

**THE ERWIN BOARD OF COMMISSIONERS
APRIL 2022 REGULAR WORKSHOP
MONDAY, APRIL 25, 2022 @ 6:00 P.M.
ERWIN MUNICIPAL BUILDING BOARD ROOM**

AGENDA

1. **MEETING CALLED TO ORDER**
 - A. Invocation
 - B. Pledge of Allegiance
2. **APPROVAL OF AGENDA**
3. **OLD BUSINESS**
 - A. Updates to our Personnel Policy (**Page 2**)
4. **NEW BUSINESS**
 - A. Financing for Limb and Leaf Truck (**Page 64**)
 - ~~B. Stormwater Management Policy (**Page 67**)~~
 - C. EEG Grant (**Page 75**)
 - D. Sign (**Page 78**)
 - E. GOV Deals (**Page 81**)
5. **CLOSED SESSION**
 - A. Pursuant to General Statute 143-318.11(a) (6) for the Purpose of Discussing Personnel
6. **ADJOURNMENT**

ERWIN BOARD OF COMMISSIONERS
REGULAR WORKSHOP MINUTES
APRIL 25, 2022
ERWIN, NORTH CAROLINA

The Board of Commissioners for the Town of Erwin with Mayor Pro Tem Randy Baker presiding, held its Regular Workshop in the Erwin Municipal Building Board Room on Monday, April 25, 2022, at 6:00 P.M. in Erwin, North Carolina.

Board Members present were: Mayor Pro Tem Randy Baker and Commissioners William Turnage, Ricky Blackmon, Alvester McKoy, and Charles Byrd.

Board Members absent were: Mayor Patsy Carson and Commissioner Thurman Whitman.

Town Manager Snow Bowden and Town Clerk Lauren Evans

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

Commissioner McKoy gave the invocation.

Commissioner Blackmon led the Pledge of Allegiance.

AGENDA ADJUSTMENT/APPROVAL OF AGENDA

Town Manager Snow Bowden informed the Board that Town Engineer Bill Dreitzler could not make the meeting tonight.

Commissioner Byrd made a motion to remove Item B: Stormwater Management Policy from the agenda and was seconded by Commissioner Turnage. **The Board voted unanimously.**

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

OLD BUSINESS

Updates to our Personnel Policy

Town Manager Snow Bowden stated our intern from Campbell, Ian Overpeck, assisted our HR Director Lauren Evans in updating our personnel policy. The proposed changes are in red ink and the changes are marked through. This new policy is more in line with what other Municipalities are doing.

Mayor Pro Tem Baker verified the details of Health insurance after retirement.

The consensus of the Board was to place the Personnel Policy on the May Agenda under consent.

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: April 25, 2022

Subject: Personnel Policy

We have proposed some updates to our personnel policy. In the proposed policy that you were given the updates are in red font and the items that were proposed to be taken out are stricken-through. These proposed changes are in line with what other communities are doing. These proposed updates are more detailed and we hope will prevent certain issues from arising in the future.

Attachments:

- Proposed update Personnel Policy with track changes

MINUTES CONTINUED FROM APRIL 25, 2022**NEW BUSINESS****Financing for Limb and Leaf Truck**

Town Manager Snow Bowden stated staff reached out to the same company that we purchased the Street Sweeper from. He provided the Board with a quote for a five or six-year plan.

Commissioner Turnage inquired about using ARP funds.

Town Manager Snow Bowden stated we must be careful what we use those funds for. We can use the ARP funds for general government operations so we may be able to use the funds we would normally use for general operations to purchase this equipment. The street sweeper was approved under the Clean Water Plan.

Discussion continued among the Board.

Mayor Pro Tem Baker and Commissioner Blackmon agreed that the Leaf Truck should be under the same category as the Street Sweeper.

Town Manager Snow Bowden stated he will do more research on the reporting for ARP funds.

Commissioner Byrd stated he recommended looking at one and then looking at the other in the fall. The knuckle boom truck is more crucial with the new season.

Commissioner Blackmon stated to put both in the budget whether we purchase the equipment or not. It is easier to handle when we spread it across multiple budgets.

