

**THE ERWIN BOARD OF COMMISSIONERS
SEPTEMBER 2023 REGULAR WORKSHOP
MONDAY, SEPTEMBER 25, 2023 @ 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. CLOSED SESSION**~~
 - ~~A. Pursuant to General Statute 143-318.11(a)(3) for the Purpose of Preserving the Attorney Client Privilege~~

- 4. NEW BUSINESS**
 - A. FAMPO (**Page 2**)
 - B. Wex Fuel Cards (**Page 34**)
 - C. Planning Proposal-MCCOG (**Page 38**)
 - D. Bayles Street Subdivision (**Page 44**)
 - E. Surplus Vehicles (**Page 46**)
 - F. Erwin Police Cadet Program (**Page 47**)

- 5. MANAGER'S REPORT**

- 6. GOVERNING COMMENTS**

- 7. ADJOURNMENT**

ERWIN BOARD OF COMMISSIONERS
REGULAR WORKSHOP MINUTES
SEPTEMBER 25, 2023
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, September 25, 2023, at 6:00 P.M. in Erwin, North Carolina.

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

Board Member absent was: Commissioner Alvester McKoy

Town Manager Snow Bowden and Town Clerk Lauren Evans 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.

AGENDA ADJUSTMENT/APPROVAL OF AGENDA

Town Manager Snow Bowden requested to remove the Closed Session pursuant to Attorney-Client Privilege. He asked the Board to keep Town Attorney Tim Morris in their prayers.

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

NEW BUSINESS

FAMPO

Town Manager Snow Bowden stated that FAMPO stands for Fayetteville Metropolitan Planning Organization. We were currently in the Mid-Carolina RPO which was the Rural Planning Organization. FAMPO is growing and reached out to Harnett County, Erwin, and Dunn. The presentation provided by FAMPO was included in the agenda packet. It was still not guaranteed, and they did have to vote for it but if the Town Board was interested in moving forward then we had to send a letter of intent by the end of the week. The Town will benefit from joining an MPO. There were pros and cons to everything. The major con was that we would have to pay dues. We could get money for sidewalks and apply for more grants. Two things to keep in mind were that the Town would have to match 20% of any grant and we would have to pay higher dues. The best-estimated annual dues with the MPO were \$2,615. If Harnett County leaves the RPO and we stay in the RPO, our dues would be \$500.

Mayor Baker stated with FAMPO we stand to gain additional opportunities for grants.

MINUTES CONTINUED FROM SEPTEMBER 25, 2023

Town Manager Snow Bowden stated the Town Board would have to agree to an MOU before the decision could be finalized. Right now, they were just asking for a letter stating we were interested and would not bind us to anything.

Commissioner Byrd confirmed we would have representation in the organization.

Town Manager Snow Bowden stated someone from Town Staff would be on the Organization's Board.

Commissioner Turnage asked if we would get our money's worth.

Town Manager Snow Bowden stated we would have a lot more opportunities to apply for bike-ped grants and grants for sidewalks.

Commissioner Nelson asked what the cons of changing to an MPO would be.

Town Manager Snow Bowden stated the biggest thing right now would be the dues because we do not currently pay dues and the dues for the MPO were higher. Also, the money was not guaranteed.

Commissioner Byrd made a motion to authorize Town Manager Snow Bowden to send the letter of intent to FAMPO and was seconded by Commissioner Nelson. **The Board voted unanimously.**

Wex Fuel Cards

Town Manager Snow Bowden stated that Town Staff had been exploring different opportunities. We were currently using BP Fuel Cards and have been having issues with customer service. Finance Director Linda Williams and Finance Officer Katelan Blount did some research and found that Wex Fuel Cards are the industry standard. This would be a way we could manage our fleet better and keep an eye on the miles of the vehicles. The fuel cards were accepted everywhere except the Supermart in Erwin. He asked for the Board's blessing.

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

Planning Proposal-MCCOG

Town Manager Snow Bowden informed the Board that he had a few options for them. The Mid-Carolina Council of Governments provided a proposal to help us update our UDO which would be a fee of \$25,000 and a potential overlay district for hwy 421 with an hourly rate of \$75. He spoke with the planner and was informed they would not spend more than 20 hours on the overlay district which he was kind of taken back about. We could put these projects out for bids, but he wanted to reach out to the COG first.

Mayor Baker stated you could, if you have enough staff, complete these projects in-house but he knew we were not in that boat so we would have to capitalize on our Comprehensive Land Use Plan and reach out for assistance to start moving forward.

Discussion continued among the Board.

The consensus of the Board was to instruct Town Manager Snow Bowden to put out an RFP to update the UDO.

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: September 25, 2023

Subject: FAMPO

The Town of Erwin has been reached out to by a consultant on behalf of the Fayetteville Area Metropolitan Planning Organization (FAMPO) about potentially becoming a member of FAMPO. We are currently a member of the Mid-Carolina Rural Planning Organization (Mid-Carolina RPO). MPO's and RPO's always look at their boundaries every ten years after the US Census is completed. As you all know the 2020 US Census data was delayed in being processed and disturbed out so items like this could be addressed.

The Town of Erwin would benefit by becoming a member of FAMPO (if it is approved by the members of FAMPO). FAMPO is what is considered a "metropolitan planning organization" and the Mid-Carolina RPO is considered a "Rural Planning Organization". MPO's and RPO's do a similar job for their respective members. However, MPO's typically have a larger amount of discretionary spending that members can apply for-for projects like sidewalks, and other potential road improvements. The Town will still have to find 20% of the funds for a match for any grant. If we become members of FAMPO we will have dues to pay for membership. I cannot tell you an exact figure at the moment. FAMPO will not know the exact numbers until they can figure out who will all become members. The best estimate I can give you is \$2,615. It could be more or less.

At the moment, we do not pay any dues for our membership in the RPO exclusively. We do pay dues to the Mid-Carolina Council of Governments (Mid-Carolina COG). Harnett County pays dues to the Mid-Carolina RPO and that includes the municipalities from Harnett County. If Harnett County leaves the RPO we would have dues. I would estimate those dues to be around \$500.

I believe that we could see some benefits from joining FAMPO versus remaining in the RPO but there are pros and cons to both items. The Town of Angier saw success with moving to the Capital Area Metropolitan Planning Organization (CAMPO). The bottom line is we will have to be proactive and be involved with the MPO if we decide to move forward with asking to join. We are highly involved with the RPO and have been for years. I am currently the Vice-Chairman of the Rural Technical Coordinating Committee.

If we are interested in being a member of FAMPO I need to send them a letter of interest by 9/29/2023 (attached). This is not binding to either party. A separate Memorandum-of-Understanding (MOU) will need to be approved before anything is official.

FAMPO

Boundary Assessment



August 7, 2023

Agenda

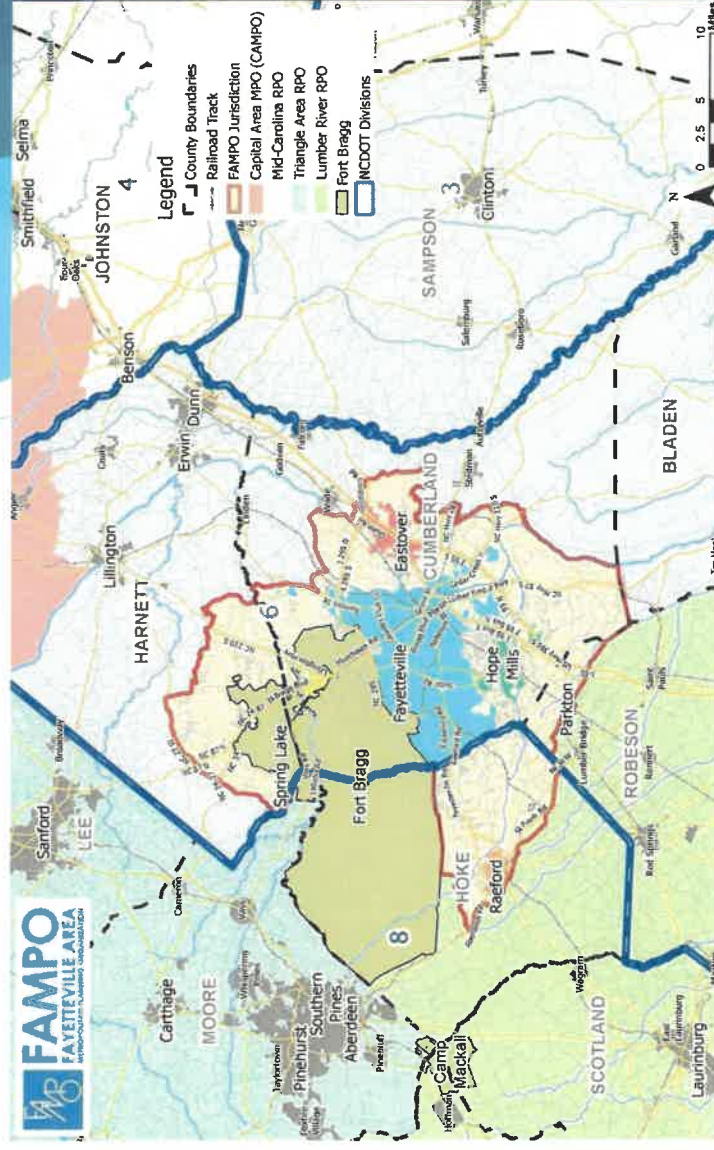
- Project Overview/Scope
- Public Agency Involvement
- Policy Review
- Potential Benefits/Impacts
- Additional Considerations
- Next Steps

What we need from you:

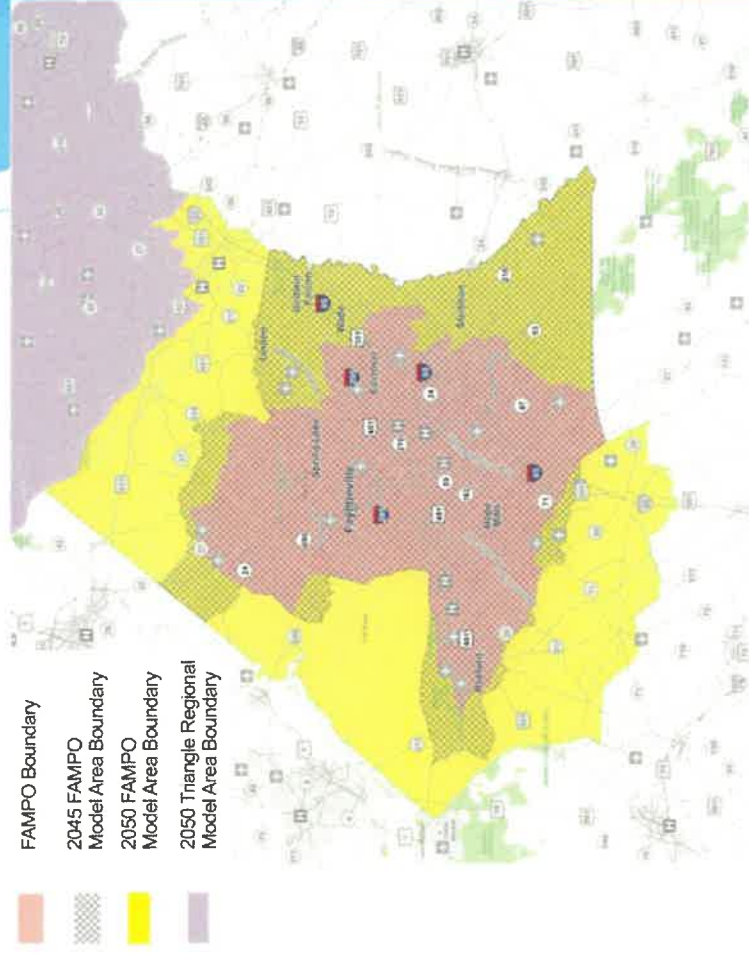
- Review background information/documentation
- Share your needs/concerns
- Provide feedback on initial alternatives

