

**THE ERWIN BOARD OF COMMISSIONERS
DECEMBER 2023 REGULAR MEETING
THURSDAY, DECEMBER 7, 2023 @ 7:00 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. **CONSENT**

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

 - A. Minutes Regular Workshop on October 23, 2023 **(Page 2)**
 - B. Minutes Regular Meeting on November 2, 2023 **(Page 11)**
 - C. In Town Planning Board Member Application for Jim Hartman Jr. **(Page 18)**
 - D. 2023 Meeting Schedule **(Page 19)**
4. **PROCLAMATION RECOGNIZING THE TRITON HIGH SCHOOL BOYS VARSITY SOCCER TEAM (Page 22)**
5. **PROCLAMATION RECOGNIZING ERWIN POLICE K-9 CLINT (Page 23)**
6. **PUBLIC COMMENT**

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

§160A-81.1
7. **NEW BUSINESS**
 - A. CCAP Grant **(Page 24)**
 - B. Erwin Public Library Representative **(Page 25)**
 - C. School Zone Ordinance **(Page 26)**
8. **MANAGER’S REPORT**
9. **ATTORNEY’S REPORT**
10. **GOVERNING BODY COMMENTS**
11. **CLOSED SESSION**
 - A. Pursuant to General Statute 143-318.11(a) (6) for the Purpose of Discussing Personnel
12. **ADJOURNMENT**

****IN ACCORDANCE WITH ADA REGULATIONS, PLEASE NOTE THAT ANYONE WHO NEEDS AN ACCOMMODATION TO PARTICIPATE IN THE MEETING SHOULD NOTIFY THE TOWN CLERK AT (910) 591-4202 AT LEAST 48 HOURS PRIOR TO THE MEETING.****

ERWIN BOARD OF COMMISSIONERS
REGULAR WORKSHOP MINUTES
OCTOBER 23, 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, October 23, 2023, at 6:00 P.M. in Erwin, North Carolina.

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

Town Manager Snow Bowden, Town Clerk Lauren Evans, Town Attorney Tim Morris, Town Engineer Bill Dreitzler, Police Chief Jonathan Johnson, and Town Planner Dylan Eure were present.

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

Commissioner McKoy gave the invocation.

Commissioner Blackmon led the Pledge of Allegiance.

AGENDA ADJUSTMENT/APPROVAL OF AGENDA

Town Manager Snow Bowden requested to add three items under New Business: Retail Strategies as Item K, FAMPO as Item L, and Repairs to Public Works Leaf Truck as Item M.

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

CLOSED SESSION

Commissioner Blackmon made a motion to go into Closed Session in Pursuant to General Statute 143-318.11(a) (3) for the Purpose of Preserving the Attorney-Client Privilege at 6:02 PM. and was seconded by Commissioner Turnage. **The Board voted unanimously.**

Commissioner Nelson arrived at 6:02 PM.

RECONVENED

Commissioner Byrd made a motion to go back to regular session at 6:28 PM. and was seconded by Commissioner Nelson. **The Board voted unanimously.**

MINUTES CONTINUED FROM OCTOBER 23, 2023**NEW BUSINESS****100 Block N 9th Street Stormwater**

Town Engineer Bill Dreitzler stated he wanted to tell the Board where he was and what he thought the Town needed to do. He met with a contractor from Temple Grading, they shot some grades and got a closer look at the yard on 9th Street. Included in the agenda was the cost for one quote but he was working on getting another quote. The grade on the ditch line was less than half a percent. His main concern was the underground storm pipe that ran from 9th Street, behind the houses, to I Street being a contributing factor to the problem. The issue had been getting a TV contractor to return a call much less schedule work because they were all so busy. There were several places he would like to run a camera through to see what the drainage problems were but we could not get them onsite. He was working on getting a price and schedule from Pipe View on when they could come in and do some TV work. He stated once he received the price and schedule he would provide it to Town Manager Snow Bowden.

Mayor Baker stated we recently hired Johnson Brothers to fix the neighboring yard and asked if this was tied into that same pipe.

Town Engineer Bill Dreitzler stated that was correct. We only replaced two sections of pipe, so it was what ran up to that point and beyond that point. The pipe was about 500 feet, maybe 400 feet from 9th Street to I Street. He wanted to TV that whole section of pipe to ensure it was not a contributing factor. What might be found was that there may be another location with a collapsed pipe and need to do another point repair or we may look at the video and determine that the whole pipe needed to be replaced.

