

**THE ERWIN BOARD OF COMMISSIONERS  
AUGUST 2022 REGULAR WORKSHOP  
MONDAY, AUGUST 22, 2022 @ 6:00 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. **OLD BUSINESS**
  - A. Erwin Depot **(Page 2)**
  - B. Erwin Community Building Bathrooms **(Page 14)**
4. **NEW BUSINESS**
  - A. Mayor and Board of Commissioners Code of Ethics **(Page 16)**
  - B. Library Lease **(Page 18)**
  - C. LED Sign Policy **(Page 29)**
  - D. CPNI **(Page 31)**
  - E. Proposed Text Amendment to our Code of Ordinances: Rural District (RD) **(Page 36)**
  - F. Proposed Text Amendments to Special Uses/Permitted Uses **(Page 38)**
5. **MANAGER'S REPORT**
6. **ADJOURNMENT**

**ERWIN BOARD OF COMMISSIONERS**  
**REGULAR WORKSHOP MINUTES**  
**AUGUST 22, 2022**  
**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, August 22, 2022, at 6:00 P.M. in Erwin, North Carolina.

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

Town Manager Snow Bowden, Town Clerk Lauren Evans, and Town Attorney Timothy Morris were present.

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

Commissioner Nelson gave the invocation.

Commissioner Byrd led the Pledge of Allegiance.

Mayor Baker asked the Board to remember Commissioner McKoy during the loss in his family.

**AGENDA ADJUSTMENT/APPROVAL OF AGENDA**

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

**OLD BUSINESS**

**Erwin Depot**

Town Manager Snow Bowden informed the Board that he has made several attempts to contact Becker Morgan, the company that produced our plans for the Depot but has not received a callback. He reached out to USDA and their current rate was 3.25%. Our first step would be to get our plans up to the current code.

Commissioner Turnage stated with what he saw in front of him, it is going to be 2024-2025 until we can move forward and we cannot wait that long before doing something to the roof of the Depot. We need to either put a roof on the building or purchase a tarp. He recommended using Community Enhancement Fund.

**Commissioner McKoy arrived at 6:06 PM.**

Commissioner Blackmon stated moisture will still be a problem until we put heating and cooling inside.

**MINUTES CONTINUED FROM AUGUST 22, 2022**

Mayor Baker stated his biggest concern is the financial options.

Discussion continued among the Board.

Commissioner McKoy stated we have talked about purchasing a tarp and that we need to get it done. He is concerned about how the Board plans to pay for not only the loan but the maintenance and upkeep of the building as well. He is for it and wants to see bids.

Commissioner Blackmon stated he is tired of talking about it and that it is time to move forward. He recommended putting a Project Budget together, getting approval from the Local Government Commission, and then start requesting sealed bids.

Commissioner Marbell stated he does not know enough about it to have an opinion on it.

Town Manager Snow Bowden gave the New Board Members a recap of the depot, the funds spent on the depot over the years, and where those funds came from. He estimated that the Town has roughly \$200,000-\$300,000 invested in the project at that time.

Commissioner Byrd stated he wants to preserve the history of Erwin but at what cost? He stated he has looked at the building and wonders if we can even preserve anything, maybe a wall. He recommended using the good parts of the depot, such as an original wall and putting a new building out there. He asked Mr. Bowden to run the numbers.

Commissioner Blackmon stated we have to go through the process to have realistic numbers and we may save a lot of money if we do not do the ticket office. We can put it out for bids but we do not have to accept any bids. The first thing we need to do is have the plans reviewed. He asked Mr. Bowden to give the LGC call and let them know what we are doing. He made sure the Board was aware that there will be a Public Hearing and citizens will be able to voice their opinions on the matter.

Commissioner Nelson stated he is going to voice an opinion that is not his opinion but the opinion of the people in Ward 5. He has spoken with an old gentleman in his Ward who stated he didn't see any point in spending that kind of money in the depot. The Board could choose to build a building cheaper than fixing what's there. Commissioner Nelson stated he couldn't see charging the taxpayers' pockets. If the Board wants to fix the Depot or build a new building, the funding needs to come from a grant or raising money, not at the expense of the taxpayers. He is for saving history, his grandparents grew up in this Town, his mama grew up in this Town, he grew up in this Town, and he loves this Town but he does not see spending that amount of money as the right thing to do in this economy.

Commissioner stated there is a lot of history in the depot and in the next year or two, we need to put a tarp on it to save it or tear it down.

Commissioner Nelson asked the Board to speak to the lady at the Dunn Museum.

The Board voted to move forward. 5 voted for and 1 voted against (Nelson).

