

ERWIN BOARD OF COMMISSIONERS
REGULAR MINUTES
DECEMBER 6, 2018
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, December 6, 2018 at 7:00 P. M. in Erwin, North Carolina.

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

Board Members absent were: Commissioner Frankie Ballard.

Town Manager Snow Bowden and Town Clerk Cynthia Patterson were present.

Town Attorney Tim Morris was 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 Turnage made a motion to add under New Business 6F 2018-2019 Street Resurfacing Bids and was seconded by Commissioner McKoy. **The Board voted unanimously.**

CONSENT ITEMS

Commissioner Turnage made a motion to approve (**Item A**) Approval of Regular Minutes of 11/01/18, (**Item B**) Financial Report Summary for October 2018, and was seconded by Commissioner Whitman. **The Board voted unanimously.**

*A copy of the Financial Report Summary for November 2018 is incorporated into these minutes as **Attachment #1***

**TOWN OF ERWIN
FINANCIAL SUMMARY REPORT
FOR MONTH ENDING NOV. 2018**

	ANNUAL BUDGET	NOV ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
CURRENT YEAR LEVY OF PROPERTY TAXES	1,075,687.00	159,728.70	191,076.52	17.76%
CURRENT YEAR MOTOR VEHICLE TAXES	156,530.00	21,668.90	49,618.84	31.70%
PRIOR YEAR TAXES	10,000.00	746.39	5,833.04	58.33%
UTILITIES FRANCHISE TAXES	197,000.00	0.00	43,546.91	22.11%
ENTRY FEES	19,000.00	4,370.00	10,675.00	56.18%
SALES & USE TAX	650,000.00	52,867.28	271,138.99	41.71%
ZONING PERMITS/APPLICATIONS	5,000.00	530.00	3,490.00	69.80%
PERMITS AND INSPECTION FEES	20,000.00	0.00	2765	13.83%
REFUSE COLLECTIONS FEES	381,640.00	35,165.76	161,625.35	42.35%
STORM WATER COLLECTION	38,400.00	3,237.00	16,167.00	42.10%
ALL OTHER REVENUES	1,138,956.00	50,343.30	186,098.16	
	3,692,213.00	328,657.33	942,034.81	25.51%

	ANNUAL BUDGET	NOV ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	70,715.00	1,835.73	9,578.87	13.55%
ADMINISTRATION	298,778.00	27,299.02	123,402.30	41.30%
NON-DEPARTMENTAL	293,161.00	12,452.52	184,407.06	62.90%
PLANNING & INSPECTIONS	61,193.00	641.42	21,117.68	34.51%
POWELL BILL-STREETS	182,000.00	1,000.00	7,235.72	3.98%
POLICE	874,847.00	66,935.34	335,605.34	38.36%
CONTRACT SERVICES-FIRE	205,369.00	0.00	12,698.26	6.18%
PUBLIC WORKS-ADMIN.	106,127.00	8,606.81	41,736.83	39.33%
PUBLIC WORKS-STREETS	856,758.00	18,427.95	159,802.77	18.65%
PUBLIC WORKS-SANITATION	314,741.00	96,361.20	210,238.38	66.80%
PUBLIC WORKS-STORM WATER	14,700.00	1,145.40	3,102.86	21.11%
RECREATION	352,386.00	28,488.91	130,761.91	37.11%
LIBRARY	53,138.00	4,075.01	21,514.05	40.49%
COMMUNITY CENTER	8,300.00	439.70	1,958.56	23.60%
	3,692,213.00	267,709.01	1,263,160.59	34.21%

	Y-T-D GENERAL FUND BALANCE INCREASE (DECREASE)
	60,948.32 (321,125.78)

BALANCES AS OF NOV. 30, 2018	
CASH MANAGEMENT	582,675.13
BB&T CASH IN BANK	120,729.85
FIRST FEDERAL BUSINESS MONEY MARKET	134,333.34
FIRST FEDERAL MONEY MARKET	851,734.36
Y-T-D INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS	1,699,472.68
BB&T STATE FORFEITURE	1,583.97
BB&T FEDERAL FORFEITURE	0.00
FIRST FEDERAL PORTER PARK PROJECT	0.00
FIRST FEDERAL CAP. RESERVE/COMM. ENHANCEMENT	124,152.81
FIRST FEDERAL CAP. RESERVE/GENERAL	3,012,936.05
BB&T HEALTH RESERVE HRA ACCT.	15,947.14
PRIEBE FIELD ACCT.	5,966.81
Y-T-D INVESTMENT BALANCE RESTRICTED FUNDS	3,160,586.78
CUMULATIVE BALANCE FOR TOWN OF ERWIN	4,860,059.46

