

**THE ERWIN BOARD OF COMMISSIONERS  
FEBRUARY, 2021 REGULAR MEETING  
THURSDAY, FEBRUARY 4, 2021 @ 7:00 P.M.  
ERWIN COMMUNITY BUILDING**

**AGENDA**

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

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

  - A. Minutes of Regular Meeting on January 7, 2021 (Page 2)
  - B. Financial Report for December 2020 (Page 8)
4. **NEW BUSINESS**
  - A. Inter-local Library Agreement (Page 10)
  - B. Current Fiscal Year Budget Update (Page 17)
5. **MANAGER'S REPORT**
6. **ATTORNEY'S REPORT**
7. **GOVERNING BODY COMMENTS**
8. **PUBLIC COMMENT**

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

**ERWIN BOARD OF COMMISSIONERS****REGULAR MINUTES****FEBRUARY 4, 2021****ERWIN, NORTH CAROLINA**

The Board of Commissioners for the Town of Erwin with Mayor Patsy Carson presiding, held its Regular Meeting in the Erwin Community Building on Thursday, February 4, 2021 at 7:00 P.M. in Erwin, North Carolina.

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

Board Members absent were: Commissioner Melinda Alvarado

Town Manager Snow Bowden and Town Clerk Lauren Evans 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.

Commissioner Blackmon led the Pledge of Allegiance.

Mayor Patsy Carson asked that we keep Commissioner Alvarado and her family in our prayers as they are in Quarantine.

**APPROVAL OF AGENDA**

Commissioner Baker made a motion to approve the agenda and was seconded by Commissioner McKoy. **The Board voted unanimously.**

**CONSENT**

Commissioner McKoy made a motion to approve **(ITEM A)** Minutes of Regular Meeting on January 7, 2021 **(ITEM B)** Financial Report for December 2020 and was seconded by Commissioner Baker. **The Board voted unanimously.**



TOWN OF ERWIN  
 FINANCIAL SUMMARY REPORT  
 FOR MONTH OF December 2020

REVENUES	ANNUAL		December 20		ACTUAL		Y-T-D % COLLECTED
	BUDGET	ACTIVITY	ACTIVITY	TO DATE	TO DATE	COLLECTED	
CURRENT YEAR LEVY OF PROPERTY TAXES	1,091,334.00	369,166.00	577,625.00	52.93%			52.93%
CURRENT YEAR MOTOR VEHICLE TAXES	174,370.00	10,479.00	87,177.00	50.00%			50.00%
PRIOR YEAR TAXES / Penalties & Interest	10,000.00	2,170.00	21,859.00	218.59%			218.59%
UTILITIES FRANCHISE TAXES	198,000.00	54,081.00	59,818.00	47.38%			47.38%
ENTRY FEES	18,000.00	0.00	0.00	0.00%			0.00%
SALES & USE TAX	585,000.00	61,150.00	383,707.00	65.59%			65.59%
ZONING PERMITS/APPLICATIONS	5,000.00	675.00	5,195.00	103.90%			103.90%
REFUSE COLLECTION FEES	403,698.00	35,439.00	209,993.00	51.87%			51.87%
STORM WATER COLLECTION	69,930.00	4,623.00	29,458.00	42.12%			42.12%
ALL OTHER REVENUES	751,383.00	144,556.00	574,093.00	76.40%			76.40%
<b>Total Revenues</b>	<b>3,306,715.00</b>	<b>662,341.00</b>	<b>1,982,325.00</b>	<b>59.95%</b>			<b>59.95%</b>

