

ERWIN BOARD OF COMMISSIONERS
BUDGET WORKSHOP MINUTES
APRIL 28, 2016
ERWIN, NORTH CAROLINA

The Board of Commissioners for the Town of Erwin with Mayor Patsy Carson presiding, held a Budget Workshop in the Town Hall on Thursday, April 28, 2016 at 9:00 A. M. in Erwin, North Carolina.

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

Interim Town Manager Richard Hicks and Town Clerk Cynthia Patterson were present.

Mayor Patsy Carson called the meeting to order at 9:00 A. M.

Commissioner Alvester McKoy gave the invocation.

Those present recited the Pledge of Allegiance.

AGENDA ADJUSTMENTS/APPROVAL OF AGENDA

Commissioner Ballard made a motion to approve the agenda as is and was seconded by Commissioner Blackmon. **Motion Unanimously Approved.**

DISCUSSION OF FY 2016-2017 BUDGET

Interim Town Manager Richard Hicks came forward and presented items for discussion. Mr. Hicks stated that he was working on the upcoming budget and is in need of some direction for the Town Managers position for the next fiscal year 2016-2017. Mr. Hicks then gave the board 4 options to consider. They were the following:

Town Manager's Position

Option A---\$99,465

Immediately start advertising for Town Manager/Interim Town Manager until position filled

Option B---\$83,145

Interim Town Manager through 12/31/2016/Full-Time Manager effective January 1, 2017

Option C---\$66,825

Interim Town Manager through 6/30/2017

Option D---\$120,776

Interim Town Manager through 6/30/17. Hire ASU Student to handle Planning & Code Enforcement. Train under Interim Town Manager to transition to Town Manager 7/01/17. Salary already budgeted in Planning Budget.

Mr. Hicks also gave the board 4 options to consider for the Town Planner's position. They were the following:

Town Planner's Position

Option A---\$54,204

Hire Town Planner effective July 1, 2016

Option B---\$13,798

Hire Part-Time Building Inspector/Code Enforcement

Option C---\$49,396

Hire Private Firm to provide services

Option D---\$

Student Intern serves as Town Planner/Code Enforcement transitions to Town Manager. No more than option A—maybe less.

Mr. Hicks informed the board that depending on which way you go these 2 positions will tie together.

After some discussion, it was the Consensus of the Board to keep Richard Hicks as the Interim Town Manager for the Fiscal Year 2016-2017 and move forward with Option D. Interim Town Manager through 6/30/17. Hire ASU Student to handle Planning & Code Enforcement. Train under Interim Town Manager to transition to Town Manager 7/01/17. Salary already budgeted in Planning Budget.

There was some discussion in bringing the Building Inspections and Fire Inspections back In-House as a cost saving measure. Mr. Hicks advised the board that Fire Inspections would be the easiest one of the two to take back. You could get someone certified in that fairly quickly. A second option would be Harnett County does not charge a fee so you could charge the business a fee for the inspection and would be able to generate some additional income off of the fees and save that \$8,000. Possibly talk with the Erwin Fire Dept. for Fire Inspections.

ERWIN DEPOT

Mr. Hicks asked the board about the Erwin Depot and what direction do we need to go. The board was informed that the Town would not be able to obtain approval to borrow money from the LGC (Local Government Commission) for this project and was advised that if this project was to move forward that funds would have to come out of Capital Reserves. Mr. Hicks provided 4 options and are listed below.

Option A----\$688,665

Borrow \$600,000 from Capital Reserve Fund with a 2% interest rate with 15 Annual Payments of \$45,910

Option B---\$721,843

Borrow \$600,000 from Capital Reserve Fund with a 2% interest rate with 20 Annual Payments of \$36,092.11

Option C---\$648,493

Borrow \$565,000 from Capital Reserve Fund renew Lease on Tower \$35,000 Renewal Bonus with a 2% interest rate with 15 Annual Payments of \$43,232.82

Option D---\$679,735

Borrow \$565,000 from Capital Reserve Fund renew Lease on Tower \$35,000 Renewal Bonus with a 2% interest rate with 20 Annual Payments of \$33,986.74

It was the Consensus of the Board to not provide funds for this project in the fiscal year 2016-2017 budget only to provide funds to secure the building.

Mr. Hicks also informed the board that based on the tax numbers he received on April 14th, the estimated levy for next year would be \$1,217,894 and our budget for this year was \$1,183,000 so it's actually more than we budgeted last year. Informing the board that we do not have numbers comfortable with and will hopefully have more confirmed figures by the 2nd or 3rd week in May which means it will probably be the end of May before the board has a finished budget. We can talk about issues as we move along however actual numbers will not be until the end of May.