Overview

- FAMPO boundary last expanded in December 2014
- The urbanized area changed to reflect the 2010 Census
- This project will explore several alternatives for expanding the FAMPO boundary, to reflect the 2020 census results ([23CFR450.312](#)).
- Alternatives may include:
 - Expansion to match travel demand model boundary
 - Soft expansion (locations may vary)
 - No expansion



Travel Demand Model Boundary



The FAMPO 2050 travel demand model recently expanded to include all of Cumberland and Hoke Counties, a majority of Harnett County, and portions of Robeson and Moore Counties.

Public Agency Involvement

- FAMPO
- FAMPO TAC, TCC, and CAC
- MCCOG, LRRPO, and TJCOG
- Cumberland, Harnett, Hoke, Robeson, and Moore Counties
- NCDOT Divisions 6 and 8
- NCDOT Transportation Planning Division
- FAMPO Member Jurisdictions
- Fort Liberty
- Regional Land Use Advisory Committee
- NCDOT Integrated Mobility Division (IMD)



Policy Review

- State and federal requirements ([23CFR450.312](#)).
- FAMPO long-range planning documents
- 2021 FAMPO Memorandum of Understanding and subsequent updates
- Case studies in interagency collaboration

Memorandum of Understanding

*Fayetteville Area
Metropolitan Planning
Organization (FAMPO)*

2021

Metropolitan Planning Organization (MPO) Boundary Requirements

- Agreement by all agencies plus the Governor [23CFR450.310](#)
- Must encompass the entire contiguous urbanized area plus areas expected to become urbanized within 20 years [23CFR450.312](#)
- Boundary to be reviewed after each census [23CFR450.312](#)
- MPA boundaries may be established to coincide with the geography of regional economic development and growth forecasting areas [23CFR450.312](#)
- The MPA boundary descriptions shall be submitted either as a geo-spatial database or described in sufficient detail to the Federal Highway Administration (FHWA) [23CFR450.312](#)
- NCDOT and FHWA Division office must approve changes by 12/29/2023 [FHWA Existing MPOs FAQ](#)

State & Federal Responsibilities

- Federal requirements
 - Help urbanized areas plan for the development, improvement, and management of transportation systems [23CFR450.308](#)
 - Use funds to support intermodal transportation planning for the movement of people and goods [23CFR450.306](#)
 - Develop long-range plans with a 20-year or greater planning horizon (MTP) [23CFR450.312](#)
 - Develop Transportation Improvement Program (TIP) [23CFR450.315](#)
 - Develop UPWP (Unified Planning Work Program) [23CFR450.314](#)
- State Requirements
 - Set Highway Safety Improvement Programs (HSIP) targets for safety performance measures [FHWA MPO Facet Sheet](#)

Long-Range Planning Documents

- Comprehensive Transportation Plan (CTP)
 - Identifies transportation deficiencies and provides recommendations
 - 25 to 30 year range
 - Not fiscally constrained
- Metropolitan Transportation Plan (MTP)
 - Identifies how the region plans to accomplish transportation goals
 - Includes transit, highway, bicycle, pedestrian, aviation, rail, freight, congestion management, Environmental Justice, Title VI, safety and security, and Public Involvement
 - 20+ year planning horizon
 - Fiscally constrained

Local & Flexible Funding

- Locally Administered Projects Program (LAPP)
 - Federally administered to Transportation Management Areas (TMAs)
 - TMA is a designated urbanized area with a population 200,000 or more
- Three sources of funding to build local projects
 1. Surface Transportation Block Grant Program - Direct Attributable (STBG-DA)
 2. Transportation Alternative Program - Direct Attributable (TAP-DA)
 3. Carbon Reduction Funds
- Competitive projects awarded through a scoring system
- Minimum 20% required match
- Applicants are responsible for fronting the project costs and requesting reimbursement
- Projects must be identified in the MTP and the STIP

Surface Transportation Block Grant - Direct Attributable (STBG-DA)

- Provides flexible funding to be used for projects to preserve and improve conditions on:
 - Federal aid highways
 - Public bridges and tunnels
 - Bicycle infrastructure
 - Pedestrian infrastructure
 - Transit Capital projects
 - More
- FAMPO receives \$5.8 million annually

Transportation Alternatives (TAP-DA)

- Provides flexible funding to be used for projects to preserve and improve conditions on:
 - Bicycle facilities
 - Pedestrian facilities
 - Community improvements like historic preservation and vegetation management
 - Recreational trails
 - Safe Routes to School
 - More
- FAMPO receives \$740,000 annually

Carbon Reduction Efforts

- Provides funding for projects designed to reduce transportation emissions.
Eligible projects include:
 - Electric vehicle charging
 - Electric vehicles
 - Transit facilities
 - Carpool facilities
 - Bicycle and pedestrian facilities
- FAMPO receives \$708,000 annually
- Current funds available: \$3,540,000

Potential Benefits / Impacts

- Interagency collaboration
- Resource allocation
- Transportation and land use projections
- MPO governance
- Committee structure/membership
- Planning document preparation, schedule, and staffing needs

Alternatives Assessment

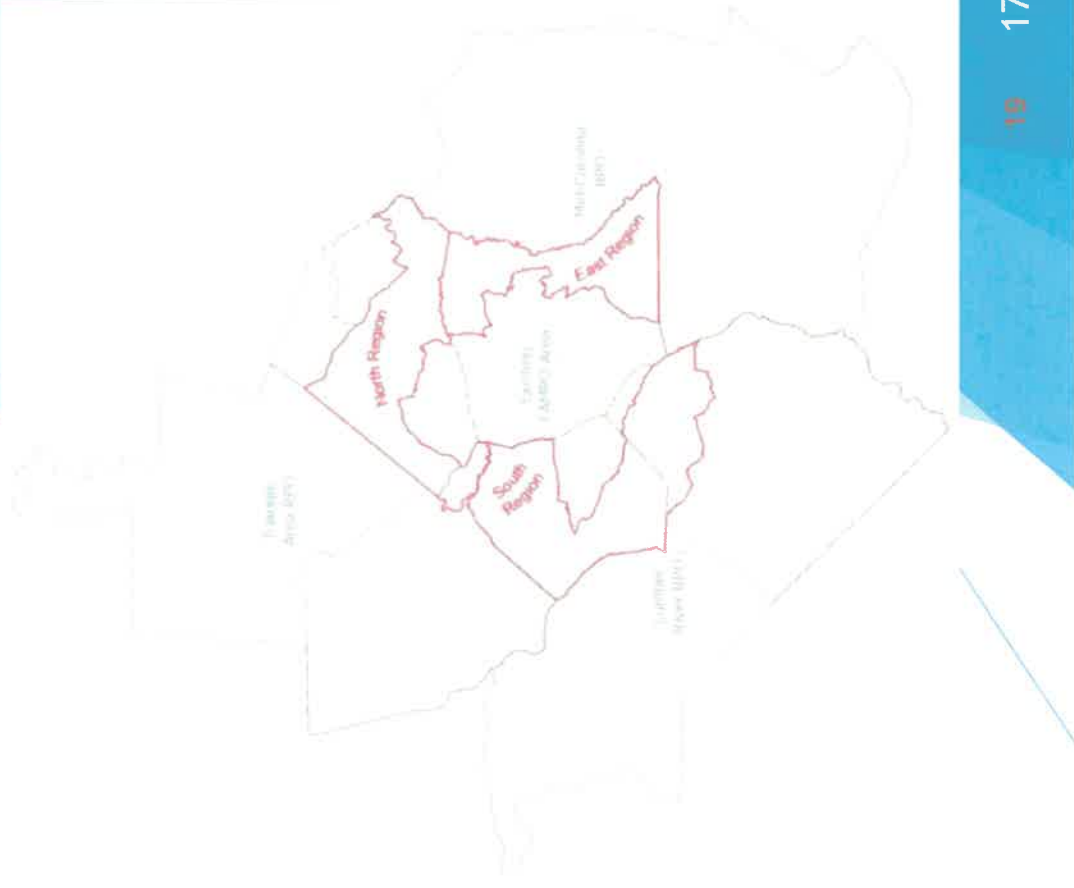
- Compile Geographic Information System (GIS) data and prepare study area base mapping
- Obtain 2020 U.S. Census population data
- Analyze/summarize the differences between the existing boundary and proposed boundary alternatives

Factors and Considerations

- Political boundaries
- Population density
- Employment density
- Existing and planned transportation facilities
- Existing and planned recreational facilities
- Existing land uses and major anticipated changes
- Environmental features
- Transit services