EXPENSES	ANNUAL		December		ACTUAL		Y-T-D % SPENT
	BUDGET	ACTIVITY	ACTIVITY	TO DATE	TO DATE	SPENT	
GOVERNING BODY	42,072.00	2,050.00	11,393.00	27.08%			27.08%
ADMINISTRATION	305,434.00	21,871.00	126,504.00	41.42%			41.42%
NON-DEPARTMENTAL	284,249.00	21,121.00	170,559.00	60.00%			60.00%
PLANNING & INSPECTIONS	109,072.00	3,619.00	21,409.00	19.63%			19.63%
POWELL BILL-STREETS	182,000.00	5,500.00	10,500.00	5.77%			5.77%
POLICE	620,669.00	65,204.00	395,145.00	48.14%			48.14%
POLICE-SHO	116,840.00	5,226.00	46,253.00	39.59%			39.59%
CONTRACT SERVICES-FIRE	235,767.00	88,692.00	125,854.00	53.36%			53.36%
PUBLIC WORKS-ADMIN.	102,552.00	8,948.00	52,660.00	51.35%			51.35%
PUBLIC WORKS-STREETS	375,411.00	23,079.00	123,072.00	32.78%			32.78%
PUBLIC WORKS-SANITATION	323,790.00	30,113.00	149,057.00	46.04%			46.04%
PUBLIC WORKS-STORM WATER	15,000.00	0.00	1,769.00	11.79%			11.79%
RECREATION	320,004.00	23,745.00	126,337.00	39.46%			39.46%
LIBRARY	67,155.00	5,224.00	28,901.00	43.04%			43.04%
COMMUNITY CENTER	6,500.00	7,836.00	9,361.00	144.02%			144.02%
<b>Total Expenses</b>	<b>3,306,715.00</b>	<b>312,128.00</b>	<b>1,398,784.00</b>	<b>42.30%</b>			<b>42.30%</b>
<b>Y-T-D GENERAL FUND BALANCE INCREASE (DECREASE)</b>		<b>370,213.00</b>	<b>583,541.00</b>				

BANK BALANCES AS OF December 31, 2020		
CASH MANAGEMENT		1,510,056.91
BB&T CASH IN BANK		567,644.61
FIRST FEDERAL BUSINESS MONEY MARKET		136,336.06
FIRST FEDERAL MONEY MARKET		895,737.53
<b>Y-T-D INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS</b>		<b>3,089,777.11</b>
BB&T STATE FORFEITURE		3,691.32
BB & T CAPITAL RESERVE/COMM ENHANCEMENT		176,022.94
FIRST FEDERAL CAP. RESERVE/GENERAL		2,346,559.89
BB&T HEALTH RESERVE HRA ACCT.		11,172.43
PRIEBE FIELD ACCT.		9,227.54
AL WOODALL PARK IMPROVEMENTS		343,381.41
<b>Y-T-D INVESTMENT BALANCE RESTRICTED FUNDS</b>		<b>2,890,255.93</b>
<b>CUMULATIVE BALANCE FOR TOWN OF ERWIN</b>		<b>5,980,033.04</b>

POWELL BILL BALANCE  
**449,427.35**

Town Of Erwin  
 Financial Summary Report  
 YTD Comparison of December FY 2019 & FY 2020



	YTD		DIFFERENCE
	Dec 2020	Dec 2019	
<b>Revenues</b>			
CURRENT YEAR LEVY OF PROPERTY TAXES	577,625.00	532,724.13	44,900.87
CURRENT YEAR MOTOR VEHICLE TAXES	87,177.00	64,790.05	22,386.95
PRIOR YEAR TAXES / Penalties & Interest	21,859.00	9,554.40	12,304.60
UTILITIES FRANCHISE TAXES	93,818.00	97,686.69	(3,868.69)
ENTRY FEES	0.00	11,421.00	(11,421.00)
SALES & USE TAX	383,707.00	362,281.02	21,425.98
ZONING PERMITS/APPLICATIONS	5,195.00	4,855.75	339.25
REFUSE COLLECTIONS FEES	209,393.00	187,104.06	22,288.94
STORM WATER COLLECTION	29,458.00	27,927.50	1,530.50
ALL OTHER REVENUES	574,093.00	697,704.16	(123,611.16)
<b>Total Revenues</b>	<b>\$ 1,985,325.00</b>	<b>\$ 1,986,028.76</b>	<b>(13,703.76)</b>
<b>Expenses</b>			
GOVERNING BODY	11,393.00	18,315.32	(6,922.32)
ADMINISTRATION	126,504.00	151,096.17	(24,592.17)
NON-DEPARTMENTAL	170,559.00	197,058.14	(26,499.14)
PLANNING & INSPECTIONS	21,409.00	19,316.42	2,092.58
POWELL BILL-STREETS	10,500.00	34,347.91	(23,847.91)
POLICE	395,145.00	381,738.85	13,406.05
POLICE-SRO	46,253.00	56,588.52	(10,335.52)
CONTRACT SERVICES-FIRE	125,854.00	34,457.03	91,396.97
PUBLIC WORKS-ADMIN	52,660.00	51,210.43	1,449.57
PUBLIC WORKS-STREETS	123,072.00	487,529.73	(374,457.73)
PUBLIC WORKS-SANITATION	149,067.00	150,247.08	(1,180.08)
PUBLIC WORKS-STORM WATER	1,769.00	873.82	895.18
RECREATION	126,337.00	147,842.87	(21,505.87)
LIBRARY	28,901.00	26,453.12	2,447.88
COMMUNITY CENTER	9,361.00	4,889.86	4,471.14
<b>Total Expenses</b>	<b>1,398,784.00</b>	<b>1,771,945.37</b>	<b>(373,161.37)</b>
<b>YTD General Fund Balance Increase (Decrease)</b>	<b>586,541.00</b>	<b>224,083.39</b>	<b>359,457.61</b>