Mayor Baker stated the pipes were all put in at the same time, we fixed up to the neighboring property line and did not go any further, logic was going to come into play at some point in time. He inquired whether we had the needed easements in place to perform those needed repairs.

Town Engineer Bill Dreitzler stated what he was doing currently could be completed in the right of way of 9th Street but if we looked at repairing the pipe, we would need access to the properties.

Commissioner Blackmon asked if Town Engineer Bill Dreitzler was looking to abandon the pipe.

Town Engineer Bill Dreitzler stated that he wanted to determine if there were any failures in that pipe between 9th Street and I Street that were contributing factors blocking stormwater.

Commissioner Blackmon stated this was discussed a year and a half ago and should have been completed then. He stated the fact that it was not completed upset him because we met with the property owners and told them we would TV that line a year and a half ago.

Town Engineer Bill Dreitzler stated we had an avenue because of the connection with the contractor to actually get a TV crew. These companies are so busy, they did not want to take on small TV work. He had left 10-12 phone messages in the past few months and never received calls back. He was uncomfortable asking the Board to spend money without knowing the correct

MINUTES CONTINUED FROM OCTOBER 23, 2023

solution. He stated he would have an update for the Board at our next Workshop and he would get a quote to Town Manager Snow Bowden.

West K Street

Town Engineer Bill Dreitzler stated he had a quick update for the Board. The initial survey work was completed. They called utility locate and those had been marked. The surveyors were coming back out to locate utilities. Our consultant, having a couple of times in the field and walking the drainage system, felt like he needed more topographic information downstream so when the survey came back for the utility locate, they will also do more topo work. Once the needed information is complete, we were looking in the 45-day range to submit the plans. By Christmas at the latest, we should be permitting. The only permit we may need was for erosion control if we were to disturb more than an acre. If we don't disturb more than an acre, then we would be good to go. As part of their field evaluations, there was a sinkhole on West J Street with the culvert crossing there. They marked on a map where the sinkhole was and sent it to Keith Anderson with DOT.

Public Works Equipment

Town Manager Snow Bowden informed the Board that at the request of Commissioner Byrd and Commissioner Nelson, he placed this on the agenda. We were looking at two different pieces of equipment for Public Works to better maintain the right of way. They were still waiting on the demo from Motormax. He thought the trackless MT7 would be an asset to the Public Works Department and would help them do their job better. He provided the Board with quotes for both equipment and stated either could be purchased with ARPA funds.

Mayor Baker stated we could not expect Staff to do their job if the Board did not provide them with the equipment they needed.

Discussion continued among the Board.

The consensus of the Board was to allow Public Works Director Mark Byrd to test drive both brands of equipment and to instruct Town Manager Snow Bowden to come back to the Board with numbers and a Budget Amendment if needed.

Erwin Police Cadet Program

Police Chief Jonathan Johnson stated he and Town Manager Snow Bowden had been discussing the Cadet Program for a couple of years due to the state of recruitment and retainment. We had two vacant officer positions, one employee was in K-9 school and another was out with a medical issue making the Erwin Police Department technically four officers short at the time of this workshop. He called around to other agencies that do the Cadet Program. He explained to the Board that the Cadet Program was a program where the municipality would hire a potential new officer to attend BLET which lasted 16 weeks. Many agencies are paying a full-time salary

MINUTES CONTINUED FROM OCTOBER 23, 2023

plus benefits. Once the potential officer completed BLET then they could transfer up into a sworn officer. He read through other department's agreements and pieced together an agreement that fit with Erwin. The agreement included a three-year commitment, the first year out of BLET, the officers were mainly working to obtain their one-year certification so they are usually stuck for a year anyway. There were some cons to the program such as the cadet not making it through basic and we would then cut them from the program, and we would not be holding a spot for them. We could lose money on the salary and benefits, but we would require them to repay the cost of the school. One exception would be if an injury occurred in training and we like a cadet and felt they would be a benefit to Erwin, we may discuss options of keeping them until the next class comes around.

Mayor Baker inquired about what other sources were there for BLET other than Central Carolina Community College.

Police Chief Jonathan Johnson stated any local community college, Sampson, Johnston, Fayetteville Tech, etc. A thorough background check will be performed prior to offering to pay for BLET.

Mayor Baker asked Police Chief Jonathan Johnson when he planned to implement the program.

Police Chief Jonathan Johnson stated he wanted to implement it as soon as possible and get the word out. He already had two vacancies and had one officer potentially going to Fuquay. He was hoping to offer a salary of \$35,000 annually for the Cadet Program which was the lowest salary of any current employee.