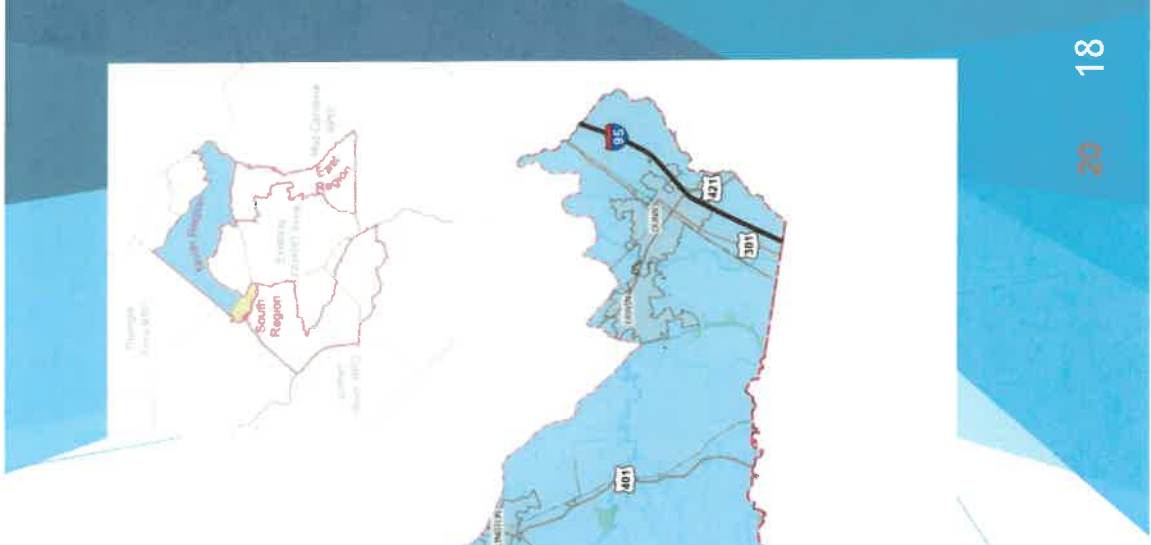
Initial Analysis

- Examined area between existing FAMPO boundary and 2050 travel demand model area
- Divided into three "regions":
 - North - Harnett
 - East - Cumberland
 - South - Robeson/Hoke
- Focus on existing data, but socioeconomic (SE) projections being finalized as part of FAMPO 2050 MTP Update



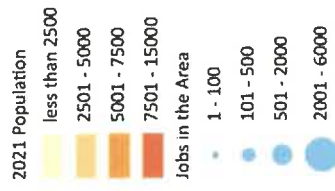
North Region

- Portion of Harnett County
 - Dunn
 - Erwin
 - Lillington
- Portion of Moore County
 - No Cities



North Region

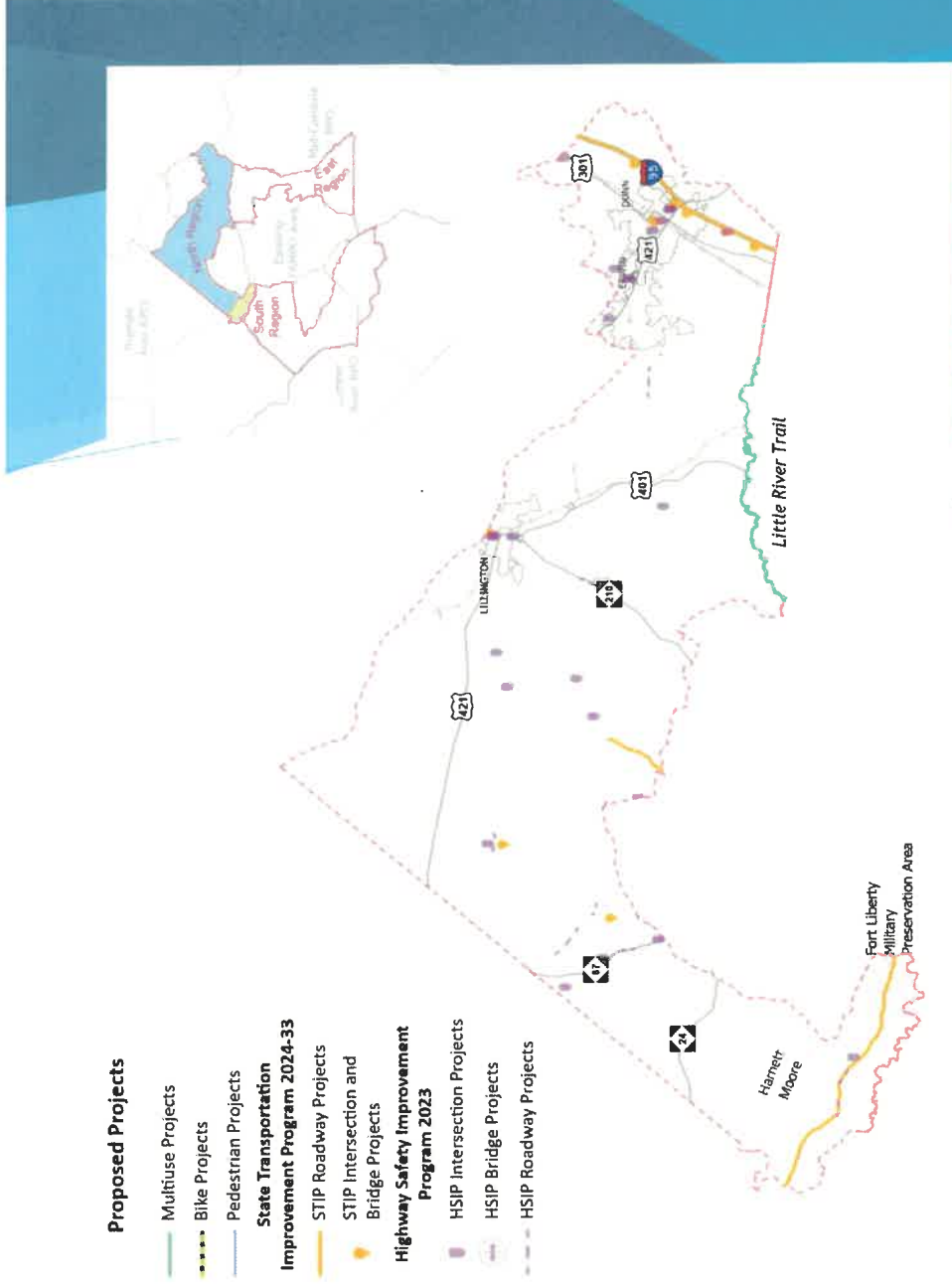
- Population gain:
 - Harnett County: 49,865
 - Moore County: 4,681
- Employment gain:
 - Harnett County: 14,206
 - Moore County: 201



North Region

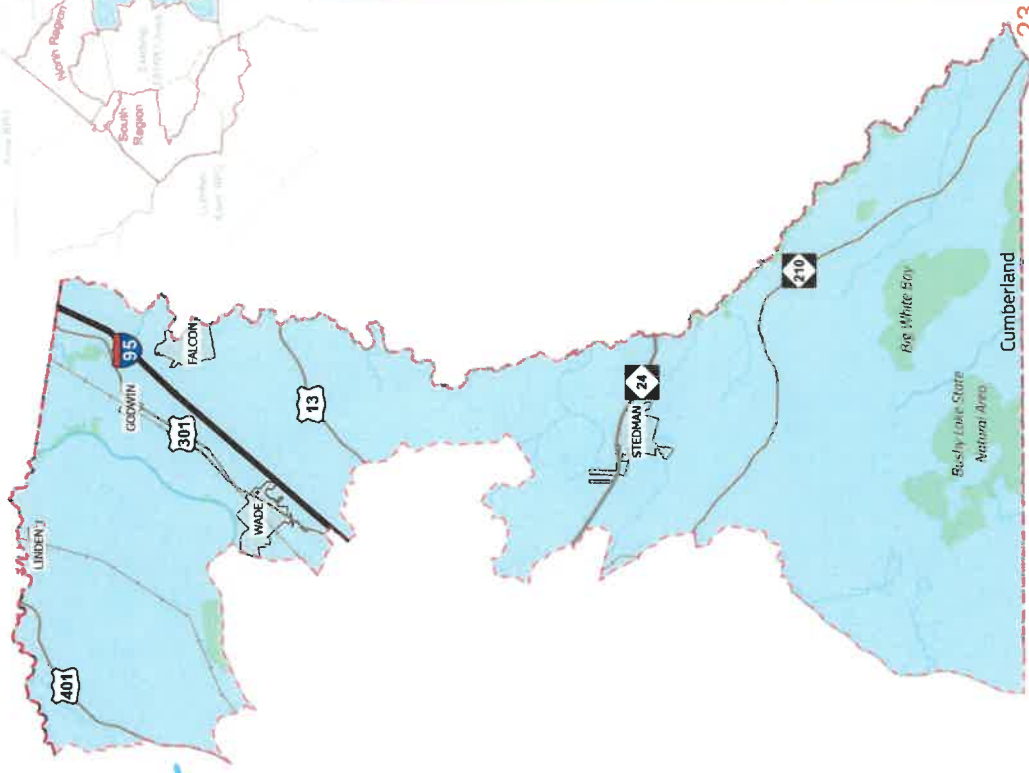
- Notable Proposed Transportation Projects:
 - Little River Trail
 - Harnett County Fixed Route Bus Service

- Proposed Projects**
- Multiuse Projects
 - Bike Projects
 - Pedestrian Projects
- State Transportation Improvement Program 2024-33**
- STIP Roadway Projects
 - STIP Intersection and Bridge Projects
- Highway Safety Improvement Program 2023**
- HSIP Intersection Projects
 - HSIP Bridge Projects
 - HSIP Roadway Projects



