

**THE ERWIN BOARD OF COMMISSIONERS  
MAY 2022 REGULAR WORKSHOP  
MONDAY, MAY 23, 2022 @ 6:00 P.M.  
ERWIN MUNICIPAL BUILDING BOARDROOM**

**AGENDA**

1. **MEETING CALLED TO ORDER**
  - A. Invocation
  - B. Pledge of Allegiance
2. **APPROVAL OF AGENDA**
3. **NEW BUSINESS**
  - A. **Stormwater Policy (Page 7)**
  - B. **Community Building Sign (Page 2)**
  - C. **Employee Health Insurance (Page 4)**
  - D. **2022-2023 Proposed Budget Information (Page 15)**
  - E. **Erwin Depot (Page 18)**
  - F. **Erwin Business Complex Site (Page 19)**
4. **ADJOURNMENT**

**ERWIN BOARD OF COMMISSIONERS**  
**REGULAR WORKSHOP MINUTES**  
**MAY 23, 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, May 23, 2022, at 6:00 P.M. in Erwin, North Carolina.

Board Members present were: Mayor Patsy Carson, Mayor Pro Tem Randy Baker, and Commissioners William Turnage, Thurman Whitman, Alvester McKoy, and Charles Byrd.

Board Members absent were: Commissioner Ricky Blackmon

Commissioner Elect David Nelson was present.

Town Manager Snow Bowden, Town Clerk Lauren Evans, Town Attorney Tim Morris, and Town Engineer Bill Drietzler were present.

Mayor Carson 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 Whitman made a motion the move Item C: Stormwater Management Policy to Item A and move the rest of the agenda down one letter so that Town Engineer Bill Drietzler can be on his way and was seconded by Commissioner Byrd. **The Board voted unanimously.**

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

**NEW BUSINESS**

**Storm Water Policy**

Town Engineer Bill Drietzler came forward and presented the Stormwater Policy to the Town Board. He discussed in detail the Summary of Action Items and expressed to the Board that in a year, the Board and staff can reevaluate the policy and make any needed adjustments for the coming year.

Discussion continued among the Board.

Mayor Pro Tem Baker stated he did not want this document to be dependent on complaints, the Town needs to be proactive.

## **MINUTES CONTINUED FROM MAY 23, 2022**

Town Manager Snow Bowden stated the document will be an operating document and will not sit on a shelf.

The consensus of the Board was to place the Policy on the Consent Agenda for our regularly scheduled June Board Meeting.

### **Community Building Sign**

Town Manager Snow Bowden provided the Board with a quote for the Community Building Sign and he showed the Board a proposed design for the sign as requested at our April workshop.

Mayor Carson stated she did not understand why we needed the sign. She stated the sign was nice but it was not worth \$6,000.

Town Manager Snow Bowden stated he would reach out to the sign and awning company in Dunn and we could approach it again later if the Board would like to do something different. He does still have the LED sign for the Town Hall in the budget.

Commissioner Byrd stated he thought we did not need two signs as long as we have the LED sign.

Mayor Pro Tem Baker stated the Board discussed purchasing a Community Building sign to show the different civic organizations that meet in the Community Building. The purpose of the sign would be to give identification to the Library and Community Building and display the local organizations as well.

Mayor Carson recommended putting the Lion's Club and DAV on the welcome sign.

Town Manager Snow Bowden stated staff has been trying to reach out to DOT for permission.

Commissioner Byrd recommended having a sign hanging on the Building to display the organizations.

### **Employee Health Insurance**

Town Manager Snow Bowden informed the Board that our insurance broker, Andy Hester, presented him and Town Clerk Lauren Evans with an alternative plan to what we currently have and also two options to save the Town money this year. He estimated 10% on the budget and presented an increase of only 7%. He recommended sticking with the renewal that Andy Hester recommended.

Discussion continued among the Board.

Mayor Pro Tem Baker asked staff to look into offering an HSA for employees.

The consensus of the Board was to accept Town Manager Snow Bowden's recommendation to move forward with the renewal option for all eligible employees.