POWELL BILL BALANCE	409,558.01
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TOWN OF ERWIN
 FINANCIAL SUMMARY REPORT
 YTD COMPARISON OF FY 2019 & FY 2018



REVENUES	YTD		YTD DIFFERENCE	
	Nov. 18	Nov. 17		
CURRENT YEAR LEVY OF PROPERTY TAXES	191,076.52	196,820.89	(5,744.37)	
CURRENT YEAR MOTOR VEHICLE TAXES	49,618.84	51,757.67	(2,138.83)	
PRIOR YEAR TAXES	5,833.04	7,828.85	(1,995.81)	
UTILITIES FRANCHISE TAXES	43,546.91	42,555.04	991.87	
ENTRY FEES	10,675.00	10,935.00	(260.00)	
SALES & USE TAX	271,138.99	263,825.93	7,313.06	
ZONING PERMITS/APPLICATIONS	3,490.00	3,560.00	(70.00)	
PERMITS AND INSPECTION FEES	2765	13,770.00	-11,005.00	
REFUSE COLLECTIONS FEES	161,625.35	158,145.39	3,479.96	
STORM WATER COLLECTION	16,167.00	16,072.50	94.50	
ALL OTHER REVENUES	186,098.16	317,103.03	(131,004.87)	
	942,034.81	1,082,374.30	(140,339.49)	-14.90%
EXPENSES				
	YTD Nov. 18	YTD Nov. 17	YTD DIFFERENCE	
GOVERNING BODY ADMINISTRATION	9,578.87	14,880.61	(5,301.74)	-55.35%
NON-DEPARTMENTAL PLANNING & INSPECTIONS	123,402.30	118,301.68	5,100.62	4.13%
POWELL BILL-STREETS	184,407.06	177,196.15	7,210.91	3.91%
POLICE	21,117.68	11,275.38	9,842.30	46.61%
CONTRACT SERVICES-FIRE	7,235.72	6,472.86	762.86	10.54%
PUBLIC WORKS-STREETS	335,605.34	389,754.51	(54,149.17)	-16.13%
PUBLIC WORKS-SANITATION	12,698.26	24,420.09	(11,721.83)	-92.31%
PUBLIC WORKS STORM WATER	41,736.83	42,361.69	(624.86)	-1.50%
RECREATION	159,802.77	145,921.24	13,881.53	8.69%
LIBRARY	210,238.38	104,562.31	105,676.07	50.26%
COMMUNITY CENTER	3,102.86	3,250.87	(148.01)	-4.77%
	130,761.91	140,008.86	(9,246.95)	-7.07%
	21,514.05	21,914.90	(400.85)	-1.86%
	1,958.56	1,834.81	123.75	6.32%
Y-T-D GENERAL FUND BALANCE INCREASE (DECREASE)	1,263,160.59	1,202,155.96	61,004.63	4.83%
	(321,125.78)	(119,781.66)	(201,344.12)	

ACCOUNT BALANCES	YTD		YTD DIFFERENCE
	Nov. 18	Nov. 17	
CASH MANAGEMENT	592,675.13	536,188.95	56,486.18
BB&T CASH IN BANK	120,729.85	86,552.21	34,177.64
FIRST FEDERAL BUSINESS MONEY MKT.	134,333.34	132,996.71	1,336.63
FIRST FEDERAL MONEY MARKET	851,734.36	849,607.71	2,126.65
Y-T-D BALANCE IN GENERAL FUND ACCOUNTS	1,699,472.68	1,605,345.58	94,127.10
BB&T STATE FORFEITURE	1,583.97	1,583.97	0.00
FIRST FEDERAL CAP. RESERVE/COMMUNITY ENHANCE	124,152.81	75,321.44	48,831.37
FIRST FEDERAL CAP. RESERVE/GENERAL	3,012,936.05	3,005,413.14	7,522.91
BB&T HEALTH RESERVE HRA ACCT.	15,947.14	12,396.87	3,550.27
PRIEBE FIELD ACCT.	5,966.81	6,392.97	(426.16)
Y-T-D BALANCE RESTRICTED FUNDS	3,160,586.78	3,101,108.39	59,478.39
CUMULATIVE BALANCE FOR TOWN OF ERWIN	4,860,059.46	4,706,453.97	153,605.49

MINUTES CONTINUED FROM DECEMBER 6, 2018**PUBLIC HEARING**

Commissioner Turnage made a motion to open the public hearing at 7:01pm and was seconded by Commissioner Baker. **The Board voted unanimously.**

