

**ERWIN BOARD OF COMMISSIONERS
RETREAT MINUTES
APRIL 25, 2019
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 Hall on Thursday, April 25, 2019 at 9AM in Erwin, North Carolina.

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

Board Members absent were: Commissioners Alvester McKoy and Frankie Ballard

Town Manager Snow Bowden, Town Clerk Cynthia Patterson, Finance Director Debbie Chestnut, Public Works Director Mark Byrd, Police Chief Jonathan Johnson and Recreation Director Doug Stevens were present.

Mayor Patsy Carson called the meeting to order at 9AM.

DEPARTMENTAL CAPITAL REQUEST

Below is the request from each Department for the upcoming 2018-2019 fiscal year.

PARKS AND RECREATION---DOUG STEVENS

Mr. Stevens apologized to the board however the 2017 Harnett County Comprehensive Master Plan should have been on the Resolution that the board approved at the last board meeting. It was left out because in the past the other PARTF Grants that we have applied for basically we had to show a Master Plan that we had to go by. However, when the Town Engineer Bill Dreitzler and I sat down to go over the PARTF application and in the fine print, the Town Board must adopt the 2017 Harnett County Comprehensive Master Plan. When Harnett County did this master plan back in 2017 they had a meeting in the gym and the Town of Erwin joined in as well due to the fact that the Town was applying for the gym grant that the Town did not receive. This new resolution will need to be adopted.

After some discussion from the board, Commissioner Baker made a motion to approve the Resolution for 2017 Harnett County Comprehensive Master Plan and was seconded by Commissioner Blackmon. The Board voted 4 for and 2 absent (Commissioners McKoy and Ballard).

Requested in replacing an old tractor that is around 20 years old for a John Deere 3032E Compact Utility Tractor for \$17,000. Please note at this time the Town Manager has requested not to include this in the 2019-2020 budget.

POLICE DEPT---JONATHAN JOHNSON

Reclassify (2) patrol positions to Senior Patrol Officer. This will give the officers working toward becoming top supervisor, sergeant or above. The Senior Officer will assist with the Sergeant duties. Not adding anything just reclassifying the officers. They will need to attend various leadership courses to achieve this Senior Patrol Officer position and further their education to eventually becoming a supervisor.

Requested (5) Tasers from Axon Inc. \$1,200/unit total \$6,000

Requested (2) Speed Display Signs from Radar Sign \$3,500/Piece 2=\$7,000

Requested a 2018 Ford Utility Police Interceptor (SUV) AWD \$33,517. Please note at this time the Town Manager has requested not to include this in the 2019-2020 budget.

PUBLIC WORKS--MARK BYRD

Street Dept.

The Town of Erwin uses money from Powell Bill Funding to resurface our roads. The Town does charge a \$3 fee for each vehicle that is registered inside Town Limits. This is the fee that people would associate with the sticker fee. The fee has not been raised in a while. If we want to resurface more roads we could potentially increase this fee to raise more revenue. The fee can be as high as \$30. The Board directed the Town Manager to increase the fee to \$7.

Mr. Byrd stated that he would love to be able to maintain our streets such as repairing potholes. In order to maintain the streets from normal wear and tear the department will need the following: Air Compressor, Jack Hammer, Roller, etc.

Mr. Byrd was instructed by the Board to get a proposal together of the equipment needed to perform basically the maintenance and repairs of potholes to our streets on an as needed basis.

The Board expressed concern with the type of traffic that is going down the roads and what impact people are doing to our streets. Commercial vehicles are destroying our roads. Suggested in having the Town Engineer Bill Dreitzler doing a Traffic Analysis Study.

Stormwater

There are areas of Town that have issues with storm water. By the time the new fiscal year starts we should have completed the first phase of the East Erwin drainage project. This project was funded with grants from the State of North Carolina and the Golden Leaf Foundation. The Town does have issues with storm water that need to be addressed. We have experienced two 500 year storms within the past three years. While it is hard to prepare for a 500 year storm we can find ways to improve our ditches to handle storm water.