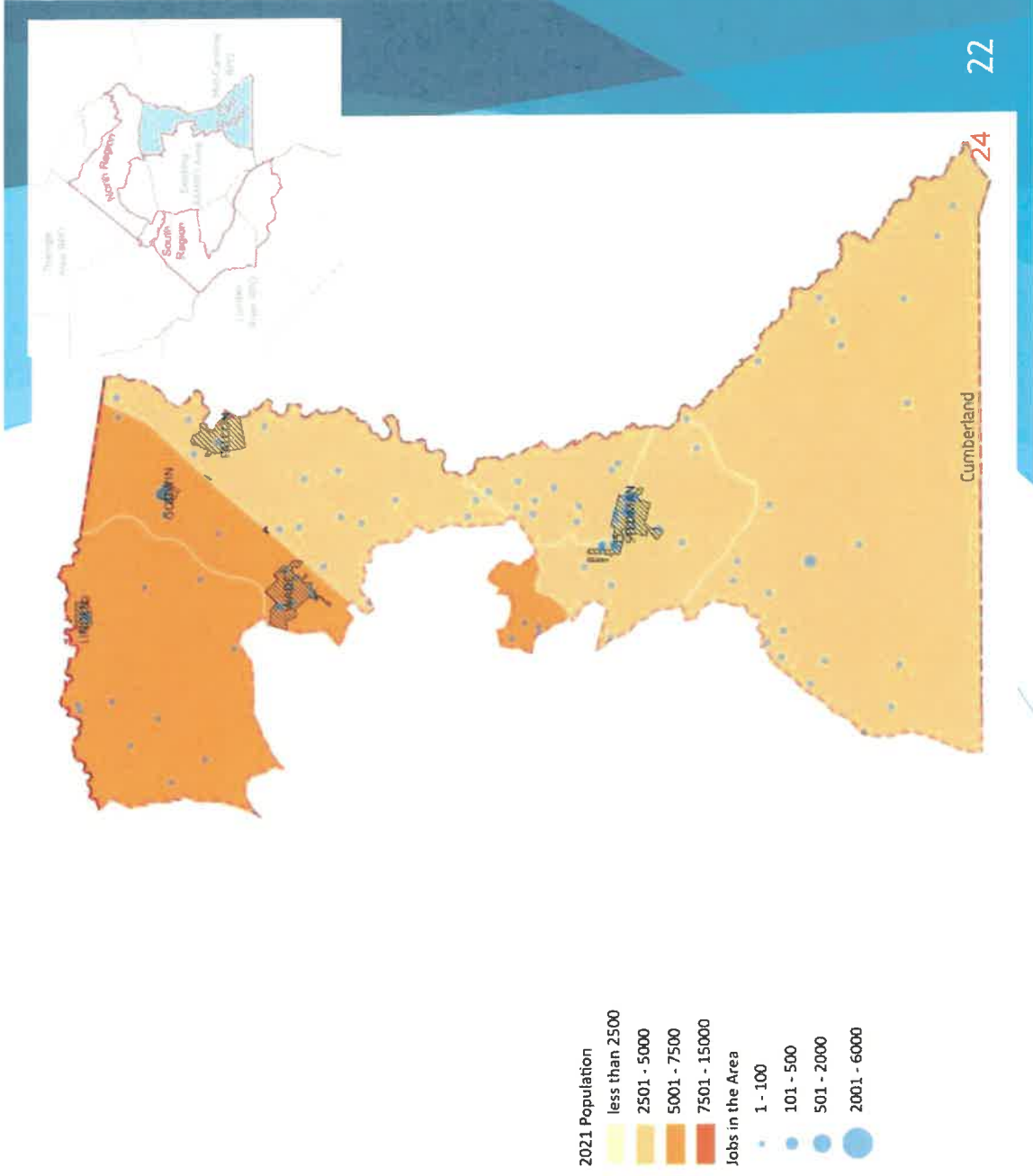
East Region

- Cumberland County
- Stedman
- Godwin
- Linden
- Wade
- Falcon



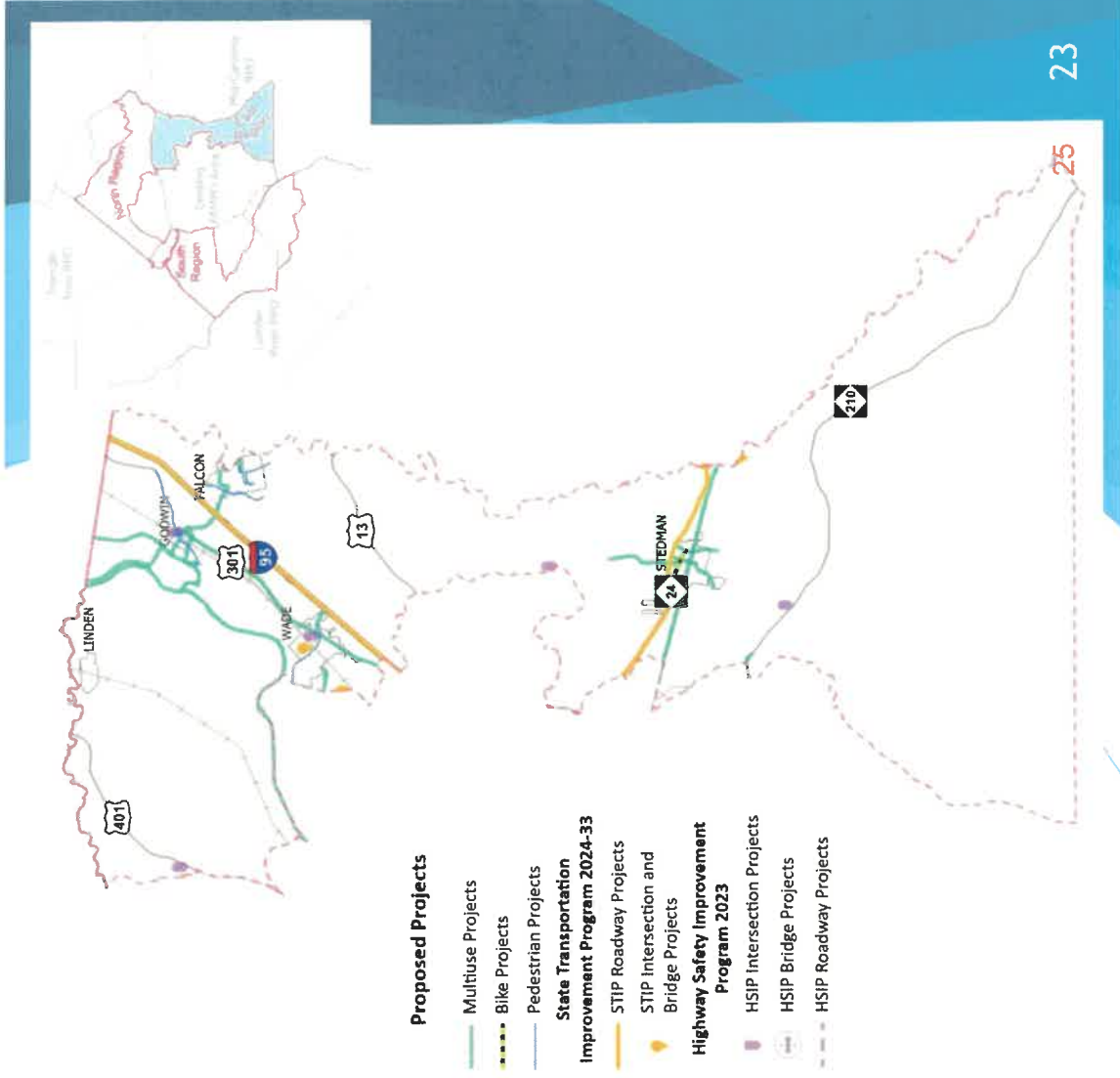
East Region

- Population gain: 22,117
- Employment gain: 1,716

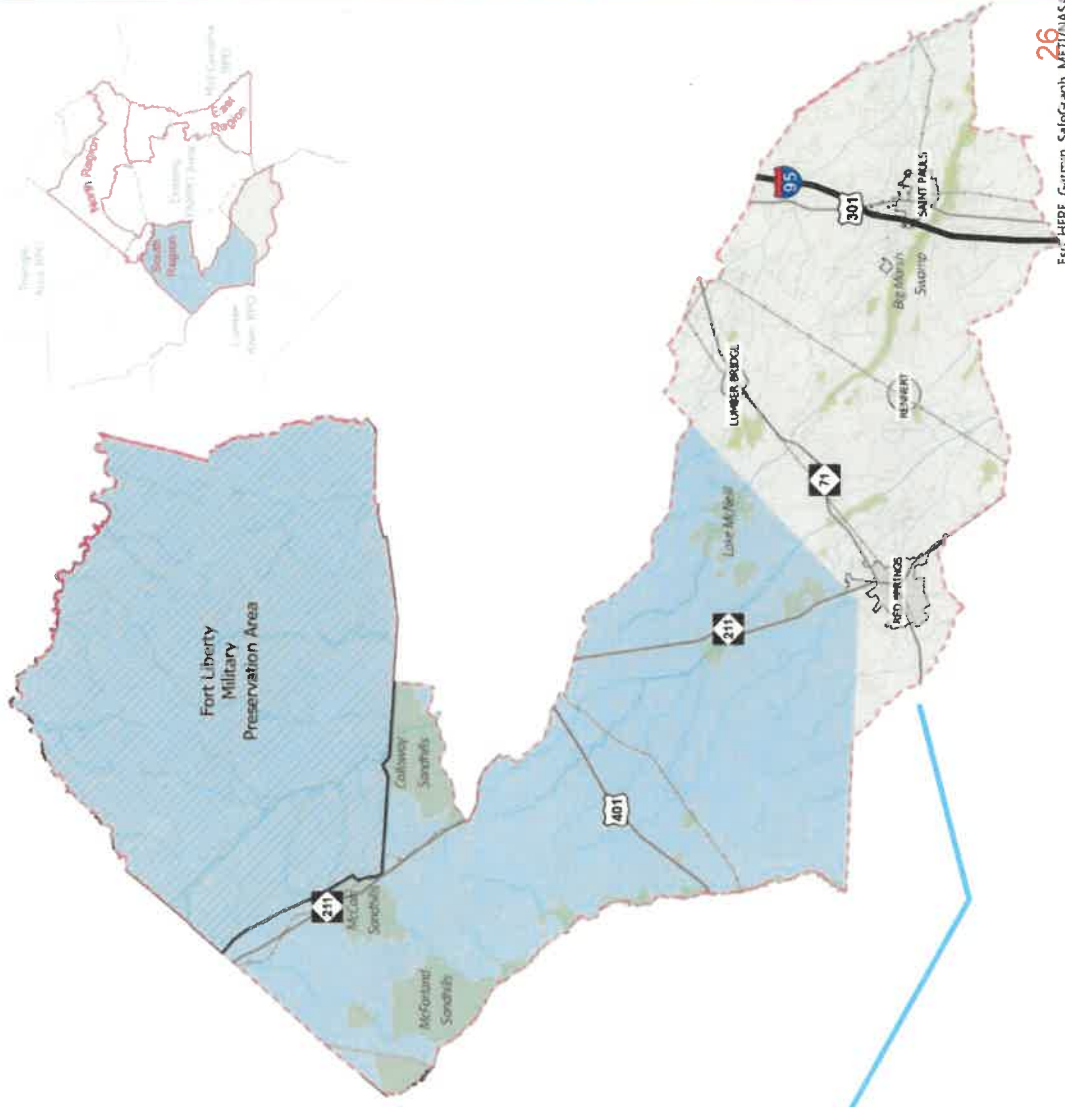


East Region

- Notable Transportation Projects:
 - US 13 Widening
 - Little River Trail
 - Cape Fear River Trail Extended
 - Godwin/Falcon Sidewalk Improvements
 - Stedman Rail Trail
 - Widening of I-95



