILL-STREETS	992.67	27,047.62	(26,054.95)
POLICE	288,478.18	318,341.09	(29,862.91)
CONTRACT SERVICES-FIRE	11,324.92	37,654.56	(26,329.64)
PUBLIC WORKS-ADMIN.	32,777.69	30,898.67	1,879.02
PUBLIC WORKS-STREETS	112,849.98	99,868.36	12,981.62
PUBLIC WORKS-SANITATION	94,762.93	96,116.21	(1,353.28)
PUBLIC WORKS STORM WATER	11,688.73	0.00	11,688.73
RECREATION	116,348.91	164,622.96	(48,274.05)
LIBRARY	31,426.72	23,763.24	7,663.48
COMMUNITY CENTER	5,353.39	1,593.06	3,760.33
	1,013,754.60	1,068,710.52	(54,955.92)
	(327,594.23)	(406,611.67)	79,017.44
YTD GENERAL FUND BALANCE INCREASE (DECREASE)			-5.42%

ACCOUNT BALANCES	YTD	
	Oct-15	Oct-14
CASH MANAGEMENT	125,663.89	462,483.32
BB&T CASH IN BANK	84,286.08	79,323.22
BB&T PUBLIC FUND MONEY MARKET	126,912.92	126,900.23
SUNTRUST MONEY MARKET	5,167.11	5,165.01
FIRST FEDERAL MONEY MARKET	1,103,166.14	1,100,419.22
Y-T-D BALANCE IN GENERAL FUND ACCOUNTS	1,445,196.14	1,774,291.00
BB&T POWELL BILL FUND	0.00	0.00
BB&T STATE FORFEITURE	1,366.14	1,227.34
BB&T FEDERAL FORFEITURE	1,530.19	1,530.19
FIRST FEDERAL PORTER PARK PROJECT	0.00	42,518.15
FIRST FEDERAL CAP RESERVE/COMMUNITY ENHANCE	95,029.43	70,770.65
FIRST FEDERAL CAP. RESERVE/GENERAL	3,090,627.21	3,336,115.03
FIRST FEDERAL DOWNTOWN PARKING LOT PROJECT	0.00	86,099.86
BB&T HEALTH RESERVE HRA ACCT.	12,918.48	18,167.38
SUNTRUST PRIEBE FIELD ACCT.	5,388.52	3,411.92
SUNTRUST TEXTILE MUSEUM	32,153.48	695,891.75
RAIL-TRAIL GRANT CHECKING	55,343.10	59,464.30
Y-T-D BALANCE RESTRICTED FUNDS	3,294,356.55	4,315,196.57
CUMULATIVE BALANCE FOR TOWN OF ERWIN	4,739,552.69	6,089,487.57

BUDGET ORDINANCE

2015-2016

GROUP HEALTH RESERVE FUND

Revenues

It is estimated that the following revenues will be available in the Group Health Reserve Fund for the Fiscal Year 2015-2016:

TRANSFER FROM GENERAL FUND	\$10,000
Total	\$10,000

Expenditures

The following amounts are hereby appropriated in the Group Health Reserve Fund for the Fiscal Year 2015-216:

HEALTH REIMBURSEMENT	\$10,000
Total	\$10,000

CAPITAL RESERVE FUND

Revenues

It is estimated that the following revenues will be available in the Capital Reserve Fund for the Fiscal Year 2015-2016

CRF FUND BALANCE APPROPRIATED	\$25,000
Total	\$25,000

Expenditures

The following amounts are hereby appropriated in the Capital Reserve Fund for the Fiscal Year 2015-2016

APPROPRIATION TO GENERAL FUND	\$25,000
Total	\$25,000

**BUDGET ORDINANCE AMENDMENT
BOA 2016-02
FISCAL YEAR 2015/2016**

BE IT ORDAINED by the Governing Board of the Town of Erwin, North Carolina that the following amendments are made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. This Budget Amendment seeks to transfer funds from the Capital Reserve Fund to General Fund for the purchase of a 5 Ton Gas Pack (\$7,107.01) for the Library Dept. and the receipt of unexpected revenue and subsequent expense relating to payment of an insurance claim for damages to a 2014 Dodge Charger (\$1,628.75) for the Police Dept. These amounts are to be entered as revenue as noted in Section 2, and to be dispersed as an expense as noted in Section 3 below.