Currently people pay \$18 a year in storm water fees which generates \$38,394. If we raised the rate \$1. The estimated revenue will be \$63,990. We could put this money towards a contractor for the second phase of the East Erwin project and cleaning out ditches.

The Board instructed the Public Works Director to put together the equipment purchases for patching the streets and stormwater money to determine if the position will be full time or part time then we can make changes to the budget.

Sanitation Dept.

Looking at a 1.5% increase with Waste Industries. Trash collections will go up 18 cents and 8 cents for recycling.

Over all 5 year plan for Public Works Dept.

2019-2020----Pickup truck \$25,000
2020-2021----John Deere tractor \$70,000
2021-2022----Limb Truck \$104,000
2022-2023----Leaf Truck \$140,000
2023-2024----Sweeper \$165,000

Community Building

Proposed increase of \$40 in rental rates for both In-Town and Out of Town users. This increase gets the Town more in line with similar buildings in Harnett County. At the moment, our building has the lowest rental rate in the County.

Repair the bathrooms and make them ADA Compliant and update the kitchen.

Should have a staff member at all events such as weddings, birthday parties, etc. Will be included in rental fee.

Library

Proposed (2) part-time positions. The board instructed the Manager to keep (1) full-time position. Hours Monday-Friday 8am-5pm. Closed 1 hour for lunch.

Administration

Estimated 12% increase health care cost. Will have a meeting on May 7th with our Insurance Broker. Was told that this will go down 16% and will have this in writing. If this is the case, it will free up an estimated \$30,000 to go elsewhere.

Estimated 5% increase in our property and liability insurance. We are currently shopping for better rates.

Increases mandated by the State of North Carolina for the retirement system.

Increase of 1 cent to the Fire Tax.

Increase to the Fee Schedule as follows:

Proposed increase from \$250 to \$300 for items submitted to the Planning Board and Board of Adjustments.

Gym rental fee increase
\$10 increase for residents
\$15 increase for nonresidents

Privilege License Fees
Beer off premises ABC permit- increased by \$10
Beer on premises ABC permit- increased by \$10
Wine off premises ABC permit- increased by \$10
Wine on premises ABC permit- increased by \$10

Increased subdivision review applications initial fee by \$50 (exception Planned Unit Developments). The additional \$10 per lot fee was not increased.

Site plan review
Single family home increased by \$25
Single family home in flood plain increased by \$25

Proposed a Full-Time Planner/Code Enforcement Officer. The goal in hiring this person would be to handle all Code Enforcement duties and handle Planning. Reached out to N-Focus (Private Company) about Code Enforcement. For 1 day a week the fee will be \$28,704 and 2 days a month the fee will be \$13,060. Would send someone who is trained and understands the position.

The board felt like in moving forward with Code Enforcement and Planning, we would need someone who works with long range plans for the Town, some comprehensive plans such as Hwy 421 Corridor, overlay and work with the Planning Board and Board of Adjustments. The board felt like for at least the first year have N-Focus work along with the new Planner/Code Enforcement Officer once a week. This would be a big asset to the Town of Erwin and the person we hire.

Economic Development

Main concern was to update the Code of Ordinance

Erwin Depot

Contract for the Design phase will be on the upcoming agenda. Once the drawings are complete should be able to provide an estimated cost. If we can begin construction in the budget we are discussing now then we would not be looking at a debt payment until the following budget. When we get the plans back and we are all in an agreement and agree to move forward then we should proceed with getting bids out. Set up a project budget and then we can begin moving forward.

Cost of Living

The board would like to give the employees a 1.5% increase of cost of living.

ADJOURNMENT

Commissioner Blackmon made a motion to adjourn at 12:50 pm and was seconded by Commissioner Baker. **The Board voted unanimously.**

MINUTES RECORDED AND TYPED BY CYNTHIA B PATTERSON
TOWN CLERK



Patsy M. Carson,
Mayor



Cynthia Patterson,
Town Clerk