Town Manager Snow Bowden stated we would just have to update the job classification grade schedule.

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

Shop with a First Responder

Town Manager Snow Bowden stated this year the Erwin Police Department will be partnering with the Erwin Fire and Rescue to do Shop with a First Responder instead of Shop with a Cop. He felt it was a good idea between Chief Blackmon and Chief Johnson. He asked the Board if they would consider sponsoring or contributing funds to the event.

Commissioner Turnage asked how they would go about selecting the children.

Police Chief Jonathan Johnson stated they have spoken with the Social Worker and our SRO at Erwin Elementary who will both go through a list and choose.

Commissioner Blackmon stated the Fire and Rescue Board had donated \$500 and may come back and up the donation.

MINUTES CONTINUED FROM OCTOBER 23, 2023

Police Chief Jonathan Johnson stated the amount of children depends on the amount of money raised. The First Baptist Church will be holding a chili cookoff to raise money and Erwin Methodist Church pledged \$500.

Mayor Baker stated there was a lot of support from the community.

Commissioner Blackmon stated he spoke with their auditors for the Fire Department and all checks must be addressed to the Erwin Fire Department with a memo that said Shop with a First Responder. They set up a separate bank with a separate entity so it would not have anything to do with the Fire Department's operations.

Commissioner Nelson stated he would advertise the event at the concert that same week.

The consensus of the Board was to provide a Sponsorship of \$1,500 and place this item under Consent on the agenda for our Regularly Scheduled Meeting in November.

Updated Resolution for NC ABC Commission

Town Manager Snow Bowden informed the Board that this was a standard resolution to reflect Chief Johnson being the person to sign off on alcohol permits for the Town of Erwin.

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

BOA-2024-03

Town Manager Snow Bowden stated this Budget Amendment was to repair the Dodge Charger that was damaged by the Amazon van that ran into it when it was parked on the side of the road. Amazon did send us a check to cover the cost and it has been fixed. This Budget Amendment would increase revenues and expenses to fix the car.

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

Pump Station Road Final Plat

Town Manager Snow Bowden stated this was the final plat for the subdivision off of Pump Station Road. Included was the Road Maintenance Agreement. The Planning Board did recommend this for approval.

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

MINUTES CONTINUED FROM OCTOBER 23, 2023

LED Signs Text Amendment

Town Manager Snow Bowden stated this text amendment would allow LED signs in our CB-Central Business Zoning District. They were only allowed in B-2 churches, schools, community centers, and other public institutional uses.

Commissioner Blackmon stated to include B-1 Neighborhood Business as well.

The consensus of the Board was to hold a Public Hearing on this item at our Regularly Scheduled Meeting in November.

Subdivision Text Amendment

Town Manager Snow Bowden stated Town Staff proposed changing what defines a Minor Subdivision. In our Ordinance, a Minor Subdivision was defined as anything that created three or less lots on a town-maintained or state-maintained road without the need for infrastructure or extension. This text amendment would change that definition from three lots to ten lots on a town-maintained road. The three lots will stay the same for a state-maintained road.

The consensus of the Board was to hold a Public Hearing on this item at our Regularly Scheduled Meeting in November.

Retail Strategies

Town Manager Snow Bowden stated Retail Strategies was an economic development firm out of Birmingham, Alabama. They have recently been hired by Harnett County to research and provide them with an economic development plan. They do a lot of good work and he had wanted to bring them to Erwin for a long time. He stated to hire them individually, it would be \$50,000 but if we hire them while they were working in Harnett County it would be \$25,000. They look at your Town, print a Market Report, they would show us what we could improve, and put a plan together. He felt it would be a good use of our funds. He could not promise the Board that if we hired this firm, we would get a Chick-fil-A.

Commissioner Blackmon stated basically, they would come in and tell us that we need to be recruiting, but they wouldn't do the recruiting for us. He wasn't sure it was worth the \$25,000 for them to come and tell us what we already knew. If the firm did the recruiting for us, that would be different.

Commissioner Byrd stated he was on the fence.

Commissioner Nelson stated that was a lot of money if they were not going to help us recruit.

Commissioner Blackmon stated we could be more proactive and get the information ourselves.

The consensus of the Board was to instruct Town Manager Snow Bowden to get more information and a better understanding of their services and bring it back to the Board.