# 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: May 23, 2022

Subject: Stormwater Management Policy

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Our Town Engineer Bill Dreitzler has made some changes to the proposed Storm Water Management Policy that we presented a few months ago. He has also included a list of policy action items for your review. We reduced the ditch clean-outs from 2,500 linear feet to 2,000 linear feet. Mr. Dreitzler will be in attendance at the workshop meeting to present this policy.

Attachments:

- Proposed Stormwater Management Policy
- Proposed Stormwater Management Policy Action Items

# **TOWN OF ERWIN, NC**



## **STORMWATER MANAGEMENT POLICY**

ADOPTED: April 25, 2022

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4.1 – Right-of-Way

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4.3 – Private Property

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## **Section 1.0 – General Description**

Storm water poses a serious threat to the public health, safety, and welfare. This threat cannot be eliminated entirely. Factors affecting this threat which are beyond the Town’s control include: frequency and intensity of precipitation events; the topography in and around the city; the types of soils and other geologic structures found in and around the Town; body of law established under state and federal authority concerning water rights generally and including but not limited to navigable and non-navigable waters, surface waters, and underground waters; unauthorized interference with the Town’s storm water drainage system; the design and maintenance of those portions of the storm water drainage system constructed or maintained by others, including private parties and other governmental entities; and the amount of impervious surfaces associated with a given level of development.

The management of storm water can reduce the above described threat through the following:

1. Constructing, operating and maintaining needed facilities;
2. Regulating and controlling the use and development of land to reduce the adverse effects of storm water;
3. Equitably and adequately funding the storm water management program by a system of storm water utility charges.

## **Section 2.0 – Purpose and Intent**

The Stormwater Management Policy is being adopted by the Town Board of Commissioners for the purpose of establishing guidelines for the management of stormwater within the municipal limits of the Town. The Policy will provide Town Staff with standard operating direction for the maintenance and management of open ditches, storm drainage pipe culverts, pipe systems and other stormwater infrastructure. Furthermore, the Policy will address the differing conditions for stormwater infrastructure located within the Town Street Right-of-Way, Recorded Town Drainage Easements and Private Property.

## **Section 3.0 – Open Ditches**

Open ditches within this Policy do not refer to ditches, streams or rivers that are considered jurisdictional by the U.S. Corps of Engineers. Under most conditions, work within these jurisdictional areas will require a permit from the US COE.

### **3.1 – Right-of-Way**

The Town currently maintains 29.95 miles of street. The majority of these streets are asphalt sections with roadway side ditches. Others include curb and gutter and rolled asphalt curb. The Public Works Department will maintain the roadway side ditches within the right-of-way such that positive flow occurs during storm events. It is recognized that in some locations pulling ditches may not result in positive flow during storm events due to lack of adequate grade. Maintenance will occur as follows:

- Complaint Driven
- Goal of pulling 2,000 linear feet of ditch line per year.

Town Staff is directed to develop a ditch condition list that will prioritize the 2,000 linear feet per year maintenance goal. Initial priorities shall be developed within 1-year of the adoption of this Policy and the complete list developed within 2-years of the adoption of this Policy.

### **3.2 – Recorded Drainage Easements**

This Policy recognizes that there is limited available data to determine where recorded drainage easements are located. Staff is directed to prepare mapping that identifies known recorded drainage easements. Any identified drainage easements shall be inspected and rated within the priority list to be developed in Section 3.1 above. Maintenance of ditches within recorded easements shall occur as follows:

- Complaint Driven
- Goal of pulling 2,000 linear feet of ditch line per year.

Staff is directed to prepare a recommendation to the Board of Commissioners regarding drainage features outside of Town right-of-way and not within a recorded easement that warrant easement acquisition. Recommendations shall occur on a yearly basis at a time frame as directed by the Town manager.

### **3.3 – Private Property**

The Town will not maintain drainage ditches on private property that are not located within a recorded drainage easement. Should unforeseen circumstances necessitate the access to private property for the purpose of storm drainage maintenance and/or improvements, the Town Manager solely will make the determination to access and obtain a Temporary Drainage Access Easement which holds the Town harmless from any private property damage that may occur.