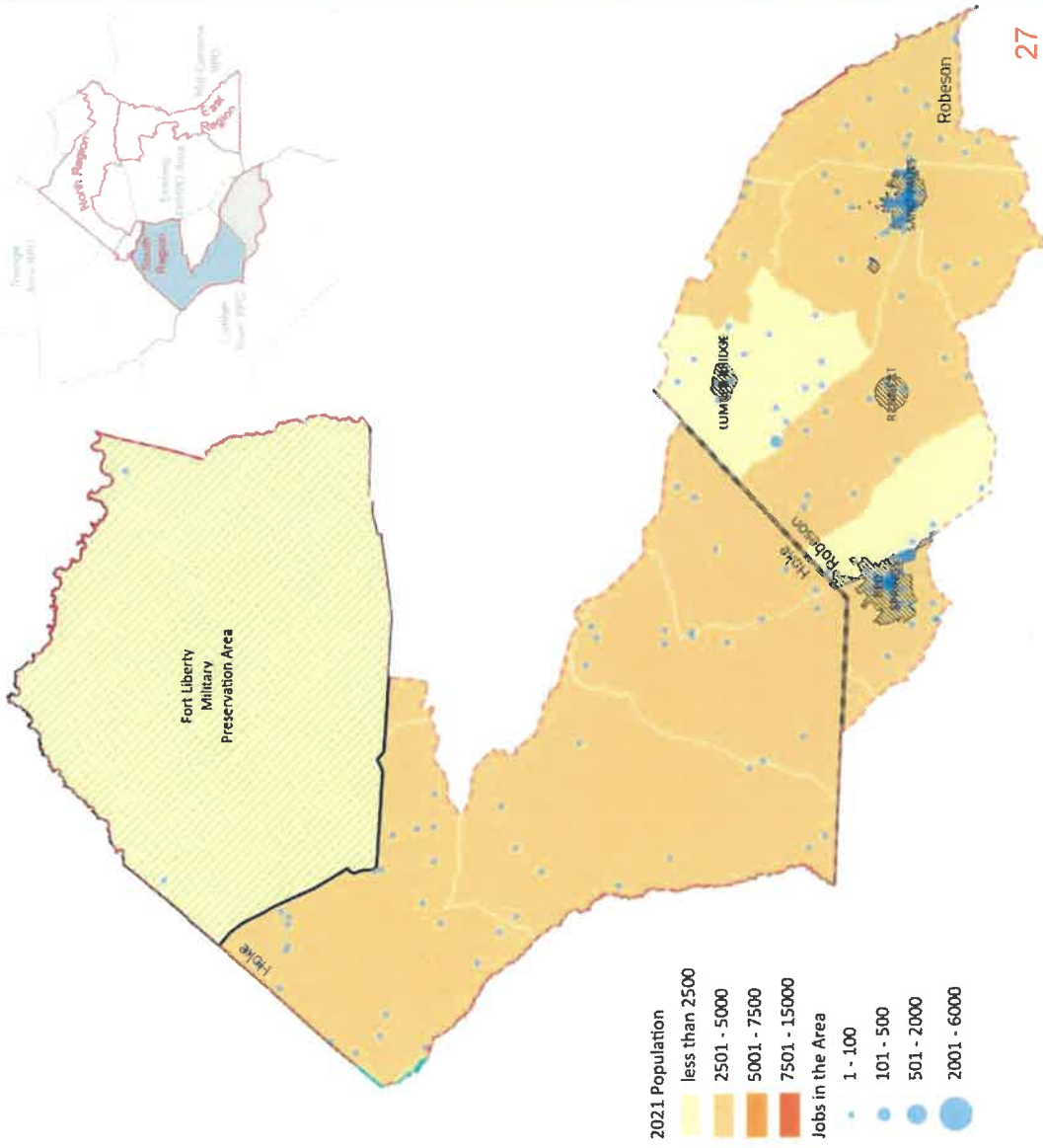
South Region



- Hoke County:
 - No new municipalities
- Robeson County:
 - Lumber Bridge
 - Saint Pauls
 - Rennert
 - Red Springs

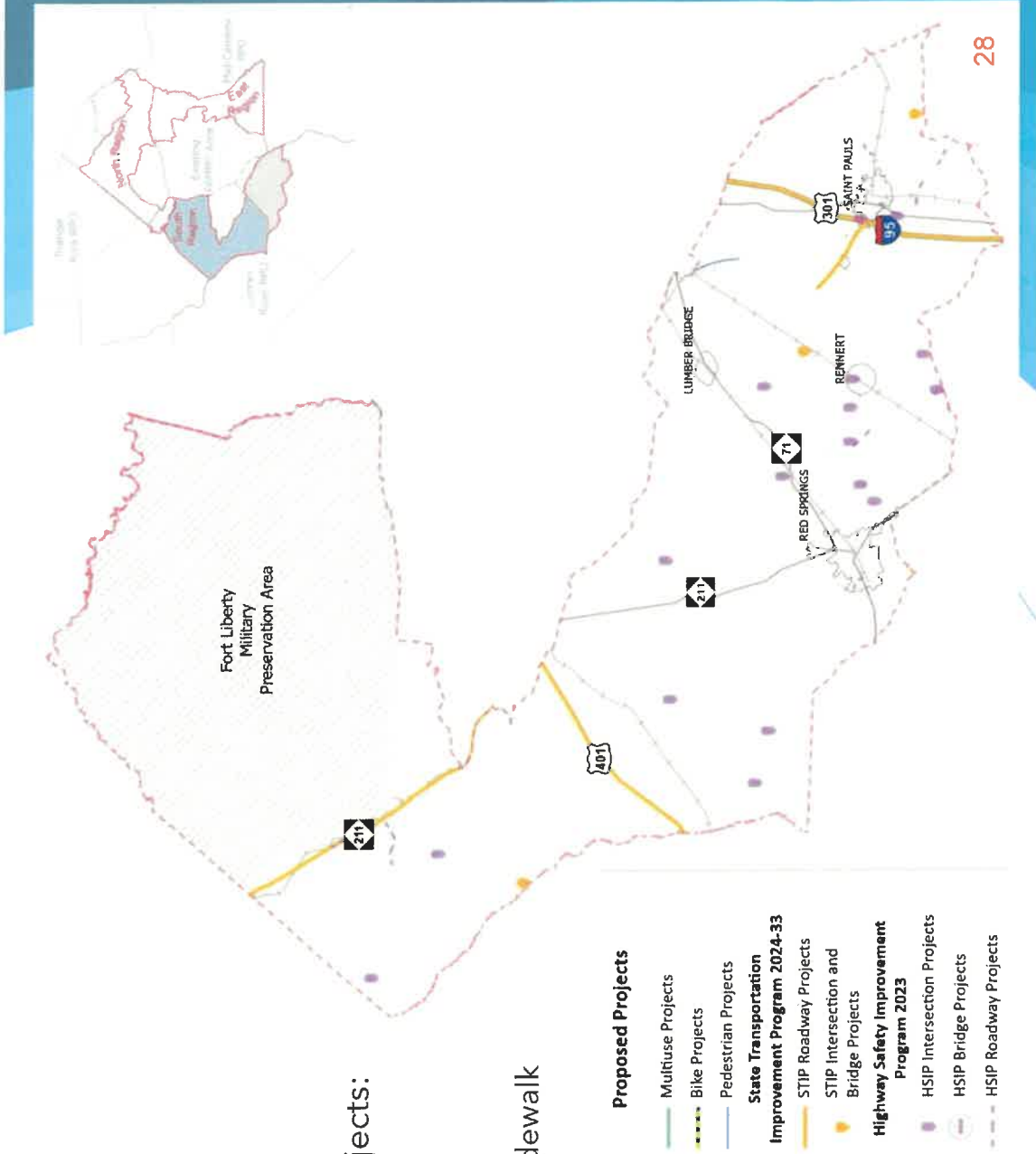
South Region

- Population Gain:
 - Robeson County: 19,655
 - Hoke County: 12,372
- Employment Gain:
 - Robeson County: 4,053
 - Hoke county: 506



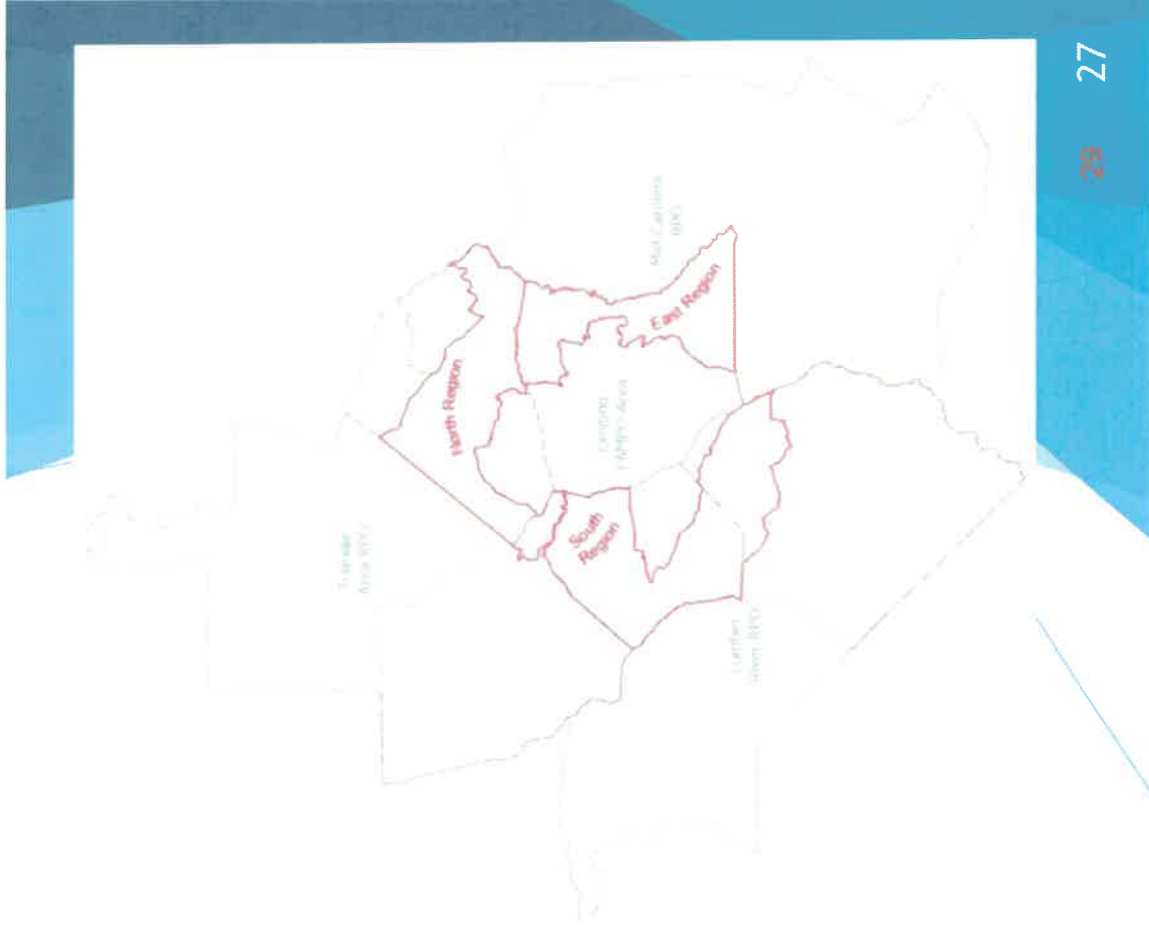
South Region

- Notable Transportation Projects:
 - US 401 Widening
 - NC 211 Improvements
 - Fayetteville St (Parkton) Sidewalk
 - Widening of I-95



Summary

- Total Population Gain: 108,690
- Total Employment Gain: 20,682



Additional Considerations

- FAMPO name to remain the same or change
- Lead planning agency
- Staffing
- Funding
- Organizational structure and governing boards
- Total Population Gain: 108,690
- Total Employment Gain: 20,682

Project Schedule

- June 2023 – Project initiation
- July 2023 – Base mapping and policy assessment
- August 2023 – Public agency workshop #1 and alternatives identification
- September 2023 – Alternatives assessment
- October 2023 – Public agency workshop #2 and alternative selection
- November 2023 – Draft memorandum of understanding;
(TAC Meeting 11/29/2023)
- December 2023 – Final memorandum of understanding and FHWA approval

Questions / Discussion



TOWN OF ERWIN

P.O. Box 459 • Erwin, NC 28339
Ph: 910-897-5140 • Fax: 910-897-5543
www.erwin-nc.org

Mayor
Randy L. Baker
Mayor Pro Tem
Ricky W. Blackmon
Commissioners
Alvester L. McKoy
Timothy D. Marbell
Charles L. Byrd
David L. Nelson
William R. Turnage

Memo To: Hank Graham, AICP, FAMPO Executive Director

From: Snow Bowden, Town Manager

Re: Letter of Interest to join FAMPO

Date: September 25th, 2023

Mr. Graham,

I would like to thank you and the employees of Kittelson and Associates, INC. for putting together a great presentation about the benefits of joining the Fayetteville Metropolitan Planning Organization (FAMPO). I would also like to thank you for being responsive and answering any questions that I have had on behalf of the Town of Erwin.