MINUTES CONTINUED FROM OCTOBER 23, 2023

FAMPO

Town Manager Snow Bowden stated he received an update from FAMPO and he provided the Board with a presentation to take home and look over the facts. If everyone were to join FAMPO as discussed, our proposed dues would be \$2,181. He also included a draft of the MOU that FAMPO currently had with Cumberland County which was members.

The FAMPO presentation was part of these minutes as an attachment.

Repairs to Public Works Leaf Truck

Town Manager Snow Bowden asked if the Board saw fit, to approve a budget amendment of \$26,561 to complete repairs for our old Public Works leaf truck. He felt it would be worthwhile to have two leaf trucks running so that we could rely on ourselves.

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

MANAGER'S REPORT

Town Manager Snow Bowden stated the State of North Carolina reached out to him about the \$500,000 grant we received for the Storm Water Management Plan. Town Engineer Bill Dreitzler will be meeting with him to discuss their next steps. They did not know the details of the grant yet. He hoped to have an update on the matter at our November Workshop. Our goal was to have our website up and running soon. We were waiting for some administrative work to be completed by the company that hosts the website. He thanked Town Clerk Lauren Evans for all her hard work on this project. It had been extremely busy at Town Hall the last few months. This month's workshop was a quick turnaround from this month's meeting and he hoped to have quotes at our November Workshop for the updates to our Town Code and the overlay district. At our Planning Board in November, he planned to present a proposed text amendment to lower the speed limits around Erwin Elementary. He had spoken with our RPO, Mid Carolina, about applying for a grant for sidewalks. He stated Staff planned to put out proposals for a Pay Study and ADA Transition Plan and discuss these topics at our November Workshop. He would get the ball rolling with the Community Building and Depot. Auditors were in the office the same week and were conducting our Audit for FY 2022-2023. The following week we would have our kick-off meeting with the CORE program at Town Hall starting at noon. The following Monday, he would be attending a meeting in Lillington regarding greenways and a comprehensive land use plan stakeholder meeting for Harnett County. He introduced our new Town Planner, Dylan Eure, to the Board. He reminded the Board that on Friday, October 27th, there would be a concert, Jim Quick and Coastline Band, on the Mill Lawn starting at 6 PM.

ATTORNEY'S REPORT

Town Attorney Tim Morris stated Jim Quick and Coastline Band were a great band.

MINUTES CONTINUED FROM OCTOBER 23, 2023

GOVERNING COMMENTS

Mayor Baker inquired about where Town Attorney Tim Morris was in processing the run-down old Mounts house on St Matthews Road.

Town Attorney Tim Morris stated it was a lost heir situation. The issue was how you get notice to those folks before we go bulldozing stuff. He stated he would follow up.

Commissioner McKoy stated he was delighted to hear about our Fire Department and Police Department partnering for the Shop with a First Responder event. It had always been very special to him to see a child light up when we do stuff like that. He informed the Board of a program Coats had when he was a Police Sergeant, people would donate toys and you would be surprised at how much people's hearts would give. The Police Department would wrap the gifts and go around neighborhoods delivering all the gifts.

Commissioner Byrd stated we should put on the LED sign for people to donate toys.

Commissioner McKoy stated we could mention to local churches that we were accepting donations as well. He commended our Police Department on the fine work they have done with the recent car break-ins. They went far beyond the call of duty to solve those crimes.

Commissioner Blackmon stated he received several inquiries about why the concert could not be done on the asphalt rather than the grass. People stated they did not attend the previous concert because of fire ants in the grass and you cannot dance well on the grass because of the holes in the ground. He stated that the house on Old Post Road and 6th Street was under contract and the Erwin Fire Department had been asked to burn it.

Commissioner Byrd stated he received a complaint about the school zone. 10th Street has a sign that says School Zone but the speed limit was still 35 MPH. He asked Town Manager Snow Bowden to take the request to the Planning Board to update our Ordinance to the Town Speed Limit being decreased to 25 MPH.

Commissioner Blackmon stated Chief Johnson needed to be involved in any changes to speed limits in Town.

Commissioner Nelson thanked our Police Department, we had some fine officers. He thanked Town Staff for all the hard work they do and our Town Attorney as well. There would be a special opening act at the Jim Quick and Coastline Band concert, Erwin's own, Ashley Nelson would be singing. He hoped everyone would come out and support the event.

Commissioner Turnage stated one of the nicest streets in Erwin was also one of the most butchered streets in Erwin and that street was West D Street. There was a lot of traffic on West D Street, that road was a straight shot to Al Woodall Park and the cemetery. People should not have had to ride up and down the road dodging holes. He stated when we started working on the new fiscal year budget, he hoped to see funds to get West D Street paved.