Section 2. To amend the General Fund and Capital Reserve Fund, the revenues are to be changed as follows:

Account	Description	Current Approp.	Increase/Decrease	Amended Appropriation
10-3950-450	Transfer from Capital Reserve	(65,900.00)	(7,107.01)	(73,007.01)
10-3350-000	Other Revenues	(30,000.00)	(1,628.75)	(31,628.75)
35-3990-000	Fund Bal. Approp	(65,900.00)	(7,107.01)	(73,007.01)

Section 3. To amend the General Fund and Capital Reserve Fund, the expenditures are to be changed as follows:

Account	Description	Current Approp.	Increase/Decrease	Amended Appropriation
10-6300-740	Capital Outlay Equipment	- 0 -	7,107.01	7,107.01
10-5100-170	Maint & Repair Auto	6,500.00	1,628.75	8,128.75
35-3500-010	Approp. To General Fund	65,900.00	7,107.01	73,007.01

Section 4. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 3rd day of December, 2015.

Patsy Carson, Mayor

ATTEST:

Cynthia Patterson, Town Clerk

**BUDGET ORDINANCE AMENDMENT
BOA 2016-03
FISCAL YEAR 2015/2016**

BE IT ORDAINED by the Governing Board of the Town of Erwin, North Carolina that the following amendments are made to the annual budget ordinance for the fiscal year ending June 30, 2016:

Section 1. This Budget Amendment seeks to transfer funds from the Textile Museum Fund in the amount of \$32,153.48 and from the Capital Reserve Fund Community Enhancement in the amount of \$67,846.52 to General Fund for the Depot Phase I project. These amounts are to be entered as revenue as noted in Section 2, and to be dispersed as an expense as noted in Section 3 below.

Section 2. To amend the General Fund , Textile Museum Fund and Capital Reserve Fund, the revenues are to be changed as follows:

Account	Description	Current Approp.	Increase/Decrease	Amended Appropriation
10-3950-450	Transfer from Capital Reserve	(73,007.01)	(67,846.52)	(140,853.53)
10-3950-600	Transfer from Other Fund	-0-	(32,153.48)	(32,153.48)
46-3990-000	Fund Bal. Approp	-0-	32,153.48)	(32,153.48)
35-3990-000	Fund Bal. Approp	(73,007.01)	(67,846.52)	(140,853.53)

Section 3. To amend the General Fund, Textile Museum Fund and Capital Reserve Fund, the expenditures are to be changed as follows:

Account	Description	Current Approp.	Increase/Decrease	Amended Appropriation
10-4201-150	Maint & Repair Grounds	5,000.00	100,000.00	105,000.00
46-4600-600	Contribution To General Fund	-0-	32,153.48	32,153.48
35-3500-010	Approp. To General Fund	73,007.01	67,846.52	140,853.53

Section 4. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 3rd day of December, 2015.

Patsy Carson, Mayor

ATTEST:

Cynthia Patterson, Town Clerk

Cynthia Patterson

From: Kathy Blake
Sent: Monday, November 23, 2015 3:34 PM
To: Cynthia Patterson
Subject: FW: PB & BOC Joint Workshop - tonight, Monday, November 16, 2015 at 7 pm

-----Original Message-----

From: Gary Blackmon [<mailto:gmbcbl@embarqmail.com>]
Sent: Monday, November 16, 2015 9:20 AM
To: Kathy Blake
Subject: Re: PB & BOC Joint Workshop - tonight, Monday, November 16, 2015 at 7 pm

hi Kathy effective immediately I am resigning from the planning board, thanks Gary Blackmon

----- Original Message -----

From: "Kathy Blake" <KBlake@erwin-nc.org>
To: deacgolf@gmail.com, candrloft@yahoo.com, chavis@charter.net, taxwoman1070@msn.com, mindyjoalvarado@gmail.com, rickysymmonds@yahoo.com, gmbcbl@embarqmail.com, krayrogers@aol.com, larrydaughtry@remax.net, tgodwin780@gmail.com, "Terry Wicker (tywick2000@yahoo.com)" <tywick2000@yahoo.com>, "Lib Pate (kraybray@aol.com)" <kraybray@aol.com>
Sent: Monday, November 16, 2015 9:05:42 AM
Subject: PB & BOC Joint Workshop - tonight, Monday, November 16, 2015 at 7 pm

Good Morning Planning Board Members:

Just a reminder of your joint workshop with the Board of Commissioners tonight at 7 PM in the Erwin Community Center (next to the Library) at 110 West F St.