## **Section 4.0 – Storm Drainage Pipes and Structures**

Storm drainage pipes and structures refers to culvert pipes, storm drainage pipe outfalls, curb inlets, drop inlets, etc. Storm Drainage Pipes and Structures within this Policy do not refer to locations that are considered jurisdictional by the U.S. Corps of Engineers. Under most conditions, work within these jurisdictional areas will require a permit from the US COE.

### **4.1 – Right-of-Way**

Staff shall have a goal of keep all curb inlets within the right-of-way free from debris. Maintenance of the curb inlets shall occur as locations with debris impacting the inlets are identified during normal Public Works activities. Staff shall develop a list of known “problem areas” that typically flood during major storm events due to blocked inlet structures. Once the locations have been identified and listed, these areas shall be inspected after every 2-inch rain event or greater.

### **4.2 – Recorded Drainage Easements**

This Policy recognizes that there is limited available data to determine where recorded drainage easements are located. Staff is directed to include drainage pipe outfalls and structures when preparing mapping that identifies known recorded drainage easements. Reference Section 3.2 above. Any identified drainage easements shall be inspected and rated within the priority list to be developed in Section 3.1 above. Maintenance of pipes and structures within recorded easements shall occur as follows:

- Complaint Driven
- Inspection of known “problem areas” that typically flood during major storm events shall occur after every 2-inch storm event or greater.

Staff shall include drainage pipes and structures along with ditches when developing the recommendation for the Board of Commissioners for easement acquisition as defined in Section 3.2 of this Policy.

### **4.3 – Private Property**

The Town will not maintain drainage pipes or other drainage structures located on private property that is not within a recorded drainage easement. Should unforeseen circumstances necessitate the access to private property for the purpose of storm drainage maintenance and/or improvements, the Town Manager solely will make the determination to access and obtain a Temporary Drainage Access Easement which holds the Town harmless from any private property damage that may occur.

## **Section 5.0 – Annual Reporting**

In addition to maintenance and inspection referenced within Section 3.0 and Section 4.0 of this Policy, staff is directed to complete the following on an annual schedule:

- Prepare an initial Stormwater Capital Improvement Plan and update annually.
- Make recommendations for drainage basins within Town Corporate Limits that merit a flood study.
- Track available funding sources for stormwater maintenance and improvement projects.

Staff is further directed to begin an evaluation of the current stormwater standards within the Town's Code of Ordinances. Following a detailed assessment of the Town's Stormwater Standards, make recommendations regarding modification of the language within the Code of Ordinances to improve overall management of the Town's drainage system.

**END STORMWATER MANAGEMENT POLICY**

TOWN OF ERWIN, NC  
STORMWATER MANAGEMENT POLICY  
SUMMARY OF ACTION ITEMS

1. Clean-out 2,000 linear feet of roadway ditches per year.
2. Develop a Ditch Condition List to prioritize ditch clean-out locations.
3. Recommend to BOC storm systems outside of street rights-of-way that warrant easement acquisition and future Town maintenance.
4. Keep street curb inlets free of debris to the extent possible.
5. Develop list of known flooding problem areas and inspect after any rain event that is a 2-inch rain or greater.
6. Prepare an initial Stormwater Capital Improvement Plan and update annually.
7. Make recommendations to the BOC regarding specific drainage basins within the Town's corporate limits that warrant a detailed flood study.
8. Continue to track funding sources for stormwater projects.
9. Evaluate stormwater management requirements within the Code of Ordinances.

# 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: May 23, 2022

Subject: Community Building Sign

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I have an updated proposed sign for the outside of the Community Building. It will be placed against a brick wall and be illuminated.

### **Town of Erwin Community Center**

- 36" x 72" single-faced wall sign
- All aluminum cabinet
- Painted black with high gloss, car grade paint (color TBD)
- LED illumination, UL certified
- White acrylic pan faces with 3M exterior high-performance vinyl copy (copy TBD)
- Photocell included

Price = \$1525 + tax

Install = \$400 + tax + permits

### **Brickwork and Footing**

48" x 104" x 8" U shaped monument with 16" wide columns

Price = \$3900 + tax

TOTAL ESTIMATED COSTS- \$6,000



**ERWIN COMMUNITY BUILDING**  
**36" x 72" Wall Sign w/ U-Brick Monument**

2785 US Hwy 301 N, Dunn, NC 28334  
 Ph: 910-892-5900 • Fax: 910-892-2140 • www.SignandAwning.com

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Customer / Landlord Approval: \_\_\_\_\_ Date: \_\_\_\_\_

