

**THE ERWIN BOARD OF COMMISSIONERS
JUNE 2026 REGULAR MEETING
THURSDAY, JUNE 4, 2026 @ 7:00 P.M.
ERWIN MUNICIPAL BUILDING BOARDROOM**

AGENDA

1. MEETING CALLED TO ORDER

- A. Invocation
- B. Pledge of Allegiance

2. AGENDA ADJUSTMENTS /APPROVAL OF AGENDA

3. CONSENT

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

- A. Special Called Budget Workshop Minutes on March 26, 2026 **(Page 2)**
- B. Regular Workshop Minutes on April 27, 2026 **(Page 14)**
- C. Regular Meeting Minutes on May 7, 2026 **(Page 19)**

4. NEW BUSINESS

- A. BOA 2026-08 **(Page 23)**

5. PUBLIC COMMENT

Each speaker is asked to limit comments to 3 minutes, and the requested total comment period will be 30 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 the 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

6. MANAGER'S REPORT

7. ATTORNEY'S REPORT

8. ADJOURNMENT

****IN ACCORDANCE WITH ADA REGULATIONS, PLEASE NOTE THAT ANYONE WHO NEEDS AN ACCOMMODATION TO PARTICIPATE IN THE MEETING SHOULD NOTIFY THE TOWN CLERK AT (910) 591-4202 AT LEAST 48 HOURS PRIOR TO THE MEETING.****

ERWIN BOARD OF COMMISSIONERS**BUDGET WORKSHOP MINUTES****MARCH 26, 2026****ERWIN, NORTH CAROLINA**

The Board of Commissioners for the Town of Erwin with Mayor Baker presiding held its First Annual Budget Workshop for FY 2026-2027 in the Erwin Municipal Building Board Room on Thursday, March 26, 2026, at 9:00 A.M. in Erwin, North Carolina.

Board Members present were Mayor Randy Baker, Mayor Pro Tem Ricky Blackmon, and Commissioners Charles Byrd, David Nelson, and Billy Turnage.

Board Member absent was Commissioner Timothy Marbell and Alvester McKoy.

Town Manager Snow Bowden, Town Clerk Lauren Evans, and Finance Director Linda Williams were present.

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

Commissioner Nelson gave the Invocation.

Commissioner Byrd led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Blackmon made a motion to approve the agenda as presented and was seconded by Commissioner Turnage. **The Board voted unanimously.**

DISCUSSION OF PROPOSED FY 2026-2027 BUDGET

Town Manager Snow Bowden provided the Board with a detailed explanation of the tax revaluation. He reminded the Board to inform anyone who calls with questions about taxes that the deadline for the appeal was May 8, 2026, at 5 PM.

Discussion continued among the Board.

Mayor Baker asked the Board to consider the needs of the Erwin Citizens when considering tax rates and estimated revenue. He expressed his concern for the rising fuel prices and the increase in solid waste pickup. Erwin is growing, and our services will have to grow as well.

Town Manager Snow Bowden stated there was a lot of unknown in our economy and a lot could happen from this meeting to June 30th. Fuel prices have gone through the roof, and all of our departments rely on fuel. He informed the Board that he anticipated Powell Bill revenue staying

MINUTES CONTINUED FROM MARCH 26, 2026

the same in the range of \$140,000 to \$160,000. If fuel prices continue to rise, the State could choose to suspend the gas tax, which would impact that revenue. He also wanted to make the Board aware that the General Assembly will more than likely put a constitutional amendment on the ballot this year, and it would impact us on property taxes going forward. The amendment would not affect the FY 2026-2027 budget, but it would impact future budgets.

Commissioner Blackmon asked Town Manager Snow Bowden if he was considering a revenue-neutral budget.

Town Manager Snow Bowden stated he was not considering a revenue-neutral budget at this time.

Commissioner Turnage asked if Public Works Director Mark Byrd needed more employees with the growth coming to Erwin.

Town Manager Snow Bowden stated he had some additional positions to speak with the Board about when we addressed personnel.

DISCUSSION OF CURRENT FY 2024-2025 BUDGET

Mayor Baker asked Town Manager Snow Bowden what needed to be addressed in the current budget.

Town Manager Snow Bowden reported that things have been busy at Town Hall, but something he had planned to do was get plans to the new Police Station to the Board for their review. The Town allocated \$20,000 in the current budget, and we needed to get that done. He also planned to have quotes for a mobile stage to the Board at the next Town Board Meeting. Although no funds were allocated in the Budget for a stage, we could always amend the budget. A lot of projects are going on that were funded in the current budget, such as the ADA Transition Plan, the Bike Pedestrian Plan, the Stormwater Plan, and the Park Expansion Grant.

Mayor Baker verified that all grant funding has been allocated by the set deadlines and no funds have to be returned.

Town Manager Snow Bowden confirmed that all grant funding has been allocated. He informed the Board that there was not a lot of wiggle room in the operating budget. We got hit hard this year with some costs we were not expecting. He showed the Board that the estimated expenses are estimated to be right around our revenues. We did not have any major surplus issues as we have in the past, and we will be cutting back on spending. He stated our current bank balances were in good shape.

Mayor Baker asked how much was currently in the Community Enhancement Fund.

Town Manager Snow Bowden stated there was \$270,558.50 in the Community Enhancement Fund.