Please let me know if you are unable to attend.

Thank you.

Sincerely,
Kathy K. Blake, AICP
Town Planner/Code Administrator
910-897-5648 Direct Line
910-897-5140 Town Hall
[\[cid:image003.png@01D1204E.B32DDBC0\]](#)



TOWN OF ERWIN

P.O. Box 459 • Erwin, NC 28339
Ph: 910-897-5140 • Fax: 910-897-5543
www.erwin-nc.org

TOWN OF ERWIN PROCLAMATION RECOGNIZING MS. GAY WILSON PREVATT FOR CITIZEN OF THE MONTH

2015-2016--002

Mayor

Patsy M. Carson

Mayor Pro Tem

Randy L. Baker

Commissioners

William R. Turnage

Thurman E. Whitman

Alvester L. McKoy

Ricky W. Blackmon

Frankie Ballard

WHEREAS, the Town of Erwin Mayor and Board of Commissioners, realize that the Town of Erwin's greatest asset is viewed as the citizens that contribute tirelessly and unselfishly of themselves to aide in the well-being of the residents within the community. These citizens display characteristics and qualities in an individual that strive to make a real difference in the lives of children, adults and the elderly without desire for recognition, remuneration or personal gain; and

WHEREAS, Ms. Gay Wilson Prevatt of 110 Morgan Street, Erwin was born on November 9, 1935 to Glen Benson and Josephine Pope. She is a lifelong resident of Erwin. She is the widow of former Erwin Commissioner James Wilson and Retired SFC Mark A. Prevatt. She has one child Craig Connolly, 2 grandchildren Nicole Barker and Danielle Connolly and 3 great-grandchildren Cross, Riley and Tasha Barker; and

WHEREAS, Ms. Gay Wilson Prevatt was and still is very active in the Erwin Community. She is currently a member of the Erwin Chamber of Commerce where she serves on the Board of Directors and an Ambassador. She received Woman of the Year in 2009, Barbara Norris Award in 2011 and Ambassador of the Year in 2014. She served as a Girl Scout Leader for 23 years and during some of that time was a Girl Scout Cookie Manager for the County. She volunteers at Gentry, Erwin Elementary and Triton High School, volunteers with Harnett Health Systems, a member of the Erwin Historical Society where she serves as Secretary and a member of the Erwin United Methodist Church; and

NOW THEREFORE BE IT RESOLVED that the Town of Erwin Mayor and Board of Commissioners give recognition and appreciation to Ms. Gay Wilson Prevatt for her valuable contributions to the quality of life in our community and proudly acknowledge Ms. Gay Wilson Prevatt as the November 2015 Citizen of the Month.

Duly Adopted, this the 5th day of November, 2015.

Patsy Carson
Mayor

ATTEST:

Cynthia Patterson, CMC,
Town Clerk



TOWN OF ERWIN

P.O. Box 459 • Erwin, NC 28339
Ph: 910-897-5140 • Fax: 910-897-5543
www.erwin-nc.org

Mayor
Patsy M. Carson
Mayor Pro Tem
Randy L. Baker
Commissioners
William R. Turnage
Thurman E. Whitman
Alvester L. McKoy
Ricky W. Blackmon
Frankie Ballard

O A I H

NORTH CAROLINA

HARNETT COUNTY

TOWN OF ERWIN

"I, RICKY W. BLACKMON, DO SOLEMNLY SWEAR (AFFIRM) THAT I WILL SUPPORT AND MAINTAIN THE CONSTITUTION AND LAWS OF THE UNITED STATES; AND THE CONSTITUTION AND LAWS OF NORTH CAROLINA NOT INCONSISTENT THEREWITH; AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF MY OFFICE AS COMMISSIONER OF THE TOWN OF ERWIN, ON WHICH I AM ABOUT TO ENTER; SO HELP ME GOD. "

RICKY W. BLACKMON, COMMISSIONER
SWORN TO AND SUBSCRIBED BEFORE ME
THIS THE 3RD DAY OF DECEMBER 2015.