	YTD		December 2019
	December 2020	December 2019	
<b>BANK ACCOUNT BALANCES</b>			
CASH MANAGEMENT	1,510,058.91	865,505.12	865,505.12
BB&T CASH IN BANK	587,644.81	370,698.06	370,698.06
FIRST FEDERAL BUSINESS MONEY MARKET	136,336.06	135,696.79	135,696.79
FIRST FEDERAL MONEY MARKET	855,737.53	854,023.08	854,023.08
<b>Y-T-D INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS</b>	<b>\$ 3,089,777.18</b>	<b>\$ 2,246,123.05</b>	
BB&T STATE FORFEITURE	3,691.32	1,593.97	1,593.97
BB & T CAPITAL RESERVE/COMM. ENHANCEMENT	176,022.94	150,714.73	150,714.73
FIRST FEDERAL CAP. RESERVE/GENERAL	2,346,559.89	3,021,032.28	3,021,032.28
BB&T HEALTH RESERVE HRA ACCT.	11,172.43	19,125.88	19,125.88
PRIEBE FIELD ACCT.	9,227.94	10,776.72	10,776.72
AL WOODBALL PARK IMPROVEMENTS	343,581.41		
<b>Y-T-D BALANCE RESTRICTED FUNDS</b>	<b>\$ 2,490,295.98</b>	<b>\$ 3,203,233.88</b>	
<b>CUMULATIVE BALANCE FOR TOWN OF ERWIN</b>	<b>\$ 5,980,033.04</b>	<b>\$ 5,449,356.93</b>	

## MINUTES CONTINUED FROM FEBRUARY 4, 2021

### NEW BUSINESS

#### INTERLOCAL LIBRARY AGREEMENT

Town Manager Snow Bowden informed the Board of the agreement between Town of Erwin and the Harnett County. There is no difference from the years before, we just need approval to continue this agreement. He stated he has not heard any updates about the County's consolidation plans but this agreement is just to stay as is. It has already been approved by the County.

Commissioner Turnage asked if the County plans to take over the Erwin Library.

Town Manager Snow Bowden informed that this is not for the County to take over. This agreement is just to keep the status quo.

Commissioner Turnage asked the Town Attorney if he had read the agreement and if he felt comfortable with it.

Town Attorney Tim Morris stated he had not read the agreement yet.

Commissioner Turnage asked the Town Manager how he felt about the agreement.

Town Manager Snow Bowden stated the agreement is the same one we had before and we just need approval to continue as is.

Commissioner Baker stated the agreement will not change any operations than what we currently have now. The County is entertaining the idea about creating a community but he spoke with some of the current Board Members and they still want to entertain the idea but the discussion has to take place between of the Boards in the municipalities and the County to work out what would be fair for everyone.

Commissioner Baker made a motion to approve the acceptance of the Inter-local Library Agreement between the Town of Erwin and Harnett County and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

Mayor Patsy Carson stated she has had so many people come to her and tell her what a great job the Librarian is doing and it is so great to walk up and see she has hearts outside of the building and it just shows a lot of pride.

Commissioner Turnage stated she is the best Librarian we have ever had and states we should give her a plaque or do something special for her to show how much we appreciate her.

Town Manager Snow Bowden stated her numbers have sky rocket and you can see she has a really good program. He stated he will make sure she knows of the Board's kind words.

# Erwin Board of Commissioners

## REQUEST FOR CONSIDERATION

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To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: February 4, 2021

Subject: Inter-local Library Agreement

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This is an inter-local agreement between the Town of Erwin and Harnett County for the Erwin Public Library. This allows our Library to be a part of the Harnett County System and be able to benefit from all of those services such as NC Cardinal.