ADJOURNMENT

Commissioner Ballard made a motion to adjourn at 10:41am and was seconded by Commissioner Whitman. **Motion Unanimously Approved.**

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

Patsy M. Carson
Mayor

Cynthia B. Patterson, CMC
Town Clerk

ERWIN BOARD OF COMMISSIONERS
REGULAR MINUTES
MAY 5, 2016
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, May 5, 2016 at 7:00 P. M. in Erwin, North Carolina.

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

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 McKoy gave the invocation.

Those present recited the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Ballard made a motion to add to the agenda the following: under New Business **Item 5D** Update on Replacement of Administrative Desktop Units and was seconded by Commissioner Blackmon. **Motion Unanimously Approved.**

CONSENT ITEMS

Commissioner Baker made a motion to approve (**Item A**) Approval of Regular Minutes of 04/07/16 and (**Item B**) Financial Report Summary for March 2016, and was seconded by Commissioner Whitman. **Motion Unanimously Approved.**

A copy of the March Financial Report Summary, is incorporated into these minutes as Attachment #1

PRESENTATION OF MAY CITIZEN OF THE MONTH

Mayor Carson presented a plaque to Mr. Michael Jackson, Sr. for the May Citizen of the Month. Mr. Jackson has been a lifelong resident of Erwin and is very active in the Community as well. He was employed for over 33 years with Farm Credit System, starting as a Credit Officer and retired in 2013 as CEO of Cape Fear Farm Credit, a \$750 million financial institution. With a passion to grow the local economy, he is involved in several businesses including Zaxby's, Indigo Room, Attic Additions and CamJac Properties.

A copy of the Proclamation for May Citizen of the Month is incorporated into these minutes as Attachment #2

MINUTES CONTINUED FROM MAY 5, 2016

RESOLUTION TO DECLARE LIST OF ITEMS AS SURPLUS

Interim Town Manager Richard Hicks informed the board that staff has compiled a long list of surplus materials and would like the board to declare as surplus. Staff is proposing these items to be placed on GovDeals.

Commissioner Baker made a motion to approve the Resolution authorizing disposition of certain surplus property as listed and was seconded by Commissioner Ballard. **Motion Unanimously Approved.**

A copy of the Resolution to Declare List of Items as Surplus is incorporated into these minutes as Attachment #3

SPONSORSHIP REQUEST FOR UPCOMING PRE-DEPLOYMENT FAMILY DAY

Commissioner Baker informed the board that he was approached by Mr. Johnny Byrd who is the brother of Public Works Director Mark Byrd in asking the Town of Erwin for support on an upcoming event with his unit. Mr. Byrd is based out of Seymour Johnson AFB and is scheduled for deployment soon. Mr. Byrd's unit would like to have Family Day prior to their deployment and is asking for a donation to help fund this event. Over 200 troops will be deployed.

Commissioner Blackmon made a motion to donate \$500 for the Pre-Deployment Family Day and was seconded by Commissioner Turnage. **Motion Unanimously Approved.**

CONTINUE BUDGET DISCUSSION FOR FISCAL YEAR 2016-2017

Interim Town Manager Richard Hicks presented the board with a draft copy of the Revenues and Expenditures along with justification sheets. The board was very pleased in how detailed this was and agreed that there will be some tough decisions ahead. Mr. Hicks would like to set up Workshop #2 to discuss further.

Commissioner Baker made a motion to set a date of Thursday, May 19, 2016 at 2pm to discuss the Fiscal Year 2016-2017 Budget and was seconded by Commissioner Ballard. **Motion Unanimously Approved.**

REPLACEMENT OF ADMINISTRATIVE DESKTOP UNITS

Interim Town Manager Richard Hicks informed the board that the Town recently approved staff to move forward in replacing four (4) desktop computers through Ontario Investments. Staff is requesting the Interim Town Manager authorization to sign all the necessary documents for the lease.

Commissioner Baker made a motion to authorize the Interim Town Manager to sign the lease agreement from Ontario Investments and was seconded by Commissioner McKoy. **Motion Unanimously Approved.**

MINUTES CONTINUED FROM MAY 5, 2016**ATTORNEY REPORT**

Mr. Hunter informed the board that he had been working with Mr. Hicks on right many Nuisance problems and complaints this month.