JUDGE RESSON O. FAIRCLOTH

ATTEST:

CYNTHIA PATTERSON, TOWN CLERK



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O A I H

NORTH CAROLINA

HARNETT COUNTY

TOWN OF ERWIN

"I, FRANKIE BALLARD, DO SOLEMNLY SWEAR (AFFIRM) THAT I WILL SUPPORT AND MAINTAIN THE CONSTITUTION AND LAWS OF THE UNITED STATES; AND THE CONSTITUTION AND LAWS OF NORTH CAROLINA NOT INCONSISTENT THEREWITH; AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF MY OFFICE AS COMMISSIONER OF THE TOWN OF ERWIN, ON WHICH I AM ABOUT TO ENTER; SO HELP ME GOD. "

FRANKIE BALLARD, COMMISSIONER

SWORN TO AND SUBSCRIBED BEFORE ME

THIS THE 3RD DAY OF DECEMBER 2015.

JUDGE RESSON O. FAIRCLOTH

ATTEST:

CYNTHIA PATTERSON, TOWN CLERK



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O A I H

NORTH CAROLINA

HARNETT COUNTY

TOWN OF ERWIN

"I, WILLIAM R. TURNAGE, DO SOLEMNLY SWEAR (AFFIRM) THAT I WILL SUPPORT AND MAINTAIN THE CONSTITUTION AND LAWS OF THE UNITED STATES; AND THE CONSTITUTION AND LAWS OF NORTH CAROLINA NOT INCONSISTENT THEREWITH; AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF MY OFFICE AS COMMISSIONER OF THE TOWN OF ERWIN, ON WHICH I AM ABOUT TO ENTER; SO HELP ME GOD. "

WILLIAM R. TURNAGE, COMMISSIONER
SWORN TO AND SUBSCRIBED BEFORE ME
THIS THE 3RD DAY OF DECEMBER 2015.

JUDGE RESSON O. FAIRCLOTH

ATTEST:

CYNTHIA PATTERSON, TOWN CLERK

NEW BUSINESS

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners
From: Richard Hicks, Interim Manager
Date: December 3, 2015
Subject: Organization Meeting of the Board of Commissioners

The primary function of the organizational meeting of the Board is for the members of the Board to elect the Mayor Pro Tem.

NEW BUSINESS

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners
From: Richard Hicks, Interim Manager
Date: December 3, 2015
Subject: Consideration of Board of Commissioners and Planning and Zoning/Board of Adjustments Meeting Schedules for the Calendar Year 2016

The following is the proposed schedule for the Board of Commissioners and the Planning/Zoning Board of Adjustments meetings for the coming calendar year.

Attached



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TOWN OF ERWIN

Schedule of 2016 Regular Public Meetings of The Erwin Town Board

Please take notice that the Regular Meetings of the Erwin Board of Commissioners are held on the First Thursday of each month at 7:00 P.M. in the Town Hall Meeting Room located at 100 West F. Street, Erwin, NC. The meetings are open and the public is encouraged to attend.

MEETING DATES 2016

January 7, 2016
February 4, 2016
March 3, 2016
April 7, 2016
May 5, 2016
June 2, 2016
July 7, 2016
August 4, 2016
September 1, 2016
October 6, 2016
November 3, 2016
December 1, 2016

Public Notices will be given if any changes are made in the above meeting dates.



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TOWN OF ERWIN

Schedule of 2016 Public Meetings of The Erwin Planning & Board of Adjustments

Please take notice that the Regular Meetings of the Erwin Planning & Board of Adjustments are held the Third Monday of each month at 7:00 P.M. in the Town Hall Meeting Room located at 100 West F. Street, Erwin, NC. The meetings are open and the public is encouraged to attend.

MEETING DATES 2016

January 19, 2016
February 15, 2016
March 21, 2016
April 18, 2016
May 16, 2016
June 20, 2016
July 18, 2016
August 15, 2016
September 19, 2016
October 17, 2016
November 21, 2016
December 19, 2016

Meeting date for January will be on the third Tuesday due to Holiday.

If there is no business to conduct, meeting may be canceled.