MINUTES CONTINUED FROM MARCH 26, 2026

Mayor Baker inquired about any deed restrictions on the lot behind the Fire Department, where we planned to build the new Police Department.

Town Manager Snow Bowden stated we could apply for a new title as “Rightful Owners.”

Discussion continued among the Board.

Mayor Baker asked if the Board had any other questions on the current budget.

No questions were asked.

Mayor Baker asked if the stage was purchased under the current budget, where we were looking to fund the excess of \$100,000.

Town Manager Snow Bowden stated it would require a Budget Amendment with funds from Community Enhancement or Cash Management.

Commissioner Blackmon recommended taking half out of Community Enhancement and half out of Cash Management. He asked what the total unrestricted fund balance was.

Town Manager Snow Bowden stated the unrestricted fund balance totaled 7 million. He stated we were in pretty good shape thanks to the Board’s leadership. We have been very conservative the last few years and good stewards of taxpayers’ funds. We have benefited from the growth coming this way and the additional sales tax.

DISCUSSION OF PROPOSED FY 2026-2027 BUDGET CONTINUED

Town Manager Snow Bowden stated that currently, the revenues were right where they needed to be changed some. He did not predict any drastic changes. He was confident we would bring in more revenue next year. The sales tax was one line item he wanted to keep an eye on, but it had been doing a lot better the past few years. He estimated a \$6.7 million budget. This was based on a 15% reduction in the ad valorem tax base, based on the numbers provided. Our current levy was \$0.50. He stated we can set our tax rate to what we need to bring in to cover the service we want to provide to our residents. We can justify raising taxes with a good budget and showing people the money needed to provide services. People do not mind paying taxes when they can see them at work.

Mayor Baker stated he would like to have contingency funds within the Administrative budget for different projects and events. He knew we would speak on Code Enforcement later in the meeting, but the money we had allocated for demolitions had not been touched. Those funds could be pulled and put into contingency.

Commissioner Blackmon added that we could also move the funds into Community Enhancement.

MINUTES CONTINUED FROM MARCH 26, 2026

Administration

Town Manager Snow Bowden stated this was a standard operating budget. We allocated money for replacing our computers to help us operate better. He increased the line item for training a little bit since we have expanded our staff somewhat.

Mayor Baker stated he wanted to know with every department if there were any employee increase needs. He also asked if there was any kind of increase for employee salaries or if the presented budget was for current salaries.

Town Manager Snow Bowden stated that this proposed budget included a 3% COLA for all Town Staff. He included extra funds in certain departments to give some employees a little bit more than 3% to keep everything equitable.

Mayor Baker inquired about insurance for employees.

Town Manager Snow Bowden stated he always estimated on the higher end at 10% for health insurance and 5% for dental and vision to be safe. The State Retirement Rate went up to 15.10% for general employees and 17.10% for Law Enforcement. When we discuss salaries, we have to look at not only the salary but also insurance, retirement, and 401K costs. He stated Town Clerk/HR Director Lauren Evans was working with our broker to hopefully make some progress on health insurance this year.

Discussion continued among the Board regarding insurance.

Town Manager Snow Bowden stated that last year, the Board agreed to open the HRA account for all copayments, and that has been a huge help this year for our employees. The main complaint we received was the high copay for specialists.

Commissioner Byrd stated he felt it was important to update the computers in administration and to spend the money you need to protect against cyber-attacks.

Town Manager Snow Bowden informed the Board that we partner with Harnett County, which does our IT support, and they do a good job making sure our computers are protected.

Mayor Baker asked how many physical checks we send out. He stated Harnett County requires direct deposit.

Town Manager Snow Bowden stated that we explored the option before, but with our current system and banking, it was not as practical as possible. He stated that as Erwin grows, we will have to have stricter policies for Accounts Payable, and direct deposit would be the safest way of doing it; it would free up time for Finance Director Linda Williams, and it would save on postage in the long run.

The consensus of the Board was to instruct Town Manager Snow Bowden to obtain quotes on what it would cost to update our software and only have direct deposit going forward.

MINUTES CONTINUED FROM MARCH 26, 2026

Non-Departmental

Town Manager Snow Bowden stated that Non-Departmental was kind of a catch-all department, where we bill things we can not tie to one department. We bill our Town Attorney, Tim Morris, under Non-Departmental. He brought to the Board's attention that he increased professional services this year to cover the Engineer on Call projects. The proposed budget included putting \$20,000 in the HRA fund; he may increase it to \$25,000. One big item was Maintenance/Repair/Building/Grounds. Due to us crossing the 50-employee threshold, we did an ADA Transition Plan this year, which he hoped to have completed by May of this year. The ADA Transition Plan will give us a plan for improvement to our facilities and parking. The Maintenance/Repair/Building/Grounds line item is usually for beautifying our buildings, but in this proposed budget, he included funds to make ADA improvements. He had allocated \$50,000 to contract out someone to build us an ADA-compliant website. Harnett County Economic Development is doing a jobs campaign; they are asking the Town to consider giving a \$10,000 donation. He stated he did not include this donation in the proposed budget, but he did want to bring it to the Board for discussion. Something to consider was that Harnett County Economic Development was helping us with CCIP, but as long as they are bringing jobs to Harnett County, the Town is benefiting from it. He stated we could offer \$1,000. He stated that we contribute to other organizations that benefit the Town, such as the NC League of Municipalities, Mid Carolina Regional Council, and FAMPO.