# 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: May 23, 2022

Subject: Employee Health Insurance

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Lauren Evans and I met with our insurance broker Andy Hester on 5/11/2022 to discuss the health insurance benefits that we offer our full-time employees. In the proposed budget that was discussed at our retreat in March, I had estimated a 10% increase in our rates. We received some good news from Mr. Hester that our rate increase was only 7%. The monthly premium will be \$561.48 per employee (and three retirees). At the moment, the proposed budget includes this policy and rate.

Mr. Hester did present us with two options that could potentially save the Town money. These other two plans are fairly similar to each other. They do have a higher deductible. If we wanted to look into this option we could potentially expand what we allow employees to use their benefit card for.

Town of Erwin  
Prepared By: Andy Hester

	CURRENT	RENEWAL
Group Medical - All	Blue Cross Blue Shield Options 123 70/50 \$2,500 Ded	Blue Cross Blue Shield Blue Options \$2,500

BENEFIT COMPARISON	In Network	Out of Network	In Network	Out of Network
Lifetime Maximum	Unlimited ( Value 1-2-3)	Unlimited	Unlimited	Unlimited
Individual Deductible	\$2,500	\$10,000	\$2,500	\$5,000
Family Deductible	\$7,500	\$30,000	\$5,000	\$10,000
Individual Co-Insurance Percent	70% / 50%	40%	70%	40%
Individual Out-of-Pocket Maximum	\$5,000	\$20,000	\$8,550	\$17,100
Family Out-of-Pocket Maximum	\$10,000	\$60,000	\$17,100	\$34,200
Office Co-Pay	\$25 Level 1 / 100% Prev	Ded / 40% No Prev	3 Free PCP / \$30	Ded / 40%
Specialist Co-Pay	Ded / 50%	Ded / 40% No Prev	\$150	Ded / 40%
Hospital In-Patient	Ded / 70%	\$500 copay/ Ded / 40%	Ded / 70%	Ded / 40%
Hospital Out-Patient	Ded / 50%	Ded / 40%	Ded / 70%	Ded / 40%
Emergency Room	Ded / 50%	Ded / 40%	\$1,500	Ded / 40%
Urgent Care	Ded / 50%	Ded / 40 %	\$150	\$1,500
RX - Generic	\$10 Generic / \$25 Non-Preferred Generic		\$10 Generic / \$35 Non-Preferred Generic	\$300
RX - Formulary	\$40		\$45	
RX - Non Formulary	\$80		\$90	
RX - Tier Four	75%		75%	
Eye Exams	Ded / 50% (100% Routine Exam)	Not Available	Pediatric dental and vision	Not Available

RATES	Table Rates			Table Rates		
	Counts	Description	Monthly Premium	Counts	Description	Monthly Premium
	25	EE Only	\$497.25	25	EE Only	\$561.48
	0	EE + Spouse	\$991.62	0	EE + Spouse	\$1,122.98
	0	EE + Child(ren)	\$1,139.90	0	EE + Child(ren)	\$1,038.74
	0	EE + Family	\$1,709.44	0	EE + Family	\$1,740.59

COST COMPARISON	
Total Monthly Premium	\$12,431.25
Total Annualized Premium	\$149,175.00
% Difference	0.00%
	\$14,037.00
	\$168,444.00
	7.40%