Mayor Baker stated he echoed the Board on their thankfulness of Town Staff. He welcomed Town Planner Dylan Eure and stated he looked forward to working with him. He thanked Police Chief Jonathan Johnson and his staff for all of their hard work.

MINUTES CONTINUED FROM OCTOBER 23, 2023

Commissioner McKoy inquired where we were at processing the abandoned house located at 403 West K Street.

Town Attorney Tim Morris stated that was a Law School exam question. There were errors, someone was apparently married, and it was just a mess. The guardian died. He stated he would follow up on this house as well.

Town Manager Snow Bowden stated he would call the Tax Department to determine if the taxes had been paid.

ADJOURNMENT

Commissioner Byrd made a motion to adjourn at 7:41 P.M. and was seconded by Commissioner McKoy. **The Board voted unanimously.**

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

ATTEST:

Randy Baker
Mayor

Lauren Evans NCCMC
Town Clerk

ERWIN BOARD OF COMMISSIONERS

REGULAR MINUTES

NOVEMBER 2, 2023

ERWIN, NORTH CAROLINA

The Board of Commissioners for the Town of Erwin with Mayor Baker presiding held its Regular Meeting in the Erwin Municipal Building Board Room on Thursday, November 2, 2023, at 7:00 P.M. in Erwin, North Carolina.

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

Town Manager Snow Bowden, Town Clerk Lauren Evans, Town Attorney Tim Morris, and Police Chief Jonathan Johnson were present.

Mayor Baker called the meeting to order at 7:00 PM.

Commissioner McKoy gave the invocation.

Senator Jim Burgin led the Pledge of Allegiance.

AGENDA ADJUSTMENT/APPROVAL OF AGENDA

Town Manager Snow Bowden requested to add ARPA Infrastructure Grant Resolution as Item G under Consent, to move up the Special Presentations and Proclamation Recognizing Anna Joyner as numbers 4 and 5 on the agenda and the Induction Ceremony for New Members of the Board as number 6. He also requested to add Item B under Closed Session for the Purpose of Preserving the Attorney-Client Privilege.

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

CONSENT

Commissioner Blackmon made a motion to approve **(ITEM A)** Minutes of Regular Workshop on September 25, 2023 **(ITEM B)** Minutes Regular Meeting on October 5, 2023 **(ITEM C)** Amended Job Classification and Grade FY 23-24 **(ITEM D)** Updated Resolution for NC ABC Commission **(ITEM E)** BOA 2024-03 **(ITEM F)** Pump Station Road Final Plat **(ITEM G)** ARPA Infrastructure Grant Resolution and was seconded by Commissioner Nelson. **The Board voted unanimously.**

SPECIAL PRESENTATION

Senator Jim Burgin recognized the Erwin Leo's Club with a special presentation.

MINUTES CONTINUED FROM NOVEMBER 2, 2023**PROCLAMATION RECOGNIZING ANNA JOYNER**

The Town Board of Commissioners recognized Anna Joyner of the Erwin Leo's Club for her achievements. Mayor Baker presented him with a Proclamation Plaque.

The Proclamation is part of these minutes as an attachment.

INDUCTION CEREMONY OF NEW MEMBERS OF THE BOARD

Town Manager Snow Bowden introduced Judge Resson Faircloth, who administered the Oaths of Office to the Re-Elected Members of the Board.

Re-Elected Commissioner Ricky Blackmon repeated the Oath of Office as Commissioner, accompanied by his wife, Tina Blackmon, holding the Bible.

Re-Elected Commissioner Charles Byrd repeated the Oath of Office as Commissioner, accompanied by Mrs. Tina Blackmon holding the Bible.

Re-Elected Commissioner William Turnage repeated the Oath of Office as Commissioner, accompanied by his wife, Jean Turnage, holding the Bible.