The consensus of the Board was to include both equipment purchases in the budget but if necessary, utilize grant funding.

EEG Grant

Town Manager Snow Bowden stated this is a resolution we will put under consent on the May Agenda. This resolution of support is for the Environmental Enhancement Grant that the Town is applying for work down at Porter Park.

The Board gave direction to staff and supported the resolution being on the consent agenda in May.

Sign

Town Manager Snow Bowden informed the Board that he is waiting to get feedback for the sign for the community building and is also waiting to hear back from the NCDOT in regards to allowing us to put organizations such as the Lion's Club on existing sign next to Public Works. The agenda included a picture of the proposed Erwin Community Building Sign and the location for the sign.

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: April 25, 2022

Subject: Financing for Limb and Leaf Truck

At our budget retreat, we discussed the purchase of a new limb and leaf truck. The limb truck is used a very minimum of four (4) days a week. It is used to pick up limbs and appliances. The limb truck is used even more during a natural disaster such as a hurricane. The leaf truck is used a lot during the fall season. Both of these pieces of equipment are in desperate need of replacement. We can still consider purchasing outright but financing them would make it easier to balance the budget.

Attachments:

- Proposal for Limb and Leaf truck financing



2525 West State Road 114
 Rochester, IN 46975
 (800) 700-7878
 Fax: (800) 865-8517

www.republicfirstnational.com

April 4, 2022

To: City of Erwin
 Vendor: Joe Johnson Equipment
 From: Mackie Ozment

Thanks for the opportunity to give you a quote on your latest project!

OPTION 1 One (1) ARM ALC-25 Leaf Collector

Unit Cost:	\$ 212,666.54	Term (Years):	<u>5</u>	<u>6</u>
Down Payment:	\$ 0.00	Payments:	\$ 46,580.34	\$ 39,626.91
Net Financed:	<u>\$ 212,666.54</u>	Factor:	0.21903	0.18633
Payment Frequency:	Annual	APR:	3.75%	3.85%
First Payment Date:	October, 2022			

OPTION 2 One (1) Brush Hawg Knuckle Boom Loader

Unit Cost:	\$ 167,042.09	Term (Years):	<u>5</u>	<u>6</u>
Down Payment:	\$ 0.00	Payments:	\$ 36,587.22	\$ 31,125.54
Net Financed:	<u>\$ 167,042.09</u>	Factor:	0.21903	0.18633
Payment Frequency:	Annual	APR:	3.75%	3.85%
First Payment Date:	October, 2022			

OPTION 3 One (1) ARM ALC-25 Leaf Collector and One (1) Brush Hawg Knuckle Boom Loader

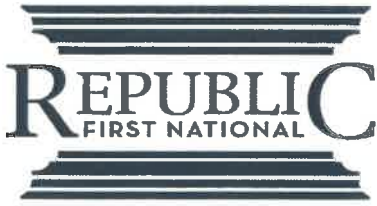
Unit Cost:	\$ 379,708.63	Term (Years):	<u>5</u>	<u>6</u>
Down Payment:	\$ 0.00	Payments:	\$ 82,853.57	\$ 70,434.94
Net Financed:	<u>\$ 379,708.63</u>	Factor:	0.21820	0.18550
Payment Frequency:	Annual	APR:	3.59%	3.69%
First Payment Date:	October, 2022			

Delivery Date: To be determined

- * A document fee of \$199 is due upon signing.
- * This is a proposal only and not a commitment to finance. This proposal is subject to credit review and approval and proper execution of mutually acceptable documentation.
- * This transaction must be designated as tax-exempt under Section 103 of the Internal Revenue Code of 1986 as amended.
- * Lessee's total amount of tax exempt debt to be issued in this calendar year will not exceed the \$10,000,000 limit.
- * Payments and rates reflect pre-application of escrow earnings and manufacturer discounts, if any.

Sincerely,
 Republic First National Corporation

Mackie Ozment
 mackie@rfnonline.com



2525 West State Road 114
 Rochester, IN 46975
 Phone: (800) 700-7878
 Fax: (800) 865-8517

www.republicfirstnational.com

MUNICIPAL CREDIT APPLICATION

Please return completed application with required financial information.