Mayor Baker confirmed this was separate from the retail strategy they were proposing.

Town manager Snow Bowden said that was correct; this is strictly for the jobs campaign. They asked for money last year, and we were not able to make it work.

Commissioner Blackmon asked if this would be an annual expense.

Town Manager Snow Bowden stated he felt it would turn into an annual thing.

Mayor Baker stated he felt that if the Towns were going to contribute, then there needed to be Town representation on the Board of Directors. Harnett County Commissioner Bill Morris is correctly on the Board, but he will be coming off at the end of the year.

The consensus of the Board was to donate \$1,000, but instructed Town Manager Snow Bowden to speak with the Harnett County Economic Development and voice our concerns on having representation from local municipalities.

Town Manager Snow Bowden stated he planned for the estimates for insurance and bonds to go down. He allocated \$10,000 a piece for the Erwin History Room and the Erwin Area Chamber of Commerce.

Mayor Baker asked if we need to contribute to ECHO or the Lions Club.

Commissioner Blackmon recommended allotting a certain amount of money a year to put in contingency on the chance that a special nonprofit comes and requests help.

The consensus of the Board was to allocate an additional \$10,000 in contingency.

MINUTES CONTINUED FROM MARCH 26, 2026

Town Manager Snow Bowden stated he loves doing the events and would like to continue doing them. He wanted to make the Board aware that the Fireworks show was costing the Town \$32,000. He broke down the cost between the current year budget and the next fiscal year. We will have to put more money in this line item for all the other events next year, possibly \$50,000 - \$75,000.

Planning

Town Manager Snow Bowden stated that one thing that was different in Planning in this proposed budget was that he added an expenditure line item for professional services in the amount of \$50,000, which covered subdivision review fees with WithersRavenel and KCI reviewing our preliminary and final subdivisions. He stated we also paid Harnett County Fire Prevention Code Enforcement, Demolition of condemned properties, and miscellaneous contracted services such as cutting grass out of this department.

Mayor Baker asked if it was obtainable to transition the contract that the Town has with Harnett County for Fire Inspection and start using our own employees at the Erwin Fire Department. He stated he was looking at transitioning in the next 4-5 years, which would give our employees time to train in that field and get the experience they need to perform the service.

Commissioner Blackmon stated that a full-time Town of Erwin employee at the Fire Department, David Warrick, has taken the class and passed it. Mr. Warrick will now have to sit for his state exam to obtain his Level 1. Commissioner Blackmon would like to have Mr. Warrick ride with someone for a while to learn the setup. With a Level 1, he would have to work under someone who is a Level 2 or higher to be signed off.

The Board continued discussing their options for Fire Inspections.

The consensus of the Board was to start the transition next year of the Fire Department handling our Fire Inspections. The transition could take up to three years.

The Board took a 10-minute recess at 10:53 AM and reconvened at 11:03 AM.

Commissioner Byrd asked what our plan was with Code Enforcement, requiring additional certifications.

Town Manager Snow Bowden stated he will be requiring that Code Enforcement get their CZO Certification, attend additional classes, or get rid of the position altogether and contract it out with the COG. He included \$8,000 dollars to cover the training for the Development Compliance Officer and also funds for the Town Planner to attend training and conferences.

Police Department

Town Manager Snow Bowden stated that in the current proposed budget, he did not include any new positions, but he planned on incorporating two new full-time positions in the Police Department. Two new full-time positions would require new equipment as well. They would be Master Sergeant positions, which would add an additional person per squad and allow for an

MINUTES CONTINUED FROM MARCH 26, 2026

additional officer on night shift. The Board had already discussed purchasing two cars for the Police Department in this budget, so that would be a total of 4 new cars for the Police Department. He stated the proposed budget in front of them was scaled back to get the discussion started.

Commissioner Blackmon asked Town Manager Snow Bowden if he felt we could afford it.

Town Manager Snow Bowden stated he knew we could.

Commissioner Blackmon stated he did not know how badly the Police Department needed the new positions, which was up to Police Chief Jonathan Johnson, but we could even look at hiring in September or mid-year to lessen the cost for this year, but we would still need to look at the costs for the coming years. He stated he needed to plan for the growth coming to Erwin.

Mayor Baker stated it sounded like it was a high priority for the Police Department to have extra coverage at night.

Commissioner Blackmon stated that it all came back to preparing for the growth, not only the Police Department, but other departments as well. Public Works may need another person as well.

Mayor Baker mentioned that he noticed that the Police Department was asking for a speed and digital sign trailer for \$20,000.

Town Manager Snow Bowden stated that it was the contract price and felt it was a good thing for us to have because we need them for our detours at events and for speeding. Currently, we borrow other towns' equipment when we have events. He felt this was something small we could have, so we are not relying on other people. He also mentioned that he budgeted for some software called Cellebrite Forensics to help our police officers do their jobs better and more efficiently. Police Chief Jonathan Johnson asked to have a drone program, and he did include funds in this proposed budget to purchase a drone, the software, and send the employees to be trained to pilot the drone.

Mayor Baker stated that if we have to borrow something more than once, then we need it and need to allocate funds to purchase it ourselves. He asked if there was any increase in the Flock Cameras.

Town Manager Snow Bowden stated no, we added two new cameras, so the price went up, but the price per camera was still the same.