RECESSED

Commissioner Byrd made a motion to recess at 7:17 PM for a reception and was seconded by Commissioner Turnage. **Motion Unanimously Approved.**

RECONVENED

Commissioner Nelson made a motion to go back into regular session at 7:34 PM and was seconded by Commissioner Turnage. **Motion Unanimously Approved.**

PUBLIC COMMENT

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

Rebecca Kelly of 209 East F Street came forward and addressed the Board. She stated she wanted to talk to the Board about the \$18,000 we can save the Town and that was early voting. She provided the Board with a copy of a press release from Karen Brinson Bell. Per the article, eighty municipalities do not use early or absentee voting. In those cities and towns, all voters cast their ballot on Election Day. She heard only 11 people went during those 17 days. She did poll work on the day of election day and there were 7

MINUTES CONTINUED FROM NOVEMBER 2, 2023

poll workers that day being paid \$15 an hour and 7 times \$15 equaled \$105 and it worked out to be \$1,050. If you multiplied the \$1,050 by the 17 days that equaled \$17,850. The taxpayers have to pay the State back the \$18,000. If the Town had that money, we could fix some flooded streets. The Town Board could choose to amend the Town Charter and no longer allow early voting.

All handouts provided to the Board are part of these minutes as an attachment.

Dwight Sheppard of 606 McKay Street came forward and thanked the Board for the chance to speak. He stated he grew up in Erwin, he attended school here and graduated in 1970. He had been attending the Town Board Meetings since May of this year and had heard many complaints about the drainage problems in the Town. He stated his neighbors at 608 McKay Street have been deliberately blocking the ditch in front of his house to divert water back onto his property. It had since been alleviated and he was thankful for the Town finally taking care of that after three years. He provided the Board with pictures of the issue in 2020 and handouts for their review. He stated the rocks were removed twice but he did not have confidence that they would not return at some point in time. We need to work together to keep the rocks out of the ditch, purposely blocking a ditch was not acceptable and was a violation of NC General Statute 77-44, which he also included a copy of in his handouts. He requested that a four-foot extension be added to the west end of the culvert that was being blocked. He promised that he would maintain it and keep it free of blockage. He thanked the Board for their time and congratulated the three re-elected Commissioners.

All handouts provided to the Board are part of these minutes as an attachment.

PUBLIC HEARING

LED Signs Text Amendment

Commissioner Byrd made a motion to open the Public Hearing and was seconded by Commissioner Nelson. **The Board voted unanimously.**

Town Manager Snow Bowden stated this proposed text amendment was to allow LED signs in our B-1 and CB Zoning Districts. LED signs were only allowed in our B-2 Zoning District and for churches, schools, community centers, and other public institutional uses. The same policies would be in place.

Mayor Baker asked if anyone was present to speak in favor of the proposed text amendments.

No one came forward.

Mayor Baker asked if anyone was present to speak against the proposed text amendments.

No one came forward.

Commissioner Blackmon made a motion to close the Public Hearing and was seconded by Commissioner Nelson. **The Board voted unanimously.**

Commissioner Blackmon made a motion to recommend the approval of the Ordinance of the Town of Erwin, North Carolina Amending Section 36-549 Business Signs ORD 2023-2024:002 and was seconded by Commissioner Byrd. **The Board voted unanimously.**

MINUTES CONTINUED FROM NOVEMBER 2, 2023**Subdivision Text Amendment**

Commissioner Blackmon made a motion to open the Public Hearing and was seconded by Commissioner Byrd. **The Board voted unanimously.**

Town Manager Snow Bowden stated this proposed text amendment to our Ordinance would allow minor subdivisions off town-maintained streets with utilities already in place to have a maximum of ten or less lots. We would continue to cap state-maintained roads to three or less lots as long as they met the standards.

Mayor Baker asked if anyone was present to speak in favor of the proposed text amendments.

No one came forward.

Mayor Baker asked if anyone was present to speak against the proposed text amendments.

No one came forward.

Commissioner Blackmon made a motion to close the Public Hearing and was seconded by Commissioner Nelson. **The Board voted unanimously.**

Commissioner Blackmon stated this amendment had been a long time coming and would be good for the Town of Erwin.

Commissioner Blackmon made a motion to recommend the approval of the Ordinance of the Town of Erwin, North Carolina Amending Section 30-75 Procedure for Review of Major and Minor Subdivisions ORD 2023-2024:003 and was seconded by Commissioner Byrd. **The Board voted unanimously.**

ORGANIZATION MEETING OF THE BOARD OF COMMISSIONERS

Mayor Baker informed the Board this was the time to elect a Mayor Pro Tem.