GOVERNING BODY COMMENTS

Mayor Carson informed the board that she had left word with a lady from Durham that does Historic Buildings in getting funding. Hoping to hear back soon from her. Talked with Elaine Marshall's office and possibly Ms. Marshall will be at our next meeting to give us updates.

ADJOURNMENT

Commissioner Blackmon made a motion to adjourn at 7:47pm and was seconded by Commissioner McKoy. **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
 YTD COMPARISON OF FY 2016 & FY 2015

ACCOUNT BALANCES			
	YTD Apr. 2016	YTD Apr. 2015	YTD Apr. 2015
CASH MANAGEMENT	276,607.95	276,607.95	494,806.54
BB&T CASH IN BANK	369,384.68	369,384.68	97,614.66
BB&T PUBLIC FUND MONEY MARKET	126,919.23	126,919.23	126,906.52
SUNTRUST MONEY MARKET	5,168.13	5,168.13	5,166.05
FIRST FEDERAL MONEY MARKET	1,104,322.80	1,104,322.80	1,101,784.28
Y-T-D BALANCE IN GENERAL FUND ACCOUNTS	1,882,402.79	1,882,402.79	1,826,278.05
BB&T POWELL BILL FUND	0.00	0.00	0.00
BB&T STATE FORFEITURE	1,366.14	1,366.14	1,280.68
BB&T FEDERAL FORFEITURE	1,530.19	1,530.19	1,530.19
FIRST FEDERAL PORTER PARK PROJECT	0.00	0.00	0.00
FIRST FEDERAL CAP. RESERVE/COMMUNITY ENHANCE	38,557.15	38,557.15	81,886.47
FIRST FEDERAL CAP. RESERVE/GENERAL	2,969,466.74	2,969,466.74	3,203,068.99
FIRST FEDERAL DOWNTOWN PARKING LOT PROJECT	0.00	0.00	0.00
BB&T HEALTH RESERVE HRA ACCT.	2,579.86	2,579.86	11,217.45
SUNTRUST PRIEBE FIELD ACCT.	6,117.60	6,117.60	4,107.70
SUNTRUST TEXTILE MUSEUM	0.00	0.00	696,064.33
RAIL-TRAIL GRANT CHECKING	44,189.91	44,189.91	55,343.10
Y-T-D BALANCE RESTRICTED FUNDS	3,063,807.59	3,063,807.59	4,054,498.91
CUMULATIVE BALANCE FOR TOWN OF ERWIN	4,946,210.38	4,946,210.38	5,880,776.96

REVENUES	YTD		YTD DIFFERENCE	%
	Apr. 2016	Apr. 2015		
CURRENT YEAR LEVY OF PROPERTY TAXES	1,031,141.92	1,044,113.96	(12,972.04)	
CURRENT YEAR MOTOR VEHICLE TAXES	100,670.27	100,040.56	629.71	
PRIOR YEAR TAXES	15,939.25	33,943.96	(18,004.71)	
UTILITIES FRANCHISE TAXES	139,700.05	138,707.05	993.00	
ENTRY FEES	22,795.00	23,675.00	(880.00)	
SALES & USE TAX	417,817.91	371,416.30	46,401.61	
ZONING PERMITS/APPLICATIONS	5,320.00	6,640.00	(1,320.00)	
REFUSE COLLECTIONS FEES	302,113.21	270,580.93	31,532.28	
STORM WATER COLLECTION	21,532.50	0.00	21,532.50	
ALL OTHER REVENUES	551,215.01	477,126.00	74,089.01	5.44%
	2,608,245.12	2,466,243.76	142,001.36	
EXPENSES	YTD		YTD DIFFERENCE	%
	Apr. 2016	Apr. 2015		
GOVERNING BODY	22,703.14	21,750.95	952.19	4.19%
ADMINISTRATION	303,808.55	251,124.58	52,683.97	17.34%
NON-DEPARTMENTAL	299,757.70	213,953.99	85,803.71	28.62%
PLANNING & INSPECTIONS	55,354.15	98,699.59	(43,345.44)	-78.31%
POWELL BILL-STREETS	3,769.55	289,915.05	(286,145.50)	-7590.97%
POLICE	664,386.67	733,310.95	(68,924.28)	-10.37%
CONTRACT SERVICES-FIRE	162,487.30	170,560.75	(8,073.45)	-4.97%
PUBLIC WORKS-ADMIN.	79,114.48	83,605.86	(4,491.38)	-5.68%
PUBLIC WORKS-STREETS	300,382.10	267,479.01	32,903.09	10.95%
PUBLIC WORKS-SANITATION	258,047.55	263,679.14	(5,631.59)	-2.18%
PUBLIC WORKS STORM WATER	33,800.83	0.00	33,800.83	100.00%
RECREATION	277,999.74	323,874.69	(45,874.95)	-16.50%
LIBRARY	64,674.80	71,756.74	(7,081.94)	-10.95%
COMMUNITY CENTER	7,931.76	7,015.96	915.80	11.55%
	2,534,218.32	2,796,727.26	(262,508.94)	-10.36%
Y-T-D GENERAL FUND BALANCE INCREASE (DECREASE)	74,026.80	(330,483.50)	404,510.30	