The Board requested to invite Police Chief Jonathan Johnson to the Workshop to explain the Cellebrite Forensics request.

Mayor Baker stated that while we were waiting on Chief Johnson to join, he wanted to know if we had started earmarking funds in capital outlay to prepare for the construction of the new Police Department.

Town Manager Snow Bowden stated that we were still in the design phase, and there was \$20,000 in this budget for designs. We would not have a line item in the budget; we need to create a Capital Project Ordinance since it will take more than one fiscal year to build it.

MINUTES CONTINUED FROM MARCH 26, 2026

The consensus of the Board was to instruct Town Manager Snow Bowden to create a Capital Project Ordinance and begin earmarking funds to prepare for the construction of the new Police Department.

Fire Department

No questions on the Fire Department budget.

EPW Admin

Town Manager Snow Bowden stated that Public Works Director Mark Byrd is the only employee in this department, so there is nothing major in this department, just general operating and maintenance of buildings. Public Works Director Mark Byrd requested a pressure washer, which was not included in this proposed budget, but he planned to include it in the final budget if we can afford it.

EPW Streets

Town Manager Snow Bowden stated we currently have four employees in the streets department, including a vacant position. He included funds for a new work truck and a new lawn mower to cut HWY 421. Both pieces of equipment are justified and on state contract pricing.

Mayor Baker asked the Board if they felt we needed to allocate an additional position in Public Works, Streets.

Commissioner Blackmon asked if Public Works Director Mark Byrd had asked for additional employees.

Town Manager Snow Bowden stated he did not ask, but he could definitely use more help. The problem was that he had one vacant position right now, and finding quality help is hard to do.

Mayor Baker thanked Kelly Giles for all his hard work. The median has looked the best it has ever looked.

Police Department (continued)

Police Chief Jonathan Johnson informed the Board that Cellebrite Forensics is a software used when they seize a cell phone that they need to extract data from. They would, of course, get a search warrant first, signed by a superior court judge stating that they can extract the data. Once the data is extracted, it is then put into a large folder that the investigators can go through each file folder and can even pull up images, messages, and things that have been deleted within a certain amount of time. Overall, Cellebrite is a software that extracts data from cell phones for investigative purposes.

Commissioner Byrd asked if the \$20,000 was to buy the software.

MINUTES CONTINUED FROM MARCH 26, 2026

Police Chief Jonathan Johnson stated the \$20,000 was for the equipment, and there was a license you get where you can get six unlocks on this particular one per year. He stated that in most cases, they can talk the suspects into providing the passcode to their cell phone, but when they are unsuccessful in obtaining the passcode, this system will unlock up to six phones.

Commissioner Byrd asked how often they need to do this.

Police Chief Jonathan Johnson stated it varied depending on the investigation. Currently, it can take weeks or months to obtain the data through phone carriers or with the help of other agencies.

Commissioner Byrd asked about the Erwin Police Department paying other agencies to help us.

Commissioner Blackmon stated he has always felt it was important to be independent.

Mayor Baker stated that if it helped solve one case, then it would be worth it. He inquired about DCI.

Police Chief Jonathan Johnson stated that the Harnett County Sheriff's Department, which does all the dispatching for the Erwin Police Department, was switching everything over to a new CAD system. Currently, when they need to run a license plate or a driver's license number, they have to run it through dispatch. Dispatch's goal is to eventually get some things off of dispatch. He stated that when the county switches over to the new CAD system, they are asking that each department send their officer to be DCI certified. DCI certifications allow the officers to run the tags, license plates, and stolen vehicle information on the laptops, versus having to run it through dispatch when they are tied up with calls.

Mayor Baker stated that the Board discussed adding two additional staff their nighttime shifts.

Police Chief Jonathan Johnson stated they have had two officers on days and two officers on nights for a while now, but with the growth in Erwin, call volumes will increase. He stated these two supervisor positions would help with nighttime calls and other things that need to be addressed in the Erwin Police Department. It gives these younger guys something to work towards. His goal was to schedule these positions for Mid-Shifts. Currently, they only have two officers on the day shift and two officers on the night shift. During the day, the Police Administration is working to assist, but at night, if one officer arrests someone and has to go to Lillington, that only leaves one officer in Town. He stated his budget is based on recommendations from Police staff and the needs of the Police Department.

Police SRO

Town Manager Snow Bowden stated this was standard. The contract we have with Harnett County was a 3% COLA, so everything is balancing at the moment.

The Board took a recess at 11:55 AM and reconvened at 12:12 AM.

MINUTES CONTINUED FROM MARCH 26, 2026**EPW Streets (Continued)**

Mayor Baker asked if, with the annexed homes coming in and the limited staff in Public Works, he wanted to know if the vacant position already in the budget was accounted for.

Town Manager Snow Bowden stated that was correct. Public Works had tried to find someone but had not found anyone for the position.

Mayor Baker stated Public Works Director Mark Byrd will need to present the Board with the budget he needs to run his department, but he asked the Board if they felt it was important to add an additional position on top of the already vacant position.

Commissioner Byrd recommended bumping the current vacant position to a CDL driver.

Commissioner Blackmon stated that HR Director Lauren Evans would need to ensure the CDL position was graded correctly.

The consensus of the Board was to add an additional position for a total of 5 positions in EPW Streets and bump the current position to a CDL driver position.

Mayor Baker stated he understood the new truck was needed to replace their old truck.