Commissioner Byrd made a motion to reappoint Commissioner Ricky Blackmon as Mayor Pro Tem and was seconded by Commissioner Nelson. **Motion Unanimously Approved.**

MANAGER'S REPORT

Town Manager Snow Bowden informed the Board that:

- We had a good meeting with the State of NC regarding the St. Matthew's Road water and sewer utility extension concerning the grant that we received to extend water and sewer lines for a development on this parcel. We should have an RFQ ready to be advertised the following week.
 - The PUD that was going to be built off of St. Matthews Road was making progress. We had been waiting on a few final approvals in regard to water and sewer but progress was being made.
- The kick-off meeting for CORE (Creating Outdoor Recreation Economies) went well. We had a good team show up and a great discussion. We were going to have a few more meetings. The report will probably be ready sometime next spring or late winter.
- He heard back from Ample Storage and they had approval from NCDEQ and were in the final stages of approval from NCDOT. They were waiting on final approval from HRW then they

MINUTES CONTINUED FROM NOVEMBER 2, 2023

would start to tear down the old Whitehouse restaurant and start clearing that site for their new business.

- Town Staff attended a meeting the week prior to learn more about the Triangle Trail Initiative project. This was a large project involving a region of over 10 counties in the triangle area. They were trying to connect all of the counties through greenways and eventually connect this region to other regions in the State. It was a large undertaking but it would be great to see it built out.
- Our audit had not been finalized yet. However, the auditors seemed pleased with everything they reviewed.
- We had submitted the requested paperwork for the 500k grant that we received in the NC State budget for a Storm Water Plan.
- We would have an ordinance for the Town Board's review at our next Town Board workshop to create a school zone off of North 10th Street/East D Street.
- A few months prior, he had a meeting with a team that wished to put a large solar farm in our area. A part of the proposed solar farm was located in our ETJ. Some other sections were found in the jurisdiction of Harnett County and the City of Dunn. There was one parcel in particular that was zoned in between Harnett County and the Town of Erwin. Depending on what the development team decides to do, he might have a resolution to discuss at our next workshop meeting that would assign exclusive Planning and Development regulation to Harnett County for this parcel and this parcel only. The vast majority of the parcel was located in the jurisdiction of Harnett County.
- The Erwin Tree Lightening ceremony will start at 7PM on Monday, November 27th.
- The Erwin Christmas Parade will be on December 4th and it will start at 7PM. There would be a float for those on the Board who would like to ride on it with their family if they choose to do so.

ATTORNEY'S REPORT

Town Attorney Tim Morris thanked the Board for allowing him to be their Town Attorney. He stated he was asked by the Board to look into the house on St Matthews Road. He spoke with the Town Attorney for Dunn and did some research exploring our options. The first option was to apply to the court system to have a guardian appointed over unnamed or unknown heirs. Some heirs may be in West Virginia. The disadvantage of this option was that we did not know what a court would choose to do. Another option was to put a notice out there that the house had been condemned and tore down the property. This option was risky. He felt the best option was to have the Tax Department foreclose on the property and the title would be supplied by law. His number one question was if it was safe, and it was not. This house also lowered the property value for everyone else in the neighborhood.

GOVERNING COMMENTS

Commissioner McKoy stated West K Street was ugly due to the blockage of it and erosion. Then you had a house that needed to be demolished on the same street. The Harnett County Tax Department needed to foreclose on this property as well.

Commissioner Blackmon asked if Town Engineer Bill Dreitzler went and looked at J Street.

MINUTES CONTINUED FROM NOVEMBER 2, 2023

Town Manager Snow Bowden stated Town Engineer Bill Dreitzler informed him that he had some additional questions and was going to follow back up. He stated that Mr. Dreitzler was not sure if it was a Town problem.

Commissioner Blackmon stated the Town put it in, we had an issue there and we did have a responsibility to fix it. Mr. Dreitzler needed to revisit the site and see if we could get something moving.

Commissioner Byrd expressed his appreciation for all the citizens, Town Employees, our Town Attorney, Town Manager Snow Bowden, and Town Clerk Lauren Evans.

Commissioner Nelson thanked the Board and Town Staff for all they did. He stated the Triton Varsity Boys Soccer team played the second round of the soccer tournament and they lost. They had an amazing season.

Mayor Baker stated we had a lot to be proud of our youth for in our area.

Commissioner Turnage inquired about when the internet company will patch the holes in our roads.

Town Manager Snow Bowden stated the company would begin filling in holes the following week.

Commissioner Turnage stated he received a complaint on Mulberry Lane. He asked to have signs placed stating "Children at Play."

Commissioner Byrd asked his neighbors to not put clippings where they could fall in the ditch. We spent too much money on that ditch for it to get clogged up with clippings.

Town Manager Snow Bowden stated that Public Works Director Mark Byrd put "No Dumping" signs out in that area.