**ZONING MAP CHANGE REQUEST FROM R-10 TO B-2 AT
109/107 WEST C STREET (HC TAX PIN 0597-62-4411.000) AND
101 WEST C STREET (HC TAX PIN 0597-62-5561.000)**

Town Manager Snow Bowden informed the board that an application has been submitted by the Erwin Church of God to have their property rezoned from R-10 to B-2 (Highway Business). The Planning Board has recommended that this zoning map amendment request be approved. The house is a single family dwelling and the Church uses it as a parsonage. The Church has used this house as a parsonage for over 30 years, however it could be a single family dwelling which is not a permitted use in a B-2 (Highway Business) zoning. Staff has talked with the applicant in maybe recombining this into one lot. As of right now this is still 2 parcels.

Commissioner Blackmon stated that when you look at this, there is no difference if it stays in B-2 (Highway Business) or R-10 (Residential), single family dwelling has nothing to do with it. If you go back and read the permitted use in B-2 (Highway Business) it talks about religious use churches and parsonage house. Why would you ask for a rezoning whenever everything you have is protected in an R-10 District or a B-2 District? Mr. Bowden stated it was due to the sign. The LED sign is only permitted in a B-2 District. Commissioner Blackmon then asked, could you not ask for a text amendment for the LED sign to allow signage in that area instead of doing a whole rezoning. Mr. Bowden stated that he recommended the rezoning if someone bought the sign and it was an LED sign and our Code of Ordinances states it's only permitted in a B-2 zoning. I figure it would make more sense to try and get it zoned all B-2 District and along South 13th Street. That would be an easier solution then having a text amendment to potentially allow LED signs in a Residential Zoning District.

Commissioner Baker agreed with what Commissioner Blackmon stated. The actual use is allowed in both districts however the parsonage would be an accessory to the religious use which is on a separate parcel of property. The Church can take and sell that same parcel of property at any time and can be used for a single family dwelling and have absolutely no use or connection with the church. There's a section in the sign ordinance where it speaks of parsonage on its own parcel of property would not be considered as an accessory to something that's on another parcel. In looking at regulations of sign, it talks about the sign would need to be advertised basically what takes place on the property which it's located. The signs currently located on a parcel that is on a single family dwelling which is where the parsonage is located. The sign is not on the parcel in where the church is located. I intend to agree with Mr. Bowden in where it needs to be a recombination where all of that be the religious structure and parsonage dwelling is an accessory to the church. In order for it to be an accessory it needs to be on the same parcel rather than on a separate parcel. There is other underlining circumstances in order to get this where if they are trying to get this sign compliant with the ordinance there other factors they will need to take in consideration other than a simple rezoning.

MINUTES CONTINUED FROM DECEMBER 6, 2018

Mayor Carson asked if anyone would like to speak in favor of this rezoning request to please come forward and state your name, address and state the oath.

No one came forward.

Mayor Carson asked if anyone would like to speak against this rezoning request to please come forward and state your name, address and state the oath.

No one came forward.

Commissioner Turnage made a motion to close the public hearing at 7:10 pm and was seconded by Commissioner McKoy. **The Board voted unanimously.**

Commissioner Baker made a motion to table until the next regular scheduled meeting which will be Thursday, January 3, 2019 at 7pm the rezoning request from R-10 to B-2 location 109/107 West C. Street Erwin and was seconded by Commissioner Whitman. **The Board voted unanimously.**

OLD BUSINESS**ERWIN DEPOT**

The Town of Erwin received a \$50,000 grant from the State of North Carolina to use towards the Depot project. Last year we identified some work to be completed and we bided that project out twice. The Town never received a bid for that work. In the fall of 2018 we asked for letters of interest to be submitted from firms/agencies that could complete the drawings/specifications/designs for the Depot and we did not receive any letters. The Town has been working with Jim Scott who works for Construction Systems, INC. and they have submitted a letter of interest to complete the work. Their estimate for the design of the renovations and additions (Ticket Booth) is \$73,350.

The Town still has \$47,896 left in the grant for this project that has to be used for the Depot. The remaining amount of money that would be required to complete this step of the project would be \$25,454. At the time of this memo we are waiting to hear back from our auditors on the best way to approach this expenditure. The grant was awarded to us in the previous Fiscal Year, and we do not have enough funds in the contingency account to cover the rest of this project.