Town of Erwin  
Prepared By: Andy Hester

BENEFIT COMPARISON	Option A		Option B	
	In Network	Out of Network	In Network	Out of Network
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited
Individual Deductible	\$8,550	\$17,100	\$6,000	\$12,000
Family Deductible	\$17,100	\$34,200	\$12,000	\$24,000
Individual Co-Insurance Percent	100%	70%	70%	40%
Individual Out-of-Pocket Maximum	\$8,550	\$17,100	\$7,000	\$14,000
Family Out-of-Pocket Maximum	\$17,100	\$34,200	\$14,000	\$28,000
Office Co-Pay	Ded / 100%	Ded / 70%	Ded / 70%	Ded / 40%
Specialist Co-Pay	Ded / 100%	Ded / 70%	Ded / 70%	Ded / 40%
Hospital In-Patient	Ded / 100%	Ded / 70%	Ded / 70%	Ded / 40%
Hospital Out-Patient	Ded / 100%	Ded / 70%	Ded / 70%	Ded / 40%
Emergency Room	Ded / 100%	Ded / 100%	Ded / 70%	Ded / 40%
Urgent Care	Ded / 100%	Ded / 70%	Ded / 70%	Ded / 40%
RX - Generic	Ded / 100%	Ded / 70%	Ded / 70%	Ded / 40%
RX - Formulary	Ded / 100%	Ded / 70%	Ded / 70%	Ded / 40%
RX - Non Formulary	Ded / 100%	Ded / 70%	Ded / 70%	Ded / 40%
RX - Tier Four	Ded / 100%	Ded / 70%	Ded / 70%	Ded / 40%
Eye Exams	Pediatric dental and vision	Not Available	Pediatric dental and vision	Not Available

  

RATES	Table Rates		Table Rates	
	Counts	Description	Monthly Premium	Monthly Premium
	25	EE Only	\$455.19	\$465.67
	0	EE + Spouse	\$910.38	\$931.34
	0	EE + Child(ren)	\$842.10	\$861.49
	0	EE + Family	\$1,411.09	\$1,443.58

  

COST COMPARISON	
Total Monthly Premium	\$11,379.75
Total Annualized Premium	\$136,557.00
% Difference	-9.20%

  

COST COMPARISON	
Total Monthly Premium	\$11,841.75
Total Annualized Premium	\$139,701.00
% Difference	-6.80%



**MINUTES CONTINUED FROM MAY 23, 2022****2022-2023 Proposed Budget Information**

Town Manager Snow Bowden provided the Board with the tax data for the FY 2022-2023 with the potential revenue from \$.38 to \$.51. He stated the net neutral rate is around \$.38. He is looking at a tax rate of \$.43-\$.44. He warned the Board that we can use the ARP funds to offset revenues but in three years we need to be prepared.

Discussion continued among the Board.

Mayor Pro Tem Baker stated he was comfortable with the proposed \$.44.

Commissioner Byrd and Commissioner Whitman both agreed.

**Erwin Depot**

Town Manager Snow Bowden stated he received an estimate to put a tarp on the depot which ranged from \$1,200-\$1,500.

Commissioner Byrd wanted to know if the Board voted to put a tarp on it then what is the plan? He stated we need a plan of where the money is coming from before putting a 6-month band-aid on the issue.

Mayor Carson inquired about the money we received from the State.

Town Manager Snow Bowden stated we received \$50,000 from the State in 2017 which was used to make plans for the depot.

Commissioner Turnage stated we could use the Community Enhancement Grant and borrow the rest from USDA.

Commissioner Whitman stated the Cell Tower funds are not are steady income to support the grant.

Commissioner Byrd stated the Board should not put a tarp on the building if we have no path to the finish line.

Commissioner Turnage recommended putting a tarp on the Depot and putting out bids.

Mayor Carson stated she spoke with Rep Penny who stated if the Town is not willing to put a tarp on the Depot then the State would not be willing to give us any money. She stated we need to fix it, if not then just tear it down.

Mayor Pro Tem Baker stated he likes to look at it as we are preserving the building, not necessarily a band-aid. We will need a tax increase or we need to hire someone to pursue to get more grants.

Commissioner McKoy stated he is not for raising taxes so where is the money coming from? We have to be realistic.

The Board continued discussing the options.

# 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: May 23, 2022

Subject: 2022-2023 Proposed Budget Information

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This year is a tax revaluation year. I have to present a revenue-neutral tax rate in the proposed budget. The Harnett County Tax Department is still handling the appeal process. I have included a copy of the highest possible outcome, most likely outcome in this packet. At our budget retreat, we discussed new positions for the Police Department, pay increases for our current employees, and other purchases. I believe that we can make some purchases with our funds from the American Rescue Plan as well. I believe that I can justify keeping the Town's tax rate at the same level of .51. We have been operating on a very tight budget the last few years and we have needs that need to be addressed.