The Town of Erwin is interested in continuing the conversation about potentially joining FAMPO. The Erwin Board of Town Commissioners believe that moving forward with joining FAMPO would be in the best interest of the residents of the Town of Erwin. Please let this letter serve as a verification of our interest in moving forward with this process.

The Town of Erwin understands that this is one-step in the process of potentially joining FAMPO. We understand that there is no guarantee of membership. We also reserve the right now to approve any Memorandum-Of-Understanding until we have the opportunity to review it. If you need any additional information please contact our Town Manager Snow Bowden at 910-591-4200 or by email at townmanager@erwin-nc.org.

Thanks,

Snow Bowden
Town Manager

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: September 25, 2023

Subject: Wex Fuel Cards

We currently use BP Fuel Cards for our Fuel Management program. Last year we started looking at installing fuel tanks back at the Erwin Public Works facility but due to costs, we could not justify the price of the equipment. Due to the fact that we are considering moving our Public Works facility as well, we thought that it would be best to wait before moving forward with taking this step. But it does make the most sense to have fuel in-house. You can save money on fuel and you are better prepared for emergencies and storms.

We have had some issues with the BP cards in the past and we would like to open a new account. We have done a lot of research and it seems that the WEX fuel card program is the best. There is no fee to open the account, and of course, we pay the account off each month so there are no interest fees. The cards are accepted and just about every gas station that we would use except for one in Town (Supermart).

STATE OF NORTH CAROLINA FLEET CARD PROGRAM

CONTRACT NO. 1510A

BETTER SAVINGS

Earn monthly rebates based on gallons purchased

Use electronic billing to reduce administrative costs

No enrollment, setup, or card fees

BETTER SECURITY

Enforce your spending policy with purchase limits you control

Driver PINs at the pump help prevent misuse

BETTER ACCOUNTING

Track spending online — see details like driver, odometer reading, and more for every purchase

Download monthly reports

Tax exemption reporting for qualified fleets

A BETTER EXPERIENCE



APPLY TODAY

State of North Carolina Fleet Card Contract No. 1510A

FAX the addendum to 1-866-527-8873

WEXG_590800_DM 03/22

FOR MORE INFORMATION

CALL 1-866-527-8870 | VISIT www.wexinc.com/NorthCarolina | EMAIL governmentmailbox@wexinc.com

ClearView Snap

Quick and easy insights



Fuel expense insights delivered straight to your inbox

ClearView Snap gives you a quick snapshot of your company's fueling activity in easy-to-interpret charts and graphs.

ClearView Snap dashboards include:

- Fuel consumption in gallons and dollars
- Mid- and premium-grade fuel purchasing
- A list of your highest-spending drivers

ClearView Snap does the work for you. Based on your WEX fuel card transaction data, it presents your spending over time, alerting you to irregular spending patterns or potential spending spikes that you may miss.

"Alexa, ask ClearView Snap for my summary."

With the ClearView Snap skill and Amazon Alexa, you can now get the same valuable insights you receive from your Snap dashboard by simply asking.

1-844-755-6458 | wexinc.com/clearview

ClearView Snap: Dashboards that help you easily monitor your fuel spend

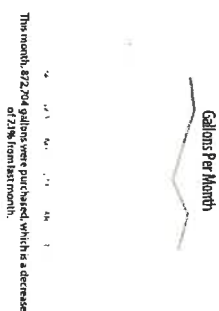
How much does your company spend on fuel every month?

Are your expenses climbing or are they under control? The **Dollars Per Month** bar chart shows not only the previous month's fuel expense but the spending trend over time.



Do gallons purchased numbers align with your business activity levels?

The **Gallons Per Month** graph shows the previous month's gallons purchased and your fuel consumption trend over time. The trend reflected here should run parallel to business activity volumes, if not, it may warrant your attention.



What products are employees buying?

Are there non-fuel purchases? The **Product Type** doughnut chart tells you what products were purchased in the previous month by category. It will alert you to non-compliant purchasing behaviors.



1-844-755-6458 | wexinc.com/clearview

**ADDENDUM TO THE FLEET CARD AND RELATED SERVICES AGREEMENT BETWEEN
WEX BANK ("WEX") AND SOURCEWELL CONTRACT #080620-WEX FOR THE STATE OF NORTH
CAROLINA UNDER CONTRACT # 1510A**

CREDIT INFORMATION					
Participating Entity has requested a credit account pursuant to the Sourcewell Contract #080620-WEX entered into between the Sourcewell and WEX Bank ("WEX") as adopted by the State of North Carolina through the execution of North Carolina Contract # 1510A on September 29, 2021 (the "Agreement"). By enrolling in this Program, the Participating Entity named below agrees that in the event their account is not paid as agreed, WEX may report the undersigned's liability for and the status of the account to credit bureaus and others who may lawfully receive such information.					
Participating Entity			Phone #		Fax#
Headquarters Name and Physical Address (Do not include PO Box)					
Sourcewell Member ID Number			Applicant's Taxpayer ID # (TIN, FEIN or SSN)		
Non-Profit Only: SIC/Industry Code (e.g. 8399 Social Services; 6732 Education, Charitable Trusts; Other)			If Participating Entity is a Non-Profit Provide Gross Annual Revenue		
In Business Since (yyyy)		Year of Incorporation (yyyy)	Number of Vehicles	Avg Monthly Fuel Expenditures \$	Avg Monthly Service Expenditures \$
ACCOUNT SETUP INFORMATION					
Write Participating Entity name as you wish it to appear on cards. Limit of 20 characters & spaces. Unless specified, no company name will appear on cards. <div style="border: 1px solid black; width: 100%; height: 15px; margin-top: 2px;"></div>					
Billing Contact		Billing Address		City	State Zip+4
Designate the Fleet Contact authorized to receive all charge cards, reports, and other such information we provide from time to time and to take actions with respect to your account and account access. This is also the person designated by your company to provide all fleet vehicles, driver and other information we may request.					
Authorized Fleet Contact Name			Title	Phone #	Fax #
Mailing Address (if different from billing address)				City	State Zip+4
Email address (required to take advantage of product type card controls)					
<input type="checkbox"/> Check here if business is exempt from motor fuels tax					
TERMS					
<ol style="list-style-type: none"> 1. This Addendum is to allow the Participating Entity to participate under the Agreement #080620-WEX between WEX and Sourcewell as adopted by the State of North Carolina through the execution of North Carolina Contract # 1510A on September 29, 2021. It does not modify, amend or change the Agreement #080620-WEX or North Carolina Contract # 1510A in any way. 2. Participating Entity hereby requests the services of WEX described in the Agreement #080620-WEX as adopted by the State of North Carolina through the execution of North Carolina Contract # 1510A, and agrees to perform all duties required under the Agreement #080620-WEX and North Carolina Contract # 1510A, including, without limitation, timely payment of all charges (including any additional fees) on its account(s). Participating Entity agrees to be bound by the terms and conditions of the Agreement #080620-WEX as adopted by the State of North Carolina through the execution of North Carolina Contract # 1510A, including, without limitation, rules for authorized and unauthorized use of cards, disputes of charges, reporting lost and stolen cards, and all other rules and provisions relating to use of Participating Entity's account. 3. Participating Entity acknowledges that its failure to make timely payment in accordance with the terms of the Agreement #080620-WEX and North Carolina Contract # 1510A may result in suspension or cancellation of the account(s). 4. WEX Bank shall pay financial incentives in accordance with the terms and conditions set forth in the Agreement #080620-WEX between WEX and Sourcewell and North Carolina Contract # 1510A. <p>INFORMATION SHARING DISCLOSURE: Information regarding your transactions may be provided to Sourcewell accepting merchants or their service providers.</p> <p>Compliance with Federal Law: WEX Bank complies with federal law which requires all financial institutions to obtain, verify, and record information that identifies each company or person who opens an account. What this means for you: when you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents for your business.</p> <p>DISCLAIMER: THIS IS AN APPLICATION FOR SERVICES AND SHALL NOT BE BINDING UPON WEX UNTIL FINAL CREDIT APPROVAL HAS BEEN GRANTED BY WEX.</p>					
PARTICIPATING ENTITY AUTHORIZED SIGNATURE REQUIRED					
Any person signing on behalf of the Participating Entity has been duly authorized by all necessary action of Participating Entity's governing body, and that the undersigned is authorized to make this application and accept the terms referenced herein on behalf of the Participating Entity.					
Signature: _____		Print Name: _____		Date: _____	
Title: _____					

Complete and sign addendum. Email to: governmentmailbox@wexinc.com. OR Fax to 1-866-527-8873

FOR OFFICE USE ONLY	Oppty Number	Sales Code	Plastic Type	Coupon Code C15	Account Number 04
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Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: September 25, 2023

Subject: Planning Proposal- MCCOG

I have a proposal from the Mid-Carolina Council of Governments (Mid-Carolina COG). COG's can really help small towns with certain services such as planning. A few years ago the Mid-Carolina COG hired a new Executive Director and he has brought new life into the COG. They have started offering more services compared to what they were offering just a few years ago. I have a proposal that I would like us to consider for an update to our Town Code and a HWY 421 Overlay District. I do not think we need to consider the other planning services at this time.



September 8, 2023

Snow Bowden, Town Manager
Town of Erwin
100 W F Street
PO Box 459
Erwin, NC 28339

Re: Town of Erwin Planning Services

Mr. Bowden,

Thank you for the opportunity to submit a proposal to assist the Town of Erwin with Planning services as outlined below. Mid-Carolina Regional Council specializes in assisting our member governments with Planning Services and we would welcome the opportunity to work with the Town! Below is an outline of the project scope and additional information.