EPW Sanitation

Town Manager Snow Bowden stated that this department was just an in-and-out budget. We bill Liberty Waste to this department and our tipping fees. Nothing major in this department.

EPW Stormwater

Town Manager Snow Bowden stated he may want to plan to talk about Stormwater at another workshop. TRC planned to have the Stormwater Management Plan ready sometime in May. We will need to discuss the fee and plan structure at that time.

Recreation

Town Manager Snow Bowden stated there were three full-time employees for recreation, with 3% COLAs included. He did increase certain line items for inflation. We saw an increase in sports sign-ups, so he increased the funds for equipment and uniforms. He stated this department needed a new lawn mower, and we needed to start considering improving the shelter down at Al Woodall Park. The Lions Club donated the shelter, and it was the Town's responsibility to take care of it, so he allocated funds to fix it up. He stated the fields were being maintained under contract with McLamb's Lawn service, which can purchase the chemicals cheaper and has people on staff trained to spray the fields.

MINUTES CONTINUED FROM MARCH 26, 2026

Library

Town Manager Snow Bowden stated that Harnett County had taken over the Library, so our hands were washed of that.

EPW Administration (Continued)

Commissioner Nelson stated he noticed that the Public Works building needed some repairs. If the building was going to stay beside HWY 421, then we needed to fix it up.

Town Manager Snow Bowden stated we needed to sell it.

Community Building

Mayor Baker stated that we recently used grant money to upgrade our bathrooms in the Community Building and make them ADA-compliant. We did some painting and upgrades in the room as well, but something had to be done with the kitchen. He stated this was a public building that we have neglected, other than the bathrooms, for so long. We use this building for the Christmas party, Meals on Wheels uses it most days, and DAV and Lions Club use it for meetings. To make it a fully functional event center, to be a community asset, that kitchen needed to be remodeled to have the stove in there with the proper refrigeration, the cabinets, and the meal prep so that it could be used.

Commissioner Byrd stated he agreed.

Mayor Baker stated he did not know what a dollar amount would look like, or if we could afford it in the upcoming budget, or if we need to set a CIP and earmark money for the next two years.

Commissioner Blackmon stated there were two ways to look at it: we could have a place for a caterer to come in and have a place to warm it, or we could have a fully functional kitchen to cook in.

Mayor Baker stated that having a caterer come in with the ability to warm food and refrigerate properly was a need. He asked Town Manager Snow Bowden to implement a \$50,000 budget in the current budget to improve the kitchen.

Town Manager Snow Bowden stated we should be able to do that, but he would need to look at a few things. He stated he could have a Budget Amendment at the next workshop and be good to go.

The Consensus of the Board was to instruct Town Manager Snow Bowden to plan a budget to upgrade the kitchen in the Community Building.

Mayor Baker stated he wanted to look at our Capital Improvement Plans. He expressed his frustration with capital projects not being completed and kicked down the road. What was our vision? We needed some type of direction. We were looking at buying a property and closing a street; we needed to take action on it. He also expressed his concern for the Porter Park Drainage issue. Commissioner McKoy brings it up every meeting, and nothing has been done. We need to take action. He stated we needed to decide what was important to the Town.

MINUTES CONTINUED FROM MARCH 26, 2026

Discussion continued among the Board.

Final Comments

Mayor Baker asked Town Manager Snow Bowden to reach out to the USDA to plan for the construction of the New Police Department now.

Commissioner Turnage expressed the importance of sidewalks on S 13th Street.

The consensus of the Board was to instruct Town Manager Snow Bowden to bring his plans for the Capital Project Items to an upcoming workshop.

Mayor Baker stated we need to be prepared that Garbage Collection may increase due to increasing gas prices.

ADJOURNMENT

Commissioner Byrd made a motion to adjourn at 1:07 P.M. and was seconded by Commissioner Turnage. **The Board voted unanimously.**

**MINUTES RECORDED AND TYPED BY
LAUREN EVANS TOWN CLERK**

ATTEST:

Randy Baker

Mayor

Lauren Evans, NCCMC

Town Clerk

ERWIN BOARD OF COMMISSIONERS
REGULAR WORKSHOP MINUTES
APRIL 27, 2026
ERWIN, NORTH CAROLINA

The Board of Commissioners for the Town of Erwin, with Mayor Randy Baker presiding, held its Regular Workshop in the Erwin Municipal Building Board Room on Monday, April 27, 2026, at 6:00 P.M. in Erwin, North Carolina.

Board Members present were Mayor Randy Baker and Commissioners David Nelson, Timothy Marbell, Charles Byrd, Alvester McKoy and William Turnage.

Board Member absent was Mayor Pro Tem Ricky Blackmon.

Town Manager Snow Bowden, Town Clerk Lauren Evans, and Town Attorney Tim Morris (6:13 PM) were also present.

Mayor Baker called the meeting to order at 6:00 P.M.

Commissioner McKoy gave the Invocation.

Commissioner Byrd led the Pledge of Allegiance.

AGENDA ADJUSTMENT/APPROVAL OF AGENDA

Commissioner Byrd made a motion to approve the agenda as presented and was seconded by Commissioner Nelson. **The Board voted unanimously.**

NEW BUSINESS

ADA Transition Plan Policies

Town Manager Snow Bowden informed the Board that the draft ADA Transition Plan was at their seat will be presented the Board at our May Board Meeting. We will present the Plan, we do not have to have a Public Hearing but we do have to allow for questions and comments. We then send the questions and comments to the US Department of Justice ADA Division, and they will more or less check off on it. As part of the approval, we have to have these policies updated. He asked the Board to look over the proposed plan and call him with any questions.