### Attachments:

- Inter-local agreement between the Town of Erwin and Harnett County

### Action Recommended

- Approve agreement

STATE OF NORTH CAROLINA

AGREEMENT

COUNTY OF HARNETT

THIS INTERLOCAL LIBRARY AGREEMENT (hereinafter "Agreement") is made pursuant to North Carolina General Statutes Section 153A-270 and entered into this \_\_\_\_ day of \_\_\_\_\_, 2021, by and between the County of Harnett, a body politic, organized and existing under the laws of the State of North Carolina (hereinafter referred to as "County"), and the Town of Erwin.

WITNESSETH

WHEREAS, County maintains and operates the Harnett County Library System (hereinafter referred to as "Library System") pursuant to Chapter 153A, Article 14 of the North Carolina General Statutes to provide library service to the residents of Harnett County, and appoints the Board of Trustees of the Harnett County Library System to formulate and recommend programs, policies and regulations for the government of Library System and to otherwise advise the Harnett County Board of Commissioners on library matters

NOW THEREFORE, for and in consideration of the mutual covenants and promises hereinafter set forth, and pursuant to resolutions duly adopted by governing boards and in compliance with the North Carolina Administrative Code and the North Carolina General Statutes, the Town of Erwin renews their commitment to the Harnett County Library System based upon the terms set forth below in the Agreement.

II. Purpose:

This agreement is to perpetuate excellent library and information services to the residents of the areas included within the jurisdictions of the aforementioned government body through their collaborative and collective efforts under the legal authority of the North Carolina General Statutes and North Carolina Administrative Code by defining the financial, property and operational appropriations and supervision of the Library System.

III. Board of Trustees:

Pursuant to the direction of the County of Harnett Board of Commissioners, the Harnett County Library System Board of Trustees shall be the governing body of the Library System. There shall be Eleven (11) members of the Board, with one (1) appointed from each Member. The remaining members shall be at large seats representing other areas of Harnett County and as many ex-officio County Commissioner seats as deemed appropriate by the Board of County Commissioners. Appointments are for staggered terms and Board members shall serve no more than two (2) consecutive three year terms. No Board Member shall serve more than six consecutive years. The Harnett County Library System Board of Trustees Library Policies and Procedures shall supersede local policy and procedure. The following powers and duties are delegated to The Harnett County Library System Board of Trustees:

- i. To adopt bylaws and rules for its own governance.
- ii. To recommend to the Board of County Commissioners policies for the administration and operation of the Library System.
- iii. To assure compliance with applicable State and Federal Law and eligibility requirements for receipt of State and Federal funds.
- iv. To make recommendations concerning the construction and improvement of physical facilities for the libraries within the system.
- viii. To make regular reports of services and operations.
- v. To obtain an annual independent audit of regional accounts and submit a copy to the State Library of North Carolina.

#### IV. Finance:

##### A. Property Ownership

1. All buildings, grounds and other facilities of the Erwin Public Library shall remain property of the Municipality.
2. All books, technology and other resources paid for by local funds shall remain property of the Municipality.
3. All books, technology and other resources paid for with System or State funds shall remain the property of the System.

##### B. Personnel



1. The Town of Erwin is responsible for the direct payment of:
  - a. Salaries and benefits for Erwin Public Library staff.
  - b. All facility costs, including, but not limited to, rent utilities, custodial services, and the maintenance and repair of building interiors and exteriors, parking lots, grounds, and landscaping.
  - c. Costs of library materials for Erwin Public Library

C. Technology

1. Hardware

- a. The Harnett Library System will provide the following:
  - i. Equipment necessary for the wide area network.
  - ii. Computers for public access and circulation.
  - iii. Equipment necessary for the PC/Print management system.
- b. The Town of Erwin agrees to provide and own any other equipment as necessary.
  1. The party agrees that:
    - i. Equipment acquired by the Town of Erwin meet the minimal recommendations as determined by Harnett County IT, if connected to the Library Computer system.
    - ii. The Town of Erwin will be responsible for the installation, software, repair and maintenance for Town of Erwin owned equipment.
  2. Exceptions:
    - i. Public computers owned or leased by Harnett County
    - ii. Pc/print management; Staff computers used for circulation;
    - iii. Library System will install and maintain software necessary to access the ILS.
    - iv. Harnett County will continue to install and maintain the print management, security software, anti-virus software and filter software for all computers on the county network.