A proposed neutral tax rate would be around .38. One thing to keep in mind the Town's tax rate is currently .51 and residents also pay a .0950 tax rate. The total tax rate for our citizens currently is .595 per \$100 valuation of the property.

Attachments:

- Tax data

Highest Case

January 1, 2023 and 2018						
Fiscal year	Assessed Valuation as of June 30	Annexation (Deannexation)	Total Adjusted for Annexation or Deannexation	Valuation Increase (Decrease)	Percentage change	
2021-2022	Revaluation 267,024,269	-	267,024,269			
	1/1/2022		263,880,373			
2020-2021	263,880,373	-	263,880,373	4,777,366	1.84%	
			259,103,007			
2019-2020	259,103,007	-	259,103,007	2,548,909	0.99%	
			256,554,098			
2018-2019	256,554,098	-	256,554,098	1,407,962	0.55%	
			255,146,136			
2017-2018	Revaluation 255,146,136					1.13% Average growth %
	1/1/2018					Doesn't include revaluation increase (decrease)
<hr/>						
Last year prior to revaluation 2021-2022	267,024,269			Tax rate	Estimated tax levy	
				0.5100	1,361,824	
First year of revaluation 2022-2023	365,274,580			Tax rate to produce equivalent levy	1,361,824	
				0.3728		
				Revenue neutral tax rate, to be included in budget ordinance, adjusted for growth		
Increase (decrease) tax rate for average growth rate 2022-2023	365,274,580			0.3770	1,377,209	
				Increase (Decrease) in Tax Levy	15,385	
				Average Percentage Increase (Decrease)	1.13%	

Lowest Case

January 1, 2023 and 2018						
Fiscal year	Assessed Valuation as of June 30	Annexation (Deannexation)	Total Adjusted for Annexation or Deannexation	Valuation Increase (Decrease)	Percentage change	
2021-2022	267,024,269	-	267,024,269			
	1/1/2022		263,880,373			
2020-2021	263,880,373	-	263,880,373	4,777,366	1.84%	
			259,103,007			
2019-2020	259,103,007	-	259,103,007	2,548,909	0.99%	
			256,554,098			
2018-2019	256,554,098	-	256,554,098	1,407,962	0.55%	
			255,146,136			
2017-2018	255,146,136					
	1/1/2018					1.13% Average growth % Doesn't include revaluation increase (decrease)
<hr/>						
Last year prior to revaluation 2021-2022	267,024,269			Tax rate	Estimated tax levy	
				0.5100	1,361,824	
First year of revaluation 2022-2023	357,688,758			Tax rate to produce equivalent levy	1,361,824	
				0.3807		
				Revenue neutral tax rate, to be included in budget ordinance, adjusted for growth		
Increase (decrease) tax rate for average growth rate 2022-2023	357,688,758			0.3850	1,377,209	
				Increase (Decrease) in Tax Levy	15,385	
				Average Percentage Increase (Decrease)	1.13%	

**MINUTES CONTINUED FROM MAY 23, 2022**

The consensus of the Board was for staff to create a Budget Amendment to put a tarp on the Depot and place it on our June consent agenda.

**Erwin Business Complex Site**

Town Manager Snow Bowden made the Board aware that Erwin Mill Business Complex has started the process to apply to redevelop a brownfield property. He met with Norman Avery and an attorney for the mills, and also spoke with the person putting it on the market. Every adjacent property owner received a letter in the mail. They do not have a proposed developer at this time. Norman Avery is requesting that the Board support this development. They have made a lot of progress cleaning up and the building will be on the market within two months.

The consensus of the Board was to have a letter of support drafted from the Board for approval at a future meeting.

**ADJOURNMENT**

Commissioner Turnage made a motion to adjourn at 7:30 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**  
**Town Clerk**

# 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: May 23, 2022

Subject: Erwin Depot

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Town Staff would like to discuss the Depot. Commissioner Turnage and I met with Henry Elmore on 5/17/2022 to look at the existing building on site. The building is still solid and in good shape. We do need to look into putting a sturdy tarp on the roof to prevent any more rain from getting inside the structure. We do not have any funds approved to be spent on the Depot at the moment. Town Staff estimates we can get a tarp on the structure for around \$1,200 to \$1,500. Town Staff recommends hiring a contractor to complete this work due to the condition of the building and the nature of the work.