Scope of Work:

All services are individual and can be chosen on an A la Carte basis.

1. Planner Services

- Mid-Carolina will provide an on-site Planner to the Town of Erwin on an hourly basis, as requested by the Town.
- The Planner will be responsible for assisting the Town with various day-to-day Planning tasks as assigned by the Town. This is including but not limited to answering inquiries related to Planning/Zoning, review and issuance of zoning compliance and sign permits, review of development applications such as site plans, rezonings, and special use permits, and attendance at Board meetings to present such applications as necessary.

2. HWY 421 Overlay District Establishment

- Mid-Carolina will provide Planning services on an hourly basis to the Town of Erwin to establish a HWY 421 Overlay District, as requested by the Town.
- Text Amendment: Mid-Carolina staff will draft a text amendment to the Town's Unified Development Ordinance to establish an overlay district along HWY 421, which will be modeled after Harnett County's overlay district. Once drafted, Mid-Carolina will send the draft ordinance amendment to the



Town for review and comment, and address comments/concerns as necessary to prepare a final draft for Planning Board and Board of Commissioners review.

- **GIS:** Mid-Carolina staff will obtain GIS data from the Town and amend the zoning map to reflect the new overlay district that is to be established. A draft of this map will be provided to the Town alongside the draft text amendment for review and comment, so that a final map can be created for presentation to the Boards.
- **Public Noticing & Board Hearings:** Mid-Carolina staff will notify property owners affected by the by the map amendment via mail and will handle the publishing of required newspaper notices for the public hearings. Mid-Carolina staff will attend and present on behalf of the Town at the required Planning Board and Board of Commissioners meetings.

3. Unified Development Ordinance (UDO) Update

- Mid-Carolina will provide Planning services to the Town of Erwin at the flat rate of \$25,000 to rewrite the Town's Unified Development Ordinance. This project is anticipated to take 60 weeks from project initiation to completion. Please see the attachment for a detailed scope pertaining to this project.

Billable hourly rate: For Planning services 1 &2, billed at an hourly rate, Mid-Carolina will charge \$75/hour.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Haley Hogg

Haley Hogg, AICP, CZO
Planning Director



**Unified Development Ordinance (UDO) Update
Town of Erwin
Scope of Work**

1) Project Initiation – 6 weeks

- Mid-Carolina Regional Council staff will initiate the project through an initial kick-off meeting with the Planning Board and Board of Commissioners. Staff will work alongside the Town of Erwin to select members of the community to serve on the project's Steering Committee and participate in future Stakeholder interviews.
- **Meetings:**
 - o Planning Board (1)
 - o Board of Commissioners (1)
 - o Steering Committee Meeting (1)
- **Deliverable:** Project Schedule and list of Steering Committee and Stakeholder members.

2) Diagnosis/Evaluation – 20 weeks

- Mid-Carolina Regional Council staff will evaluate the existing ordinance in-depth to identify recommendations for improvement. Staff will also evaluate the existing ordinance in conjunction with state statutes and the Town's adopted Land Use Plan.
- **Public Meetings:**
 - o **Stakeholder Interviews (1)**
 - Stakeholders identified in Step 1 will be interviewed to share comments regarding the Town's existing ordinances and development review process.
 - o **Steering Committee Meeting (2)**
 - Meeting 1: A meeting will be held to discuss the initial diagnosis with the Steering Committee members to receive input prior to proceeding with Step 3.
 - Meeting 2: This meeting will be held following the stakeholder interviews and public engagement meeting to provide steering committee members with an overview of feedback received.
 - o **Public Engagement Meeting (1)**
 - A survey will be created and shared with members of the community so that they may provide comments/recommendations.
 - A meeting will be held to present findings and recommendations to members of the public. This will allow for public comments/recommendations on the ordinance revisions.



- **Deliverables:**

- An initial diagnosis report will be produced based upon Mid-Carolina's evaluation of the ordinance in conjunction with best practices, state statutes, and the Town's Land Use Plan.
- A final diagnosis report will be produced based upon the stakeholder interviews and public engagement meeting. This report will be shared with the steering committee during its second meeting and will serve as the guideline for drafting the ordinance.

3) Drafting – 22 weeks

- Mid-Carolina Regional Council will prepare a draft of the new ordinance based upon the diagnosis report developed in Step 2.

- **Meetings:**

- **Steering Committee Meeting (2)**
 - Meeting 1: The initial draft will be shared with the steering committee members.
 - Meeting 2: This meeting will follow the public engagement meeting to discuss comments/participation.
- **Public Engagement Meeting (1)**
 - The initial draft ordinance will be shared with members of the public. An open house will be held to receive input from members of the community.
- **Board Workshop (1 or 2)**
 - The initial draft ordinance will be shared with the Planning Board and Board of Commissioners. Mid-Carolina staff will present an outline of each section to receive input from members of the Boards. This may be consolidated into a joint Board workshop, or separate workshops for Planning Board and Board of Commissioners.
 - The Board workshop(s) will be held following the Steering Committee and Public Engagement meetings to discuss comments/participations from those groups with the Boards.

- **Deliverables:**

- Final Draft of new zoning and subdivision ordinance.

4) Adoption – 8 weeks

- During this time, Mid-Carolina Regional Council will present the final draft of the new zoning and subdivision ordinance with the Planning Board and Board of Commissioners for final adoption.



- **Public Meetings:**

- **Planning Board:** Public Hearing to vote on a recommendation to Board of Commissioners regarding the adoption of the new ordinance.
- **Board of Commissioners:** Public Hearing to vote on adoption of the new ordinance.

5) Delivery – 4 weeks

- Mid-Carolina Regional Council will finalize formatting and deliver to the Town of Erwin a copy of the final adopted ordinance.

MINUTES CONTINUED FROM SEPTEMBER 25, 2023**Bayles Street Subdivision**

Town Manager Snow Bowden stated the developer spoke with Harnett Regional Water and they would have to move the water and sewer taps. All the lots in this subdivision met the setbacks and lot sizes.

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

Surplus Vehicles

Town Manager Snow Bowden stated he was seeking permission to surplus vehicles, two 2014 Dodge Chargers in the Police Department, one F-150 truck in the Recreation Department, and two F-150 trucks and a GMC 2500 in the Public Works Department. The trucks were pretty worn out, but we are hopeful to get a decent about for them on GovDeals.

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

Erwin Police Cadet Program

Town Manager Snow Bowden informed the Board that he was not looking for any decisions on this discussion at the meeting, but he and Chief Johnson had discussed potentially creating a Police Cadet program where the Town would pay someone to go to BLET. Town Staff was still trying to work out the details of how to legally provide this program. This Program would help Erwin be more competitive, Harnett County, the City of Dunn, and the Town of Angier already have this program in place.

Mayor Baker asked what we would be losing if it did not work out.

Town Manager Snow Bowden stated we could lose some money if we pay someone to go to BLET and they do not complete the training, then we would have lost that money and the benefits we would be paying for as well.

Commissioner Blackmon stated there was always a risk when you hire a Police Officer, but he felt it was worth trying and seeing how well it worked.

Town Manager Snow Bowden stated we would have to prepare a Budget Amendment and also update our Job Grade and Schedule.

The consensus of the Board was to entertain the idea and asked Town Manager Snow Bowden to bring numbers back to the Board at our Regularly Scheduled Workshop in October.

MANAGER'S REPORT

Town Manager Snow Bowden stated he was still working with the History Room. The Public Library sign had been taken down to make room for them to put the Barn Quilt on the building. Town Staff had been working with the Erwin Area Chamber of Commerce to prepare for Denim Days. Denim Days was being held on Saturday, October 7th and there would be a street dance the night prior to Denim Days. He stated he would have a more detailed report for the Board at our Regularly Scheduled Meeting in October.

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: September 25, 2023

Subject: Bayles Street Subdivision

We have a final plat for an 11-lot subdivision. All 11 lots front existing Town maintained streets. Due to the number of lots being created this is considered a major subdivision. There is an existing water and sewer line available to serve these new lots. All the lots meet the required lot dimensions.

GENERAL NOTES:

- AREA MEASUREMENTS CALCULATED BY COORDINATE METHOD UNLESS STATED OTHERWISE.
- ARE MEASUREMENTS ARE INTERPOLATED FROM MEASUREMENTS, U.S. SURVEY FEET UNLESS STATED OTHERWISE.
- EXISTING MONUMENTS WERE FOUND AT PRIORITY CORNERS AS SHOWN ON THIS MAP.
- NO IRON CORNER MONUMENTS WERE FOUND AND/OR RECOVERED WITHIN THE BOUNDARIES OF THIS SURVEY.
- NO TITLE SEARCH HAS BEEN CONDUCTED ON THIS PROPERTY BY ANY OFFICE. NO RESPONSIBILITY IS ASSUMED BY THIS SURVEYOR FOR ANY ENCUMBRANCES THAT MAY EXIST BUT ARE UNKNOWN OR REFERRED TO HEREIN.
- THE EXISTENCE OF UTILITIES MAY AFFECT THE EXISTENCE OF EASEMENTS AND ENCUMBRANCES.
- THE NORTH CAROLINA STATE PLANE COORDINATES FOR THIS SURVEY ARE: EASING: 11807.00 FT; NORTHING: 11807.00 FT; EASING: 11807.00 FT; NORTHING: 11807.00 FT. HORIZONTAL AND VERTICAL POSITIONS ARE REFERENCED TO NORTH CAROLINA STATE PLANE COORDINATE SYSTEM (NAD 83).
- HORIZONTAL POSITIONAL DATA WERE OBTAINED BY REAL TIME (RTK) GPS SURVEYING WITH A REAL TIME KINEMATIC (RTK) SYSTEM WITH AVERAGE POSITIONAL ACCURACY.
- VERTICAL POSITIONS WERE OBTAINED BY REAL TIME KINEMATIC (RTK) SURVEYING WITH A REAL TIME KINEMATIC (RTK) SYSTEM WITH AVERAGE POSITIONAL ACCURACY.

CERTIFICATE OF FLOODWAY INFORMATION:
 PROPERTY SHOWN HEREON () IS (X) IS NOT LOCATED IN A FEMA DESIGNATED FLOOD ZONE "AE".
 FLOOD HAZARD MAP NUMBER 3720150600U ZONE X, HARNETT COUNTY
 EFFECTIVE DATE: OCTOBER 3, 2006

PROFESSIONAL LAND SURVEYOR _____ DATE _____
 JASON E. GOODWIN _____
 NUMBER _____ LICENSE _____
 A.D., 2023

CERTIFICATE OF SURVEY ACCURACY:
 I, JASON E. GOODWIN, PROFESSIONAL LAND SURVEYOR NO. L-5080, CERTIFY TO ONE OR MORE THE FOLLOWING AS INDICATED THIS X OR:

X THAT THIS PLAT IS OF A SURVEY THAT CREATED A SUBDIVISION OF LAND WITHIN THE AREA OF THE COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

B THAT THIS PLAT IS OF A SURVEY THAT IS LOCATED IN SUCH PORTION OF A COUNTY THAT REGULATES PARCELS OF LAND.