TOWN OF ERWIN
 FINANCIAL SUMMARY REPORT
 FOR MONTH ENDING APRIL 2016



	ANNUAL BUDGET	APRIL ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
CURRENT YEAR LEVY OF PROPERTY TAXES	1,063,000.00	30,919.23	1,031,141.92	97.00%
CURRENT YEAR MOTOR VEHICLE TAXES	120,000.00	12,387.31	100,670.27	83.89%
PRIOR YEAR TAXES	20,000.00	400.52	15,939.25	79.70%
UTILITIES FRANCHISE TAXES	177,000.00	0.00	139,700.05	78.93%
ENTRY FEES	24,000.00	45.00	22,795.00	94.98%
SALES & USE TAX	650,000.00	36,813.44	417,817.91	64.28%
ZONING PERMITS/APPLICATIONS	7,000.00	150.00	5,320.00	76.00%
REFUSE COLLECTIONS FEES	375,000.00	29,520.83	302,113.21	80.56%
STORM WATER COLLECTION	28,500.00	2,700.00	21,532.50	75.55%
ALL OTHER REVENUES	797,500.10	28,107.46	551,215.01	69.12%
	3,262,000.10	141,043.79	2,608,245.12	79.96%
	ANNUAL BUDGET	APRIL ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	30,514.70	2,478.70	22,703.14	74.40%
ADMINISTRATION	302,858.78	21,740.72	303,808.55	100.31%
NON-DEPARTMENTAL	613,210.00	28,114.32	299,757.70	48.88%
PLANNING & INSPECTIONS	91,831.66	183.39	55,354.15	60.28%
POWELL BILL-STREETS	139,500.00	1,187.81	3,769.55	2.70%
POLICE	850,642.54	57,886.08	664,386.67	78.10%
CONTRACT SERVICES-FIRE	177,200.00	6,119.34	162,487.30	91.70%
PUBLIC WORKS-ADMIN.	93,028.16	7,443.20	79,114.48	85.04%
PUBLIC WORKS-STREETS	373,765.35	23,934.69	300,382.10	80.37%
PUBLIC WORKS-SANITATION	350,772.01	28,386.30	258,047.55	73.57%
PUBLIC WORKS-STORM WATER	57,797.98	4,140.97	33,800.83	58.48%
RECREATION	371,829.89	42,792.13	277,999.74	74.77%
LIBRARY	82,359.03	5,297.07	64,674.80	78.53%
COMMUNITY CENTER	7,000.00	927.62	7,931.76	113.31%
	3,542,310.10	230,632.34	2,534,218.32	71.54%
Y-T-D GENERAL FUND BALANCE INCREASE (DECREASE)		(89,588.55)	74,026.80	

BALANCES AS OF APRIL 30, 2016	
CASH MANAGEMENT	276,607.95
BB&T CASH IN BANK	369,384.68
BB&T PUBLIC FUND MONEY MARKET	126,919.23
SUNTRUST MONEY MARKET	5,168.13
FIRST FEDERAL MONEY MARKET	1,104,322.80
Y-T-D INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS	1,882,402.79
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	38,557.15
FIRST FEDERAL CAP. RESERVE/GENERAL	2,969,466.74
FIRST FEDERAL DOWNTOWN PARKING LOT PROJECT	0.00
BB&T HEALTH RESERVE HRA ACCT.	2,579.86
SUNTRUST PRIEBE FIELD ACCT.	6,117.60
SUNTRUST TEXTILE MUSEUM	0.00
RAIL-TRAIL GRANT CHECKING	44,189.91
Y-T-D INVESTMENT BALANCE RESTRICTED FUNDS	3,063,807.59
	4,946,210.38

Powell Bill Balance \$375,459.47