Legal Name of Obligor:		Fed. Tax ID #:	
Address:			
City:	County:	State:	Zip:
Contact Person:		Title:	
Phone:		Fax:	
Email Address:		Alt Contact Email Address:	
Alternative Contact Person:		Title:	Phone:
Date municipal entity was established:		Does the obligor self-insure for property & liability insurance?	
Name of Insurance Company:		Insurance Contact Person:	
Ins. Contact Phone:		Ins. Contact Email Address:	
Total Cost of Equipment/Project: \$		Term (years):	
*Down Payment: \$		Source of Down Payment:	
Trade In: \$		Delivery Date:	
Other: \$		Payment Due: <input type="checkbox"/> Advance <input type="checkbox"/> Arrears	
Amount to Finance: \$		Payments: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual	
*Obligor's down payment should be made before or at delivery. Proof of down payment is required prior to payment of any contract proceeds, unless otherwise negotiated.			
Has the obligor paid, or does obligor intend to pay, a vendor for any portion of the equipment being financed with the intent of being reimbursed with proceeds from this financing? <input type="checkbox"/> Yes <input type="checkbox"/> No			
How will the contract payments be made? <input type="checkbox"/> Check <input type="checkbox"/> ACH <input type="checkbox"/> Other (specify)			
What fund will the remaining contract payments be made from? <input type="checkbox"/> General <input type="checkbox"/> Special (specify)			
Will any federal monies be applied to the contract payments? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain.			
Equipment Description:			
New Equipment: <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, list age of equipment or date manufactured:	
Refurbished: <input type="checkbox"/> Yes <input type="checkbox"/> No		Year:	
Replacement: <input type="checkbox"/> Yes <input type="checkbox"/> No		Age of current equipment:	Year purchased:
If not a replacement, why is the equipment needed?			
Buyout Included: <input type="checkbox"/> Yes <input type="checkbox"/> No		Amount of buyout included: \$	
Soft Costs Included: <input type="checkbox"/> Yes <input type="checkbox"/> No		Amount of soft costs included (shipping, software, and sales tax): \$	
Physical location of equipment after delivery:			
Describe the essential use of the equipment:			
Has the obligor ever defaulted or non-appropriated on a lease, bond, or legal obligation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the obligor issue more than \$10,000,000 in tax-exempt debt in this calendar year?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the project a building? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who owns the land?			
What is the physical address of the new building/project?			

- Three (3) most recently completed Audits or year-end Financial Statements
- If the fiscal year end of the Audit is more than six (6) months ago, also provide year-to-date Balance Sheet with Debt Service Commitments and Income Statement
- Current Budget

Completed By (signature):	Printed Name and Title:	Date:
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- Additional financial information may be requested if deemed necessary during credit review.
- By signing this application Obligor representative agrees to the following statement: "Everything stated in this application is correct to the best of my knowledge. I understand Obligor will retain this application whether or not it is approved. Obligor is authorized to verify any information on this application with an appropriate third party as necessary to complete the credit review process."

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: April 25, 2022

Subject: EEG Grant

One of the items we need for the Environmental Enhancement Grant that we are applying for is a resolution from the Town Board. I have put together one that is included in this packet.

Attachments:

- Resolution for EEG grant

MINUTES CONTINUED FROM APRIL 25, 2022

Mayor Pro Tem Baker stated the drawings looked wonderful. He met with the Lion's Club at their last meeting and the sign was discussed. He informed the Lion's Club that the Board could not have a Lion's Club sign on the building but the Board had agreed to have a Community Building Sign which would display multiple organizations.

The Board discussed attaching the stand-alone sign to a brick foundation matching the brick on the building and having some lights to illuminate the sign.

Town Manager Snow Bowden stated this sign is to recognize what organizations meet in the Community Building. The proposed LED sign for Town Hall could display the times and dates the organization meets.

Commissioner Blackmon stated that prior to putting the LED sign up, there needs to be a policy of what can and cannot be on the LED sign.

Commissioner Byrd stated the more this Town sees that the Town supports our local organizations, the better.