Mr. Jim Scott with Construction Systems, INC. came forward and spoke to the board. Mr. Scott stated the cost of work presented in this proposal is to develop all drawings and specifications for obtaining quotes and receiving permits for construction. These will include: Architectural Drawings, Civil Engineering, Structural Engineering, Mechanical and Plumbing Engineering, Electrical Engineering and there will be some additional cost for soil borings as required by the Civil Engineer.

MINUTES CONTINUED FROM DECEMBER 6, 2018

Mr. Scott also pointed out that this is not a bid set of documents, we are a design built company. This would be to produce a set design built drawings in which it will be more extensive if you have to go out for a traditional bid situation because there has to be very large spec books and closing up all the loop holes. This is going to be based on design intent and so there is no finger pointing when it comes to who designed it and who left out a piece of steel. We would be responsible for all of that. If we were to complete the design documents we would competitively bid all the parts and pieces, mark up would be established and set. The Board and/or Committee would see every document and every bid.

It was the Consensus of the Board to have Contract ready by the next regular scheduled meeting which is Thursday, January 3, 2019 at 7 pm.

NEW BUSINESS**PRESENTATION OF TOWN OF ERWIN FY 2017-2018 AUDIT**

Bryon Scott with Thompson, Price, Scott, Adams & Co., PA came forward and spoke to the board. Mr. Scott stated that the Town has in Revenue \$3,330,029. The Expenditures is \$3,275,627. The Fund Balance at the end of the year is \$5,344,668.

The Tax Collection rate is around 99%.

Mr. Scott advised the Board that there were no difficulties encountered in performing the Audit nor disagreements with Management.

Commissioner Blackmon stated that the Tax Rate is mentioned as .55 cent and should be .51 cent. Mr. Scott stated he will look into this and report back.

Mr. Bowden informed the board that he will provide a correct copy for the board to approve at the next regular scheduled meeting which will be on Thursday, January 3, 2019.

DUKE ENERGY—ENERGY SAVER PROGRAM

Lime Energy Services is an agency that works with Duke Energy to help organizations upgrade their buildings to become more energy efficient. I have obtained two different quotes to have the majority of the lights changed in all of the Town owned buildings to LED lights. They will change out the majority of the lights but there are a few lights that they cannot change due to size/shape/type of light/fixture. The estimate that is higher is for a more advanced LED light compared to just regular LED lights. The estimated annual energy savings for the Town would be \$6,175.68 so this program would almost pay for itself after the first year.

MINUTES CONTINUED FROM DECEMBER 6, 2018

Commissioner Blackmon made a motion to approve the Budget Text Amendment BOA 2019-02 and authorize the Town Manager to sign the agreement with Lime Energy Services and was seconded by Commissioner McKoy. **The Board voted unanimously.**

AL WOODALL MUNICIPAL PARK PARTF GRANT APPLICATION

Recreation Director Doug Stevens has started to get some quotes put together for some of the work he would like to have completed at Al Woodall Park. Mr. Stevens would like to apply for a PARTF grant next year. PARTF grants are a matching grant so the Town would need to match any awarded grant for this project. The Recreation Department wants to put new lights on Field 2 and move the existing lights that are on Field 2 to Field 4. They are also seeking grant funds to install a splash pad. The splash pad would have a holding tank on it in order to use recyclable water.

Mr. Stevens stated that the grant would be submitted by May 1, 2019 and would hopefully hear back by early fall. The three main components of this grant are:

Field #2 which involves lighting renovations, fencing, irrigation, concrete area and landscaping/signage \$356,500

Naming rights pledge from Carlie C's IGA for Field #2 Project---\$100,000

Field #4 involves installing old poles and lights removed from field #2 \$63,000

Splash Pad Project \$158,500

Total Estimate----\$578,000

Grant will pay ½---\$289,000

Town will need to pay---\$289,000

W.N. PORTER PARK---FEMA

Some of the playground equipment at Porter Park was damaged due to Hurricane Florence. The damage was due to a tree falling on the equipment. I filed a claim with our insurance company, and it was denied because the equipment was considered outdoor property which is not covered due to wind damage. We have had our initial kick off meeting with FEMA, and at that meeting it was recommended to go ahead and fix what we can. Once it is fixed we can ask to be reimbursed by FEMA. The FEMA representatives that I spoke with felt sure that we would be reimbursed for this damage but they cannot guarantee the Town will be reimbursed.

**BUDGET ORDINANCE AMENDMENT
BOA 2019-02
FISCAL YEAR 2018-2019**

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, 2019:

Section 1. This Budget Ordinance Amendment seeks to move \$7,450.00 from expense line Contingency 10-4100-990 to Contracted Services 10-4201-450 for Duke Energy program to change out lights at all town buildings to become more energy efficient.