The timeline provided by the Board was for Mr. Bowden to reach out to the LGC and have an update in his Manager's Report the following week. The Board had agreed to use the full amount in the Community Enhancement Fund for the depot project.

## 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: August 22, 2022  
Subject: Erwin Depot

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I have reached out numerous times to the company that produced our plans for the Erwin Depot and at the time of this memo I have not heard anything back. The last correspondence I had from them was in April 2022. They want to have someone come out to the site, and evaluate the current condition of the building before updating the plans to the current building code. I would estimate this evaluation and report update would cost \$6,000 now. I know we discussed this proposal at our budget retreat and we believe that we do not need this report. We just need our current plans updated to the most recent building code.

#### USDA Loan

A USDA loan would be our best option if we borrow money for this project. The current rate is 3.25%. An annual payment on a \$1 million dollar loan would be \$52,690. With the library consolidation plan we will have savings in the operating budget going forward to cover this fully starting in FY2024-20225.

In FY 2023-2024 we should have an estimated savings in the operating budget of \$25,441. In FY 20224-2025 we should have an estimated savings in the operating budget of \$69,405.

#### \*Potential grant opportunities:

NC Commerce is hosting a webinar on Wednesday, August 24<sup>th</sup>. I am hoping that there might be some grants to apply for that could help with this project.

#### Attachments:

- Draft project ordinance
- Proposed evaluation of existing building
- Depot costs for existing plans (before being updated to current code)
  - The price of the construction material in this packet will probably be 5%-10% higher than what was in this packet

**MINUTES CONTINUED FROM AUGUST 22, 2022****Erwin Community Building Bathrooms**

Town Manager Snow Bowden stated this is a proposal for the Community Building Bathrooms and he was looking for approval from the Board on the direction they want to go. This proposal allows us to get the bathrooms where they are ADA accessible.

**The consensus of the Board was to move forward and place this on our Consent Agenda for our Regularly Scheduled Meeting in September.**

**NEW BUSINESS****Code of Ethics for Mayor and Board of Commissioners**

Town Manager Snow Bowden stated this Resolution is the educated everyone but particularly the new members of the Board. He asked the Board to read through it and there will be a place for each Board Member to sign.

**The consensus of the Board was to move forward and place this on our Consent Agenda for our Regularly Scheduled Meeting in September.**

**Library Lease**

Town Manager Snow Bowden stated he and our Town Attorney reviewed the lease and they had no issues with it.

**The consensus of the Board was to move forward and place this on our Consent Agenda for our Regularly Scheduled Meeting in September.**

**LED Sign Policy**

Town Manager Snow Bowden stated that our Town Clerk reached out to the other Towns and put together a policy. He strongly believed that we need strict rules on what is allowed on the LED sign. The purpose of the sign is to inform the public of what is going on in the Town of Erwin.

Commissioner Turnage verified that all posts will be filtered by the Town Clerk prior to being put on the sign.

Town Manager Snow Bowden verified that is correct.

**The consensus of the Board was to move forward and place this on our Consent Agenda for our Regularly Scheduled Meeting in September.**

## 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: August 22, 2022  
Subject: Erwin Community Building Bathrooms

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We have received the proposed drawings to renovate the bathrooms in the Erwin Community Building. The proposed drawings show both the men's and women's bathrooms being expanded to be in compliance with the Americans with Disabilities Act. We are going to lose the storage space in one of the closets in the Erwin Community Building in order to expand both bathrooms. The storage closet is used by Harnett County at the moment (elder nutrition site). I have spoken with them about this and we are looking into other options. We are probably going to need to do some work on the existing sewer pipes here as well. We do not have to replace the water fountain but if we want a water fountain here it will need to be replaced.

\*The plans are just a drawing at the moment. If we are in agreeance this is the direction we want to go we can get the actual drawings made.

Attachments:

- Plans

## 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: August 22, 2022  
Subject: Code of Ethics for Mayor and Board of Commissioners

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After the recent election year, I think the Board should adopt the attached Code of Ethics provisions. Included in these provisions are a few N.C. General Statues, and other guidelines that should be followed. By adopting these provisions the Board can ensure the residents of the Town that their best interest are being followed.

**Attachments:**

- Code of Ethics

**Action Recommended:**

- Approve the Code of Ethics Provisions

## 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: August 22, 2022  
Subject: Library Lease

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Town Staff has received a lease from Harnett County. The lease is for the space the library is located in. The lease also includes the staff training room which is/has primarily been used by the library for programming/other events.

Attachments:

- Lease



## 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: August 22, 2022  
Subject: LED Sign Policy

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The new LED sign for Town Hall will be getting here sooner than expected. We would like to have a policy in place before the sign is installed. The proposed policy states what can be advertised on the sign and what is not allowed to be on the sign. I feel like it is very important that we have these rules and restrictions from the start and we uphold them. Once we allow something to be advertised once on the sign it will be hard to limit it in the future.