Mayor Baker stated he would like to discuss sidewalks.

Town Manager Snow Bowden stated that sidewalks were a large undertaking. We need to fix the sidewalks we already have, including the sidewalks in the NCDOT right-of-way, because those are our responsibility for maintenance before looking at adding new sidewalks. Some sidewalks do not have curb cuts, and some have ponding issues.

Mayor Baker asked if grant funding was available.

MINUTES CONTINUED FROM APRIL 27, 2026

Town Manager Snow Bowden stated he was sure there were grants available, and Town Staff needed to start looking. He planned to discuss it at our next Budget Workshop. There was plenty of grant money out there; the issue was whether we had the capacity to apply for it, get it, and manage it properly. He planned to include funds to update the Town Website in the next budget, even though we have until 2028.

The consensus of the Board was to place the three policies under consent and move forward with presenting the ADA Transition Plan under New Business on the agenda for our Regularly Scheduled Board Meeting in May.

Auditor Engagement Letter and Contract

Town Manager Snow Bowden stated that this was the proposed contract and engagement letter from our auditors, Thompson, Price, Scott, Adams & Co., PA.

The consensus of the Board was to place this item under consent on the agenda for our Regularly Scheduled Board Meeting in May.

BOA 2026-007

Town Manager Snow Bowden stated this was a standard budget amendment. When we brought the Fire Department on and started the reimbursements, we were not sure how to estimate all the line items so in order to avoid any budget violations, we just needed to increase the expenditure line items. The Erwin Fire & Rescue reimburses the Town fully for all expenditures.

The consensus of the Board was to place this item under consent on the agenda for our Regularly Scheduled Board Meeting in May.

Mobile Stage

Town Manager Snow Bowden stated he included a brochure from a co-op that had mobile stages, similar to Sourcewell. He did a lot of research to find a good mobile stage. They do not sell mobile stages at a State contract price. The proposed stage comes with the standard features, and you can add whatever you want.

Mayor Baker inquired about a handicap ramp for accessibility.

Town Manager Snow Bowden stated the stage had stairs, but we could pay extra to get a ramp.

Mayor Baker stated that he saw a hydraulic lift for \$8,000, but wanted to know whether there was just a wheelchair ramp instead to ensure it meets ADA compliance. Any stage we purchase needs to be handicap accessible. There was a loading ramp for \$2,000; could that be used for handicap accessibility? He would think, looking at ADA Compliance, that it would be something we would have to have.

Town Attorney Tim Morris arrived at 6:13 PM.

Commissioner Byrd asked how this one compared to the one Commissioner Nelson found.

MINUTES CONTINUED FROM APRIL 27, 2026

The Board discussed the difference between the proposed stage provided by Town Manager Snow Bowden and the stage Commissioner Nelson shared with the Board.

Town Manager Snow Bowden stated that the proposal in the agenda was through a co-op that vets contracts, which means State requirements, if the Board planned to use State funds.

Commissioner Byrd stated we should find out what those guidelines are and compare both stages to see what the better deal would be.

The consensus of the Board was to instruct Town Manager Snow Bowden to find the guideline requirement, compare both stages, and bring the results back to the Board at our Regularly Scheduled Board Meeting in May.

Data Centers and Crypto Mines Text Amendment

Town Manager Snow Bowden stated this was a staff-prepared text amendment to our Town Code. He planned to run the amendment by the School of Government to ensure it was legal. The Planning Board did recommend this text amendment for approval. This amendment would make Data Centers/Crypto Mines a permitted use in the M-1 District.

The consensus of the Board was to instruct Town Manager Snow Bowden to reach out to the School of Government and if they agree with the text amendment, then we can move forward with the Public Hearing scheduled for our Regularly Scheduled Board Meeting in June.

Lots Accessible through Unimproved Roads Text Amendment Update

Mayor Baker stated that a Public Hearing was held and this item was tabled at our Regular Scheduled April Meeting due to concerns. There will not be another Public Hearing on this item, but it was scheduled to be placed on the agenda under Old Business at our Regularly Scheduled Meeting in May.

Town Manager Snow Bowden stated we put this item on the agenda to answer any questions the Board might have. He provided a visual example for the Board to reference.

Mayor Baker stated that Town Planner Dylan Eure stated this was the easy way out. The question he had was if there was a fire on these roads and you cannot get a Fire Truck down the road, what cost do we put on safety? There was a price tag that came with any development.

Town Manager Snow Bowden stated this amendment addresses existing subdivisions that are already subdivided. Any new subdivisions would have to meet our new standards.

The consensus of the Board was to place this item under Old Business on the agenda for our Regularly Scheduled Board Meeting in May.

MINUTES CONTINUED FROM APRIL 27, 2026

Public Service Recognition Week

Town Manager Snow Bowden stated that May 3-9, 2026 was Public Service Recognition Week. He felt it would be nice for the Board to approve a proclamation recognizing that, because he knew how much the Board valued our employees.

The consensus of the Board was to present this proclamation at our Regularly Scheduled Board Meeting in May.