C ANY ONE OF THE FOLLOWING:
 (1) THAT THIS PLAT IS OF A SURVEY OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE OF EXISTING STREET.
 (2) THAT THE SURVEY IS OF AN EXISTING BUILDING OR WATERCOURSE, OR
 (3) THAT THIS SURVEY IS A CONTROL SURVEY.

D THAT THIS PLAT IS OF A SURVEY OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, COURT-ORDERED SURVEY OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION.

E THAT THE INFORMATION AVAILABLE TO THIS SURVEY IS SUCH THAT I AM UNABLE TO MAKE A DETERMINATION TO THE BEST OF MY PROFESSIONAL ABILITY AS TO PROVISIONS CONTAINED IN (A) THROUGH (D) ABOVE.

REGISTER OF DEEDS CERTIFICATE:
 STATE OF NORTH CAROLINA, COUNTY OF HARNETT
 FILED FOR REGISTRATION AT _____ 2023 IN THE REGISTER OF DEEDS OFFICE.
 RECORDED IN PLAT BOOK _____ PAGE _____

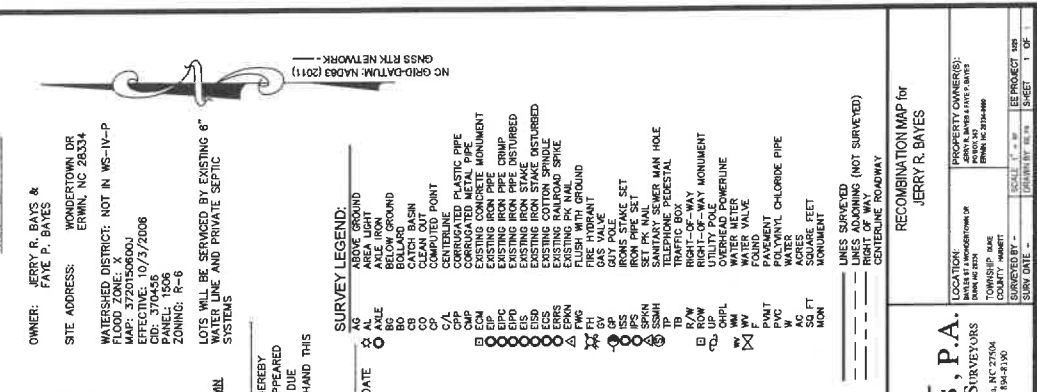
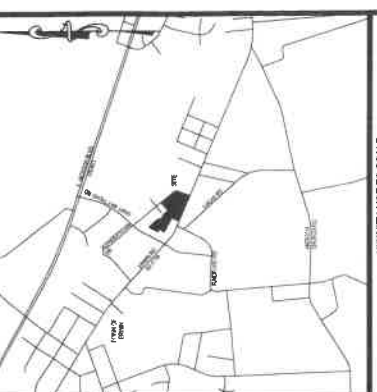
REGISTER OF DEEDS
 BY: _____ DATE _____
 STATE OF NORTH CAROLINA, TOWN OF ERWIN

CERTIFICATE OF REVIEW OFFICER:
 STATE OF NORTH CAROLINA, COUNTY OF HARNETT
 REVIEW OFFICER OF HARNETT COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.
 REVIEW OFFICER _____ DATE _____
 STATE OF NORTH CAROLINA, TOWN OF ERWIN

NOTARY PUBLIC FOR THE TOWN OF ERWIN, DO HEREBY CERTIFY THAT JASON E. GOODWIN PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE DUE EXECUTION OF THIS CERTIFICATE. WITNESS MY HAND THIS THE _____ DAY OF _____
 NOTARY PUBLIC _____ DATE _____

SUBDIVISION ADMINISTRATOR'S CERTIFICATE:
 STATE OF NORTH CAROLINA, TOWN OF ERWIN
 SUBDIVISION ADMINISTRATOR FOR THE TOWN OF ERWIN, HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION ORDINANCE OF TOWN OF ERWIN, NORTH CAROLINA AND THAT THIS PLAT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS OF HARNETT COUNTY

CHAIRMAN OF THE PLANNING BOARD FOR THE TOWN OF ERWIN, HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION ORDINANCE OF TOWN OF ERWIN, NORTH CAROLINA AND THAT THIS PLAT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS OF HARNETT COUNTY.
 CHAIRMAN OF THE PLANNING BOARD _____ DATE _____
 STATE OF NORTH CAROLINA, TOWN OF ERWIN



REGISTER OF DEEDS CERTIFICATE:
 STATE OF NORTH CAROLINA, COUNTY OF HARNETT
 FILED FOR REGISTRATION AT _____ 2023 IN THE REGISTER OF DEEDS OFFICE.
 RECORDED IN PLAT BOOK _____ PAGE _____

REGISTER OF DEEDS
 BY: _____ DATE _____
 STATE OF NORTH CAROLINA, TOWN OF ERWIN

REGISTER OF DEEDS CERTIFICATE:
 STATE OF NORTH CAROLINA, COUNTY OF HARNETT
 FILED FOR REGISTRATION AT _____ 2023 IN THE REGISTER OF DEEDS OFFICE.
 RECORDED IN PLAT BOOK _____ PAGE _____

REGISTER OF DEEDS
 BY: _____ DATE _____
 STATE OF NORTH CAROLINA, TOWN OF ERWIN

Enoch Engineers, P.A.
 & PROFESSIONAL LAND SURVEYORS
 1401 NC Highway 50 South - Beaufort, NC 27504
 Phone: (919) 894-7765 Fax: (919) 894-3190
 Firm License: C-5081

RECOMBINATION MAP for
 JERRY R. BAYS

LOCATION: WONDERTOWN DR WONDERTOWN, NC 28334
 PROJECT: 3720150600U
 TOWN: ERWIN
 COUNTY: HARNETT
 SURVEY DATE: 3/7/04/06

PROPERTY OWNER(S): JERRY R. BAYS & FAYE P. BAYS
 ERM: 10/3/2006
 SCALE: 1" = 40' ±
 SHEET 1 OF 1

REFERENCES:

- DEED BOOK 1896, PAGE 834
- DEED BOOK 1896, PAGE 835
- DEED BOOK 2027, PAGE 471
- DEED BOOK 2027, PAGE 472
- DEED BOOK 2027, PAGE 473
- PC 6, SLIDE 97A
- PC 6, SLIDE 97B
- PC 6, SLIDE 97C
- PC 6, SLIDE 97D
- PC 6, SLIDE 97E
- PC 6, SLIDE 97F
- PC 6, SLIDE 97G
- PC 6, SLIDE 97H
- OTHERS REFERENCED HEREON

GRAPHIC SCALE
 1 inch = 40 ft.

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: September 25, 2023

Subject: Surplus Vehicles

The Town of Erwin has the following surplus vehicles. I am requesting permission to list the following vehicles for sale on GOV Deals.

Erwin Police Department

- 2014 Dodge Charger VIN# 2C3CDXAT8EH346582. Mileage 96,651
- 2014 Dodge Charger VIN # 2C3CDXAT4EH190654 Mileage 88,268

Erwin Recreation Department

- We will have one F-150 to list as well. I will have the updated information for you at our workshop.

Erwin Public Works Department

- F-150- VIN #1FTNFICF6CKE38380 Mileage 127,536
- F-150- VIN #1FRF122X8KC71027 Mileage 106,364
- GMC 2500- VIN #1GCGC33R5YF465562 Mileage 81,467

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: September 25, 2023

Subject: Erwin Police Cadet Program

As I know all of you are aware it has gotten very competitive to recruit and retain good employees. One sector that is facing an extremely difficult time finding good employees is law enforcement. Town Staff has done a lot of research and we have found numerous other agencies in our area that have a cadet program. The agency basically pays a salary to a potential recruit while they are enrolled in Basic Law Enforcement Training (BLET). Most of the contracts with the recruits have certain clawback provisions and require a two to three-year commitment. We could word it however we wanted to. Of course, you can never guarantee a potential recruit will work out. But we would do a proper background check on any potential recruit before agreeing to bring them on as an employee.

At the moment, we are exploring our best option(s) such as having them as full-time employees or contract employees. Due to the number of hours BLET is we could not just hire them as part-time employees. If they are full-time employees, they would be eligible for benefits such as retirement, 401K, and insurance.

MINUTES CONTINUED FROM SEPTEMBER 25, 2023

GOVERNING COMMENTS

Commissioner Turnage stated one of the concerns he had was that several months ago, the Town received a grant for \$100,000 to renovate the bathrooms at the Community Building. He asked if we had made any improvements.

Town Manager Snow Bowden stated he needed to get on it. He had been bogged down with a lot lately but he would make it a priority.

Commissioner Turnage expressed his concern for the internet company still not patching all the holes they caused in Town.

Commissioner Nelson stated he had received complaints about the bushes in front of the gas station at the intersection of S 13th Street and Denim Drive.

Commissioner Byrd gave a big thank you to everyone for the ditch at the Elementary School. He stated the U-Hauls that are parked in front of a man's house, had to go. He also stated the house on D Street's yard was full of junk and he asked Code Enforcement Officer Chris Jones to reach out to him ASAP. He commended the Public Works Department for the work on Butler Drive. He was thankful to the City of Dunn for allowing the Town to borrow the equipment. He stated the Town needed the same machine and wanted to see it at our next Workshop. He thanked Town Manager Snow Bowden for all of his hard work.

Mayor Baker said he was thankful for Town Manager Snow Bowden's update. He stated he would like to hear an update on the Depot. He informed the Board that he received a phone call from Representative Howard Penny stating that Erwin was allocated 1.5 million dollars for projects, \$500,000 of that for Storm Water assessment. He made the Board aware of the Family Fun Day in November and the Mayor's Breakfast in December. He stated we will have a Closed Session for understanding at our next meeting. He stated he would like to have the Commissioner's Emails and Website soon.

ADJOURNMENT

Commissioner Byrd made a motion to adjourn at 6:47 P.M. and was seconded by Commissioner Marbell. **The Board voted unanimously.**

MINUTES RECORDED AND TYPED BY

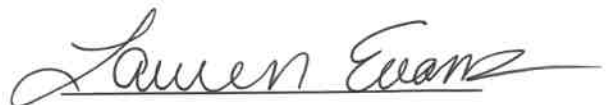
LAUREN EVANS TOWN CLERK

ATTEST:



Randy Baker

Mayor



Lauren Evans, NCCMC

Town Clerk