2. Software:

a. Integrated Library System (ILS)

- i. The Library System maintains the ILS used by all libraries.
- ii. The database belongs to the Library System and it is responsible for the integrity of the data. The parties, therefore, agree to the standards and policies set by the Library Director and the Library System, including cataloging.
- iii. The Harnett County public Library will be responsible for the cataloging of all materials added to the system.

b. The Library System will provide ILL (InterLibrary Loan) services.

V. Operations:

In order for consistency and continuity in the system to best serve the citizens of the County of Harnett and for purposes of applying for grants and aid, the parties agree to the following:

1. Erwin Public Library staff will provide, by the 5<sup>th</sup> of every month, a report which encompasses the library's usage including the door count, programming statistics, number of employees and hours of operation.
2. The Town of Erwin will provide revenue expenditures and their Annual budgets of each Library by the 15th day of August each year.
3. The Town of Erwin will send a representative to monthly Branch Manager meetings.
4. The Town of Erwin will abide by the Service Policy of the Harnett County Library System ([https://harnett.libguides.com/ld.php?content\\_id=27008652](https://harnett.libguides.com/ld.php?content_id=27008652)) and Library Card and Borrowing Policies ([https://harnett.libguides.com/ld.php?content\\_id=27008752](https://harnett.libguides.com/ld.php?content_id=27008752)) located on the Harnett County Public Library Website.
5. Any other requirement necessary to aid in the administration of the Library System.

VI. Term of Agreement and Amendment:

The term of this Agreement is January 1, 2021 to December 31, 2023. This Agreement

may be amended from time to time upon the mutual written consent of all the parties.

**VII. Termination:**

This Agreement may be terminated by the mutual written consent of all the parties. Such termination will occur six (6) months after the final consent is received by the Library System Board of Trustees.

**VIII. Integration of Understandings:**

This Agreement is intended as the complete integration of all understandings between the parties. No prior or contemporaneous additions, deletions, subsequent renewal, deletion, or other amendment hereto shall have any force or affect unless embodied herein in writing signed by both parties.

**IX. Controlling Law:**

This contract shall be governed by and construed in accordance with the laws of the State of North Carolina. The North Carolina State Courts located in Harnett County, North Carolina shall have jurisdiction to hear any dispute under this Agreement and any legal or equitable proceedings by either party must be filed in Harnett County, North Carolina.

**X. Notices:**

All notices or other communications which shall be made pursuant hereto shall be in writing and shall be deemed to be given and received (a) when hand delivered to the address stated below, (b) three (3) days after being mailed to the address stated below, postage prepaid by certified or registered mail of the United States, return receipt requested to the addresses set forth below. Either party to this Agreement may change its designated person or designated address at any time and from time to time by giving notice of such change to the other party in the manner set forth above.


Harnett County Library Director  
455 McKinney Parkway (Physical Address)  
PO Box 1149 (Mailing Address)  
Lillington, NC 27546

XI. Indemnification/limit of liability paragraph:

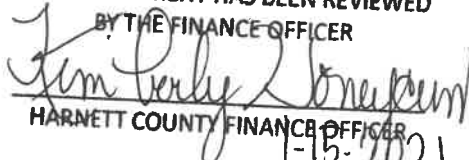
To the extent permitted by law, each party will mutually indemnify and hold harmless the other parties, their officers, agents and employees from and against all loss, cost, damage, expense and liability caused by accident or other occurrence resulting in bodily injury, including death and disease to any person or damage or destruction to property, real or personal arising directly or indirectly from operations, products, or services rendered or purchased under this Agreement.

This contract may be amended upon unanimous approval of all the parties signing this agreement.

IN WITNESS THEREOF, the Harnett County Public Library and the Erwin Public Library.