Attachments:

- LED Sign Policy

**MINUTES CONTINUED FROM AUGUST 22, 2022****CPNI**

Town Manager Snow Bowden informed the Board that in 2017, CPNI came for a two-day economic development workshop and is asking to come back for one day and discuss the steps we have taken and the goals that have been achieved. He asked the Board to review and approve the MOU.

**The consensus of the Board was to move forward and place this on our Consent Agenda for our Regularly Scheduled Meeting in September.**

**Proposed Text Amendment to our Code of Ordinances: Rural District (RD)**

Town Manager Snow Bowden informed the Board that there will be a Public Hearing next week for a Proposed Text Amendment to our Code of Ordinances, The Town received an application to add “offices for business and professional purposes” to the permitted uses in the Rural District. The Planning Board recommended this request for approval.

Mayor Baker stated he would like to add a definition of “business and professional offices.

Commissioner Blackmon stated he agreed, we are opening ourselves up to too much and we need to be specific.

**Proposed Text Amendments to Special Uses/Permitted Uses**

Town Manager Snow Bowden stated this was not advertised and will not be at the next Board Meeting but this was discussed at our last Planning Board Meeting and they recommended bringing it to the Board. These are some proposed changes to move some uses to permitted by rights.

**MANAGERS REPORT**

Town Manager Snow Bowden informed the Board that the Website is in the works and he hopes to be able to present it at our September or October Workshop. At the September Workshop, he will have quotes for the Comprehensive Land Use Plan. He informed Commissioner McKoy there should be a light put up at the W.N. Porter Park sign by next week. They are waiting for it to dry out in order to finish the ditch over on N 10<sup>th</sup> Street but the pipe itself has been cleared.

Commissioner Byrd stated when you clean the ditches, it is washing like crazy. If we are going to go do it, we need to do it right and slope the ditch.

Town Manager Snow Bowden stated the CERRI Meeting was on Thursday. He has reached out to DOT with the issues we have in Erwin, he also sent letters to Senator Burgin and Representative Penny. The Limb Truck is in the paint booth and will hopefully be here any day.

Mayor Baker asked the Board to have any issues prepared for Mr. Bowden at our Workshops so that he can have answers to the issues by the Regularly Scheduled meetings the following week. If there is something Town Staff needs to do or issues Snow needs to address, we need to get all the negative comments out at our Work Sessions or call Mr. Bowden so that at our Meetings, he can have answers and the Board can end our Meetings on a positive note. He informed the Board that there has been some unrestricted

## 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: August 22, 2022  
Subject: CPNI

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A few years ago we hosted an economic development workshop with a group called CPNI and NC Growth. They would like to come back for a one-day workshop to discuss the steps we have taken and the goals that have been achieved. We have a tentative day scheduled on Thursday, September 22<sup>nd</sup>.

Attachments:

- MOU

## 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: August 22, 2022  
Subject: Proposed Text Amendment to our Code of Ordinances: Rural District (RD)

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The Town has received an application to amend our Code of Ordinances. The applicant has requested that “offices for business and professional purposes” be added to the permitted uses in the Rural District (RD). This land use is already in our Code of Ordinances.

The Planning Board recommended this request for approval.

Attachments:

- Text amendment application
- Proposed text amendment

## 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: August 22, 2022  
Subject: Proposed Text Amendments to Special Uses/Permitted Uses

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At the joint workshop meeting between the Town Board and the Planning Board, one item that came up numerous times was the number of special use permits. The Planning Board recommended moving some items from special use to permitted use. They also recommended taking out the line requiring all operations be held within an enclosed building.

Attachments:

- Current permitted and special uses for each zoning district
- Proposed updates to permitted and special uses for each zoning district

**MINUTES CONTINUED FROM AUGUST 22, 2022**

money allocated to the Town of Erwin in the amount of \$50,000. There are more funds we are working on and Mr. Bowden is working on getting a grant. We are thankful to Senator Burgin and Representative Penny for assisting us.

**ADJOURNMENT**

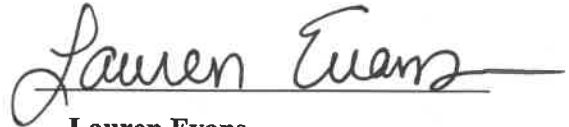
Commissioner McKoy made a motion to adjourn at 7:05 P.M. and was seconded by Commissioner Nelson. **The Board voted unanimously.**

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

**ATTEST:**



**Randy Baker**  
**Mayor**



**Lauren Evans**  
**Town Clerk**