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

Account	Description	Current Approp.	Increase/Decrease	Amended Appropriation

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


Account	Description	Current Approp.	Increase/Decrease	Amended Appropriation
10-4100-990	Contingency	\$45,900.00	(\$7,450.00)	\$38,450.00
10-4201-450	Contracted Services	\$66,631.00	\$7,450.00	\$74,081.00

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 6th day of December, 2018.


 Patsy Carson,
 Mayor

ATTEST:


 Cynthia Patterson, CMC
 Town Clerk

MINUTES CONTINUED FROM DECEMBER 6, 2018

Mr. Bowden informed the board that after the agenda went out that he was notified by FEMA to have 3 bids. Bids will be presented to the board at the next regular scheduled meeting which will be Thursday, January 3, 2019 at 7pm.

**CONSIDERATION OF MAYOR/BOARD OF COMMISSIONERS AND PLANNING
AND ZONING/BOARD OF ADJUSTMENTS MEETING SCHEDULE FOR
CALENDAR YEAR 2019**

Commissioner Baker made a motion to approve the Meeting Schedule 2019 for both Commissioners and Planning Board and was seconded by Commissioner Turnage. **The Board voted unanimously.**

2018-2019 STREET RESURFACING BIDS

Town Engineer Bill Dreitzler came forward and informed the board that on Thursday, November 29, 2019 bids were opened for the 2018-2019 Street Resurfacing project. The following bids were received:

Highland Paving Company----\$135,000
Johnson Brothers Paving-----\$140,000
Barnhill Contracting Co-----\$190,000

Bids were received for the following resurface locations (4,645 linear feet)
West F. Street (South 13th Street to South 18th Street)
South 17th Street (West E. Street to West I. Street)
Mulberry Lane

Commissioner Blackmon made a motion to accept the lowest bidder Highland Paving Company for \$135,000 and was seconded by Commissioner Whitman. **The Board voted unanimously.**

MANAGER REPORT

- Continue to work with FEMA. Should have quotes for W.N. Porter Park and information on Category C at the January meeting.
- Thanked the board for allowing him to attend a training seminar at the School of Government.



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

TOWN OF ERWIN MAYOR/BOARD OF COMMISSIONERS REGULAR PUBLIC MEETING SCHEDULE FOR 2019

Please take notice that the Regular Meetings of the Erwin Mayor/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 2019

January 3, 2019
February 7, 2019
March 7, 2019
April 4, 2019
May 2, 2019
June 6, 2019
July 4, 2019 (Cancel this month due to holiday)
August 1, 2019
September 5, 2019
October 3, 2019
November 7, 2019
December 5, 2019

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



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Frankie Ballard

TOWN OF ERWIN PLANNING BOARD/BOARD OF ADJUSTMENTS REGULAR PUBLIC MEETING SCHEDULE FOR 2019

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 2019

January 22, 2019
February 18, 2019
March 18, 2019
April 15, 2019
May 20, 2019
June 17, 2019
July 15, 2019 (No meeting)
August 19, 2019
September 16, 2019
October 21, 2019
November 18, 2019
December 16, 2019

**Meeting date for January will be on the third Tuesday due to Holiday.
If there is no business to conduct, meeting may be canceled.**

MINUTES CONTINUED FROM DECEMBER 6, 2018GOVERNING BOARD COMMENTS

Commissioner McKoy wished everyone a Happy Holiday.

Commissioner Whitman asked about the top dresser at the Park. Are we still looking to get this in this year's budget? Directed the Manager in getting this piece of equipment soon.

Commissioner Baker asked about the potholes on 4th Street and also a culvert on East H. Street and also St. Matthews Road and Pope Street need to do something about cleaning out the ditch. Also wished everyone a Merry Christmas. The Christmas Parade was wonderful and thanked everyone who had a part in it. It was very enjoyable.

Commissioner Turnage also thanked everyone who had a part in the Christmas Parade. It was a wonderful night. Glad the bridge has reopened on Dunn Erwin Road however the sign "Welcome to Erwin" needs to be put back up.

Mayor Carson attended a meeting with Mid Carolina and we have hired a group that is going to look at Harnett, Sampson and Cumberland about trying to figure out what is best for these counties. When they bring this information back to us, I will then update the board.


ADJOURNMENT

Commissioner Blackmon made a motion to adjourn at 8:10 pm and was seconded by Commissioner Turnage. **The Board voted unanimously.**

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



Patsy Carson
Mayor



Cynthia B. Patterson, CMC
Town Clerk