# 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: May 23, 2022

Subject: Erwin Business Complex Site

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The property owners of the Erwin Business Complex have spent the last few months cleaning up the environmental issues at the site. They have completed a lot of work at the site and have spent a large amount of money cleaning up the issues. They have worked with both the Environmental Protection Agency and the North Carolina Department of Environmental Quality (NCDEQ). The current owners have submitted plans to NCDEQ to redevelop a brownfield property. At the moment, we do not know who will buy the property. The site is zoned industrial. All of the adjacent property owners received a letter in the mail this week (5/16-5/18/2022).

Mayor Carson and I have both met with representatives from the Erwin Business Complex. They asked us to consider writing a letter of support for the process. I reached out to the program manager (Bruce Nicholson) but he is on vacation at the moment so I was not able to get up with him. Do we want to consider writing a letter of support?

Attachments:

- Summary of Notice to Redevelop a Brownfields Property

**SUMMARY OF NOTICE OF  
INTENT TO REDEVELOP A BROWNFIELDS PROPERTY**

**Brownfields Property Name: Erwin Mill  
Brownfields Project Number: 22058-18-043**

Note: This is a Ready for Reuse Brownfields Agreement. Therefore, the Name of the Prospective Developer is unknown at this time.

Pursuant to the North Carolina Brownfields Property Reuse Act (the "Act") authorized by North Carolina General Statutes (NCGS) § 130A-310.30 through 130A-310.40, and specifically pursuant to NCGS § 130A-310.34, **INSERT PD NAME**, as Prospective Developer, has filed with the North Carolina Department of Environmental Quality ("DEQ") a Notice of Intent to Redevelop a Brownfields Property ("Property") located at 200 N 13<sup>th</sup> Street, Erwin, Harnett County. The Brownfields Property, which is the former site of the Erwin Textile Mill, consists of 55.25 acres. Environmental contamination exists on the Brownfields Property in soil, groundwater, surface water, indoor air, soil gas, and sediment. **[Name of PD]** has committed itself to redevelop the Brownfields Property for no uses other than **[name activity committed to consistent with BFA]**. The Notice of Intent to Redevelop a Brownfields Property includes: (1) a proposed Brownfields Agreement between DEQ and **[INSERT PD NAME]**, which in turn includes (a) a map showing the location of the Property, (b) a description of the contaminants involved and their concentrations in the media of the Property, (c) the above-stated description of the intended future use of the Brownfields Property, and (d) proposed investigation and remediation; and (2) a proposed Notice of Brownfields Property prepared in accordance with NCGS § 130A-310.35.

The full Notice of Intent to Redevelop a Brownfields Property may be reviewed online at the DEQ public record database, Laserfiche, by entering the project number 22058-18-043 into the search bar at the following web address:

<https://edocs.deq.nc.gov/WasteManagement/Welcome.aspx?dbid=0&repo=WasteManagement>

The "Act" requires a public comment period of at least 30 days. The first day of public comment is defined as the day after which all of the following public notice tasks have occurred: the date this Notice is: (1) published in a newspaper of general circulation serving the area in which the Brownfields Property is located; (2) conspicuously posted at the Brownfields Property; and (3) mailed or delivered to each owner of property contiguous to the Brownfields Property. Written public comments may be submitted to DEQ within 30 days after the public comment period begins. Written requests for a public meeting may be submitted to DEQ within 21 days after the public comment period begins. These periods will start no sooner than May 13, 2022, and will end no sooner than the later of: 1) 30 and 21 days, respectively, after that; or 2) 30 and 21 days, respectively, after completion of the latest of the three (3) above-referenced tasks, if such completion occurs later than the date stated herein. All public comments and public meeting requests should be addressed as follows:

**Mr. Bruce Nicholson  
Brownfields Program Manager  
Division of Waste Management  
NC Department of Environmental Quality  
1646 Mail Service Center  
Raleigh, North Carolina 27699-1646**