  
Patsy M. Carson  
Mayor, Town of Erwin

  
W. Brooks Matthews, Chairman,  
Harnett County Board of Commissioners

THIS INSTRUMENT HAS BEEN REVIEWED  
BY THE FINANCE OFFICER  
  
HARNETT COUNTY FINANCE OFFICER  
1-15-2021

**MINUTES CONTINUED FROM FEBRUARY 4, 2021****CURRENT FISCAL YEAR BUDGET REPORT**

Town Manager Snow Bowden stated when we passed the budget last year, we had to make some tough decisions and we decided we would come back and look at it. He wanted to get the most up to date numbers which is why he waited until today to provide them. There are two paper clipped documents, one is revenues and one is the expenditures broken down by departments. Town Manager Snow Bowden stated our Revenues are doing a lot better than he thought they would be, especially sales tax. Normally sales tax in the past was estimated to be 650,000 but for this fiscal year we broke it down to 585,000. He stated we do have some immediate needs. The Police Department needs computers, they are not supportable according to Harnett County IT. He stated we are desperate to replace those and we are looking at \$15,500.00. Doug needs a new lawn mower. In Public Works we are getting things back up and running; a lot of the equipment we have at Public Works is old but we are maintaining it. We might need to move some money around for a bucket truck. He stated he just wanted to inform the Board of where we are at and get an idea of what direction the Board wants to go. He stated he is planning to schedule the Budget Retreat for the next fiscal year in March. The Erwin Police Department are going to need some vehicles; those Dodge Chargers are kind of falling apart. He stated he wishes our property taxes were a little higher but maybe they will bounce back.

Commissioner Baker stated the tax collection rate is at 79% and we are in February now. Those high 90s we are used to getting, he does not think we are going to see that because there were a lot of people who were sadly effected by COVID and had to make some tough decisions. It was wonderful because everyone was shut in and a lot of local places were booming and sales tax was going up but when you look back at your skeleton of revenues and annual tax, he does not think it is going to be where we need it. He stated he always likes to err on the cautious side.

Commissioner Blackmon stated we have not gotten January's numbers yet. January will not come in until February and that number will change in the next couple of weeks. He stated once you get February's numbers that number will be truer on what we may get. It is already almost 80% so we may get to the 90s.

Commissioner Baker stated he hopes we get to the 90s but the forecast, after speaking with some other people, is we may not get there. He commended the staff as far as expenditures, and stated this is great news to hear but he still thinks we need to go on further into the year before any other drastic decisions are made.

Town Manager Snow Bowden stated we need to factor in that 230,000 is already appropriated and spoken for with the COVID Special Relief Fund. He stated he would also like to point out that staff had done a great job with expenditures but we did have two unexpected expenditures.

## **MINUTES CONTINUED FROM FEBRUARY 4, 2021**

The HVAC unit for the Community Building and the Police Department had to be replaced. In the original budget that went out before all the changes with COVID, he had planned to change both HVAC units at Town Hall which are 20 years old.

Commissioner Turnage stated what he would like to see in the next funds is for the Town of Erwin to do some infrastructures and try to make some improvements to the appearance of this town. He stated it would be nice to have sidewalks.

Discussion continued, Mayor Carson states she is working on it.

Town Manager stated he just wanted to make the Board aware of the in depth detail on the Budget updates. He will have updated numbers at the March meeting and will schedule the Budget Retreat in March. He stated department heads are to have all requests in by February 10<sup>th</sup> and then he will have a proposed budget. He asked Commissioner Blackmon if he received the email from the County for Property Tax yet.

Commissioner Blackmon stated he has not received the email yet.

Town Manager stated the County should be sending out proposed numbers soon and he will have a proposed budget for the Board mid-March.

Commissioner Thurman inquired about the paving at the new elementary school.

Town Manager Snow Bowden stated they are waiting on a few warm days, possibly in the spring.

## **MANAGER'S REPORT**

Town Manager Snow Bowden stated he will have a proposed budget in March.

## **ATTORNEY'S REPORT**

Town Attorney Tim Morris stated he does not have a report but he does have an explanation for not having looked over the agreement. He stated his paralegal has been out of the office this week and he is lost without her. She normally prints the agendas off for him and he apologized to the Board for not being more diligent. He thanked the Board for allowing him to be the attorney for the Town of Erwin.

# Erwin Board of Commissioners

## REQUEST FOR CONSIDERATION

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To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: February 4, 2021

Subject: Current Fiscal Year Budget Update

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When we passed this budget back in June of 2020 for the FY2020-2021 we passed a tight budget due to concerns about COVID-19. I had some concerns with a potential cut in sales tax revenues. Our revenues are doing better than I expected. We have had two unexpected expenditures with having to replace to HVAC unit but other than that we have been able to keep expenditures down.

**MINUTES CONTINUED FROM FEBRUARY 4, 2021**

Mayor Patsy Carson stated since we are under Attorney's Report, she informed the Board that Mac Turner has fallen again and either fractured or broken his foot. He sounded really good and is staying in and staying safe from COVID. She stated Mac asked to tell everyone hello and he thinks about them.