Commissioner McKoy stated this sign would be awesome.

GOV Deals

Town Manager Snow Bowden stated the Police Department has two police cars that they no longer need. He does not have the authority to get rid of the cars and asked the Board for direction. There are two options, in the past, we have taken the light bars off the old vehicles and put them on the new vehicles but this year we could not so these two cars still have some police package to them. We can sell them as a restricted item to other Police agencies or we can take the lights off but it would cost some money. The Town was approached by a private security firm that wanted to buy the cars as is but he recommends putting the cars on GOV DEALS and directing that agency to go to GOV DEALS.

The consensus of the Board was to list the cars for sale on GOV DEALS.

CLOSED SESSION

Commissioner Blackmon made a motion to go into Closed Session Pursuant to General Statute 143-318.11 (a) (6) for the Purpose of Discussing Personnel at 6:34 PM and was seconded by Commissioner McKoy. **The Board voted unanimously.**

RECONVENED

Commissioner Blackmon made a motion to go back into regular session at 6:55 PM and was seconded by Commissioner Turnage. **The Board voted unanimously.**

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: April 25, 2022

Subject: Sign

At the time of this memo, we are still working on some updates to the proposed sign in front of the Community Building. I wanted to discuss potentially adding signs for community organizations such as the Lions Club to our existing sign next to the Erwin Public Works building. The Erwin Lions Club and I are still working with the North Carolina Department of Transportation trying to get permission for the Lions Club to put signs up at every entrance into our Town Limits. I suggested that they see if NCDOT would be okay with them attaching a sign to our existing signs but we have not heard any updates.

Numerous municipalities have community organizations signs attached to their signs as you enter town limits.

Attachments:

- Sign from Public Works



Signage placed along the corner of the lawn mounted similar to a monument sign.

Sign needs to be illuminated via ground-mounted spotlights. Electrical connection could be pulled from existing streetlights possibly.



Propose placing civic clubs and organizations logos on the Town of Erwin entrance sign.

Example: Lions Club – Erwin Historical Society – Erwin Chamber of Commerce – DAV

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: April 25, 2022

Subject: Gov Deals

The Erwin Police Department has two vehicles that they no longer need. Town Staff would like to list them for auction on GOV DEALS. In the past, we have removed all of the stripes/light bars and other equipment and sold them. We could also keep the light bars and other equipment in the vehicle and list them as a restricted item on GOV Deals. The patrol listed on GOV DEALS at the moment that are restricted compared to the two vehicles we wish to sell is going for around \$5,000 to \$7,500. If we take the equipment out there is a cost associated with that.

We have also been approached by a private police security force that is located in the State of North Carolina about purchasing the vehicles. Town Staff believes the best option for these vehicles is to list them for sale on GOV DEALS as restricted items. We can instruct that private security force to buy them on GOV DEALS. Town Staff believes this is the best way to ensure that we get the highest offer for these two vehicles.

- 2014 Dodge Charger 2C3CDXAT8EH216155 Approx. 86,000 miles
- 2012 Dodge Charger 2C3CDXAT1CH285508 Approx. 102,000 miles

MINUTES CONTINUED FROM APRIL 25, 2022

GOVERNING BOARD COMMENTS

Commissioner McKoy asked staff to get a light to illuminate Mr. Porter's name at Porter Park. He thanked the Board for all their support and informed the Board of the success of the Easter event at Porter Park.

Commissioner Byrd made the Board aware of some issues in Town that he spoke to Town Manager Snow Bowden about.

Commissioner Turnage stated he is proud to live in Erwin. The ribbon-cutting for Erwin Elementary School is on May 26th. He expressed his concern about not having a Code Enforcement Officer to enforce our Ordinances. If we need to take these people to court, that's what we are going to do.

Mayor Pro Tem Baker asked if the Board was aware of the Animal Control Ordinance.

Town Manager Snow Bowden stated we are working with Harnett County to update our Ordinance. According to Harnett County, our Ordinance is currently unenforceable.

Mayor Pro Tem Baker thanked the staff for all they do.

ADJOURNMENT

Commissioner Whitman made a motion to adjourn at 7:15 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

Town Clerk