GOVERNING COMMENTS

Commissioner Turnage thanked Town Staff for all they did for the 100 Years of Erwin Event. He expressed his concern for the Town not allowing golf cart into the event at the 100 Years of Erwin Event. He felt that it was discrimination against disabled people, and we should have allowed people with handicap stickers to drive in the event.

Mayor Baker asked Town Clerk Lauren Evans if there was a plan for disabled people.

Town Clerk Lauren Evans informed the Board that there were first responder vehicles on standby, but reported that no one asked for assistance while she was standing at the gate.

Commissioner Byrd stated that he understood why the Town did not allow golf cart into the event, but he also understood Commissioner Turnage's point, and we could look into having a separate path for disabled people to drive their golf carts.

Commissioner Nelson stated he felt like the 100 Years of Erwin Event was fabulous. Town Clerk Lauren Evans does a wonderful job getting it all set up and handling everything. He stated he had spoken with a few Commissioners, but he wanted to discuss having ball games at the park on Wednesday nights. He felt it was important that if children wanted to go to church on Wednesday nights, they should have that option rather than miss a ball game or have to go to practice.

The consensus of the Board was to instruct Town Manager Snow Bowden to draft a policy regarding no practices or games on Wednesday nights and bring it back to the Board for approval. This policy will be placed under consent and will be effective for the next season.

Commissioner Byrd expressed the need to take the Gettin' Place to court. The owner was adding onto the building, Harnett County issued a stop order, he continues to work on it on the weekends, and we have not done anything to make him stop.

Commissioner McKoy stated the mechanics stop at the corner of N Street and S 13th Street's business was doing well. The issue was that their lot was full, which was causing delivery trucks to have to load and unload in the middle of N Street. He asked if we could speak with the owners to not block the street. He also stated the green house on the corner of his street was having their visitors park on the street. He asked if we could talk to Police Chief Jonathan Johnson about asking them to not park in the street.

Mayor Baker thanked Town Staff for the wonderful job they did on the 100 Years of Erwin Event, and he was looking forward to the other events coming up this year.

MINUTES CONTINUED FROM APRIL 27, 2026

ADJOURNMENT

Commissioner Nelson made a motion to adjourn at 7:18 P.M. and was seconded by Commissioner Byrd.
The Board voted unanimously.

**MINUTES RECORDED AND TYPED BY
LAUREN EVANS TOWN CLERK**

ATTEST:

Randy Baker
Mayor

Lauren Evans, NCCMC
Town Clerk

ERWIN BOARD OF COMMISSIONERS

REGULAR MINUTES

MAY 7, 2026

ERWIN, NORTH CAROLINA

The Board of Commissioners for the Town of Erwin, with Mayor Baker presiding, held its Regular Meeting in the Erwin Municipal Building Board Room on Thursday, May 7, 2026, at 7:00 P.M. in Erwin, North Carolina.

Board Members present were Mayor Randy Baker and Commissioners David Nelson, Alvester McKoy, Billy Turnage, Charles Byrd, and Timothy Marbell.

Board Member absent was Mayor Pro Tem Ricky Blackmon.

Town Manager Snow Bowden, Town Clerk Lauren Evans, Town Attorney Tim Morris, and Police Chief Jonathan Johnson were present.

Mayor Baker called the meeting to order at 7:00 PM.

Commissioner McKoy gave the Invocation.

Resident, Gary Pope, led the Pledge of Allegiance.

AGENDA ADJUSTMENT/APPROVAL OF AGENDA

Town Manager Snow Bowden requested to add Town of Erwin Policy No Youth Recreation Games/Practices on Wednesdays as Item B under New Business.

Commissioner Byrd made a motion to approve the agenda as amended and was seconded by Commissioner Nelson. **The Board voted unanimously.**

CONSENT

Commissioner Turnage made a motion to approve **(ITEM A)** Regular Workshop Minutes on March 23, 2026 **(ITEM B)** Regular Workshop Minutes on April 9, 2026 **(ITEM C)** ADA Transition Plan Policies **(ITEM D)** Auditor Engagement Letter and Contract **(ITEM E)** BOA 2026-07, which Commissioner McKoy seconded. **The Board voted unanimously.**

PROCLAMATION FOR EAGLE SCOUT COLE STEVENS

Eagle Scout Cole Steven was recognized for his tireless and selfless contributions to the well-being of the community and commended for his outstanding achievements and bright future ahead. Mayor Baker presented him with a Proclamation Plaque.

The Proclamation is part of these minutes as an attachment.

MINUTES CONTINUED FROM MAY 7, 2026**PUBLIC SERVICE RECOGNITION WEEK PROCLAMATION**

Mayor Baker presented Town Staff with a Proclamation proclaiming May 3-9, 2026, as Public Service Recognition Week in Erwin, North Carolina. Town Manager Snow Bowden accepted the proclamation on behalf of all Town of Erwin Staff.

The Proclamation is part of these minutes as an attachment.

PRESENTATION FROM ERWIN HISTORICAL SOCIETY

In observance of Memorial Day, Si Harrington of the Erwin Historical Society shared the history of Erwin veterans who fought for our country and never returned home.

OLD BUSINESS**Lots Accessible through Unimproved Roads Text Amendment**

Mayor Baker stated there was a text amendment before the Board that was presented at the Board Meeting in April. It was tabled, and the public hearing was conducted. He asked for a discussion or questions from the Board.