**GOVERNING BOARD COMMENTS**

Commissioner Turnage stated he was thinking that, this week, the depot has been sitting out there for four years. He stated every time it rains, it pours rain in it. He asked the Board to let Town Manager Snow Bowden get up a packet and put it out for bid. He stated Commissioner Blackmon has said before, we would not have to accept the bids if we did not want to. We can fix what is there or do the whole nine yards. We can see what it cost and then come up with how we are going to pay for it. He stated he knows the architect gave us a number but are they truly accurate? They may be pretty close.

Commissioner Baker stated he recalled Town Manager Snow Bowden going back to the Architect and the cost came back 10% higher and it is just going to keep going up.

Commissioner Turnage stated it is just going to keep going up if we do not do something about it now.

Commissioner Blackmon stated it all depends on how much you want to fix. If you want to fix what is there, it is probably going to be more in the range that we can afford but you want to add all that other stuff onto it, then it is probably going to be out of our price range.

Commissioner Turnage stated we could put a bid out to fix what is there and a bid to do the whole nine yards and then we will have two bids to look at.

Commissioner Blackmon stated he would be interested in just going back to the architect and see what it would cost to fix what is there. His numbers will be pretty close to what the bids will say.

Commissioner Turnage stated he would be interested in seeing the difference in what the other guys says he will fix it for what the architect says.

Commissioner Blackmon stated if we go back and get the architect's numbers which will be pretty close to the bids then we can come back and work on the finance side before the bids go out. He stated you do not have to accept any bids but you still have to have the approval which we will not be able to do until we get the architect's numbers. That is what he



**MINUTES CONTINUED FROM FEBRUARY 4, 2021**

recommends. He stated he wants the depot fixed but he has a feeling the cost is going to be high unless we are willing to raise taxes. You can always go to the USDA and get a loan but if we are just trying to look at our finances then we need those numbers from the architect to fix what is there. There is also going to be an ongoing cost annually.

Mayor Patsy Carson asked the Town Manager if he could look into it.

Town Manager Snow Bowden stated he has some stuff to talk about at the retreat regarding this matter. He stated he is pretty sure he has numbers for fixing it up.

Commissioner Turnage asked if it is the consensus of the Board to fix up what is there.

Town Manager Snow Bowden stated he will get some numbers to the Board on the matter.

Commissioner Turnage stated to look at it this way, we have a problem and we can talk about it and hope it goes away but if you have a problem you have to do something about it to make it go away. The depot has been sitting there for four years and we need to bite the bullet and do something about it. The historical society has so much stuff that they don't know what to do with it all.

Commissioner McKoy asked about the houses on 13<sup>th</sup> street and making an ease way down to the park.

Members of the Board informed Commissioner McKoy that the owner spoke with Town Manager Snow Bowden and she is not willing to move forward.

Commissioner Turnage stated we could try to get permission from the Post Office to make an ease from their direction.

Members of the Board stated that they did not think the Post Office could allow us to do that.

Mayor Patsy Carson stated someone could call and ask; we would not know if we don't ask.

Commissioner McKoy stated he knows the police cannot be everywhere but it burns him up when he is behind another vehicle, particularly on Price Street, and they throw trash out of their car window.

Commissioner Baker thanked his fellow Board Members and staff during the recent loss of his Mother-in-law. He read through the minutes and everyone thinking of his family means a lot. He states it sounds like we have a busy retreat and a lot to talk about. He had some things to say but he will save it for the Retreat.

**MINUTES CONTINUED FROM FEBRUARY 4, 2021**

Mayor Carson stated one good thing about meeting in the Community Building is seeing how bad it looks. She stated if we are going to rent the Community Building then it needs to be fixed and we have talked about it so let's get that done.

**ADJOURNMENT**

Commissioner Turnage made a motion to adjourn at 7:32 P.M. and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

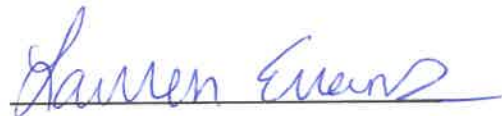
**MINUTES RECORDED AND TYPED BY  
LAUREN EVANS TOWN CLERK**



**Randy Baker**

**Mayor Pro Tem**

**ATTEST:**



**Lauren Evans**

**Town Clerk**