Commissioner Nelson asked if this applied to new subdivisions.

Town Manager Snow Bowden stated this applied to land that was already subdivided and recorded, but a road was never installed.

Mayor Baker stated this was a step down from paving a road; we were only requiring crushed gravel.

Commissioner Byrd made a motion to approve the Ordinance of the Town of Erwin, North Carolina, Amending Chapter 36- Zoning ORD 2025-2026:011 and was seconded by Commissioner Nelson. **The Board voted unanimously.**

NEW BUSINESS**ADA Transition Plan**

Ted Kallam, PE, Senior Project Manager with WithersRavenel, came forward and presented the ADA Transition Plan to the Board and everyone in attendance.

The ADA Plan and WithersRavenel Presentation is part of these minutes as an attachment.

Mayor Baker asked if the Board had any questions for Mr. Kallam.

No questions were asked.

Mayor Baker stated he wanted the Public to know this was a mandatory plan. He invited the Public to come forward to comment on the ADA Transition Plan.

No one came forward.

MINUTES CONTINUED FROM MAY 7, 2026

Commissioner Byrd made a motion to adopt Resolution Adopting Town of Erwin, NC Americans with Disabilities Act (ADA) Transition Plan and was seconded by Commissioner Nelson. **The Board voted unanimously.**

Town of Erwin Policy No Youth Recreation Games/Practices on Wednesdays

Town Manager Snow Bowden stated that Town Staff prepared a policy for No Youth Recreation Games/Practices on Wednesdays. He stated that the purpose of this policy was to establish Wednesdays as a non-competition day for all youth recreation programs that are operated by the Erwin Recreation Department. This allows participants and families time for rest, school-related activities, and personal commitments, while also providing flexibility for facility maintenance and program coordination. This policy applies to away games as well. The way he drafted the policy, the Recreation Director can tell other departments that the Erwin teams did not play on Wednesdays. He was not sure how it would go, but he was sure it would be handled well, and we would revisit the subject next year. This policy would be effective July 1st; we could not apply this to the current baseball season.

Mayor Baker stated waiting until July 1st would give Town Staff the time to let all the coaches and parents know, and other municipalities as well. He stated that since this was an internal policy, there was no need for a Public Hearing. He opened the floor to the Board.

Commissioner Nelson stated this policy would be good for the Town of Erwin, and he hoped other municipalities would see this policy and follow suit.

Commissioner Byrd commended Town Manager Snow Bowden for his work on putting the policy together. He explained it very well. He stated that other municipalities, such as Raleigh, Cary, and Garner, did not play on Wednesday nights.

Commissioner McKoy stated this policy was a good thing, and he hoped other municipalities would follow suit.

Commissioner Nelson made a motion to approve Town of Erwin Policy No Youth Recreation Games/Practices on Wednesdays and was seconded by Commissioner Byrd. **The Board voted unanimously.**

PUBLIC COMMENT

No one was present to speak.

MANAGER'S REPORT

Town Manager Snow Bowden provided the Board with a detailed report at their seats. He stated that if they had any questions, they should give him a call.

The Manager's Report is part of these minutes as an attachment.

ATTORNEY'S REPORT

Town Attorney Tim Morris thanked the Board for allowing him to be the Town Attorney.

MINUTES CONTINUED FROM MAY 7, 2026

Commissioner Byrd thanked the public for attending the meeting.

ADJOURNMENT

Commissioner Byrd made a motion to adjourn at 7:52 P.M. and was seconded by Commissioner Nelson.
The Board voted unanimously.

**MINUTES RECORDED AND TYPED BY
LAUREN EVANS TOWN CLERK**

ATTEST:

Randy Baker
Mayor

Lauren Evans, NCCMC
Town Clerk

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: June 4, 2026

Subject: BOA 2026-08

The proposed budget amendment transfers funds from the Erwin Public Works- Street Department to the Erwin Public Works Administration Department and the Nondepartmental budget. No revenue or expenditure increases are included in this amendment. The amendment reallocates previously approved expenditures from one department to two other departmental budgets.

Attachments:

- BOA 2026-08

**BUDGET ORDINANCE AMENDMENT
BOA 2026 – 08
FISCAL YEAR 2025-2026**

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, 2026.

Section 1. This Budget Ordinance Amendment seeks to transfer monies between departments to allow a balanced departmental budget.

To amend the General Fund: Public Works Street Dept. Expenditures are to be changed as follows:

Account	Description	Current Approp.	Increase/Decrease	Amended Appropriation
10-5600-020	Salaries PW Street	\$ 180,515	(-) \$20,000	\$ 160,515
10-5600-030	Part-Time PW Street	\$ 20,000	(-) \$20,000	\$ 0

To amend the General Fund: The Departmental Public Works-Admin and Non-Departmental Expenditures are to be changed as follows:

Account	Description	Current Approp.	Increase/Decrease	Amended Appropriation
10-5450-150	Maint. & Repair-Grounds	\$ 5,000	(+) 10,000	\$ 15,000
10-4201-920	Community Events	\$ 40,000	(+) 15,000	\$ 55,000
10-4201-450	Contracted Service	\$ 143,313	(+) 15,000	\$ 158,313

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

Adopted this 4th day of June 2026.

Randy L. Baker
Mayor

ATTEST:

Lauren Evans, NCCMC
Town Clerk