Mayor Baker thanked everyone for coming to the meeting. We were coming up on the Holiday Season and he hoped everyone had a wonderful Thanksgiving. He echoed the comments of this fellow Board Member, we were so proud of our youth, a small taste of it was present at the meeting but greatness was all over our community. He was not a boastful person, but he was proud of Erwin and the wonderful place it was to live. Our staff does an excellent job here and we could not do it without them.

CLOSED SESSION

Commissioner Byrd made a motion to go into Closed Session Pursuant to General Statute 143-318.11(a) (6) for the Purpose of Discussing Personnel and Pursuant to General Statute 143-318.11(a) (3) for the Purpose of Preserving the Attorney-Client Privilege at 8:08 PM. and was seconded by Commissioner Nelson. **The Board voted unanimously.**

RECONVENED

Commissioner Blackmon made a motion to go back to regular session at 8:24 PM. and was seconded by Commissioner Turnage. **The Board voted unanimously.**

MINUTES CONTINUED FROM NOVEMBER 2, 2023

ADJOURNMENT

Commissioner Blackmon made a motion to adjourn at 8:25 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, NCCMC
Town Clerk



APPLICATION FOR APPOINTMENT TO A BOARD FOR THE TOWN OF ERWIN, NORTH CAROLINA



The Town of Erwin appreciates your interest in serving on a Board and requests that you complete the following application. This application requests general information based on your interest in applying for a Board for the Town of Erwin.

Applicant Name: Jim (S.D.) Hartman Jr Date of Application: 11/20/2023

Home Address: 210 Jenkins St. Dunn 28334

Street Address Town Zip Code

Cell Home Phone: 910-984-7699 Business/Other Phone: 919-701-6504

FAX Number: _____ Email Address: _____

In order to consider this application, the Town of Erwin requests the following information:

Date of Birth 02/15/1950 Do you reside within the Town Limits of Erwin: Yes No
Occupation: Sales Manager Length of residence in Erwin: 27 Years _____ Months

Have you ever pled guilty to or been found guilty or any criminal offense or been convicted of any offense other than a minor traffic violation? Yes ___ No

If yes, please explain _____

Any evidence found to be incorrect on the application may result in disqualification.

Please write a brief statement as to why you are interested in serving on one of these Boards.

I would like to serve my community on the planning board. I have many years of experience in the construction field

Please indicate your preference by the number (first choice being "1")

Planning Board 1 Recreation _____

Please note: If you are applying for the Planning Board you will not be able to serve on another Board.



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

2024 Town Board Schedule

Thursday, January 4th at 7 PM

Thursday, February 1st at 7 PM

Thursday, March 7th at 7 PM

Thursday, April 4th at 7 PM

Thursday, May 2nd at 7 PM

Thursday, June 6th at 7 PM

July Meeting Canceled Due to Holiday

Thursday, August 1st at 7 PM

Thursday, September 5th at 7 PM

Thursday, October 3rd at 7 PM

Thursday, November 7th at 7 PM

Thursday, December 5th at 7 PM



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2024 Town Board Workshop Meeting Schedule

Monday, January 22nd at 6 PM

Monday, February 26th at 6 PM

Monday, March 25th at 6 PM

Monday, April 22nd at 6 PM

May Workshop Canceled Due to Holiday

Monday, June 24th at 6 PM

Monday, July 22nd at 6 PM

Monday, August 26th at 6 PM

Monday, September 23rd at 6 PM

Monday, October 28th at 6 PM

Monday, November 25th at 6 PM

*Workshop meetings may be canceled if there is nothing on the agenda



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2024 Planning Board/Board of Adjustments Schedule

Tuesday, January 16th at 7 PM (Due to Holiday)

Monday, February 19th at 7 PM

Monday, March 18th at 7 PM

Monday, April 15th at 7 PM

Monday, May 20th at 7 PM

Monday, June 17th at 7 PM

Monday, July 15th at 7 PM

Monday, August 19th at 7 PM

Monday, September 16th at 7 PM

Monday, October 21st at 7 PM

Monday, November 18th at 7 PM

Monday, December 16th at 7 PM

*Meeting(s) may be canceled if there is nothing on the agenda



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TOWN OF ERWIN PROCLAMATION TO CONGRATULATE THE TRITON HIGH SCHOOL BOYS VARSITY SOCCER TEAM 2023-2024-009

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

WHEREAS, Coaches Brian Foster and Heather Foster and the players on the 2023 Triton High School Boys Varsity Soccer Team led the team to triumph by utilizing a combination of all the attributes of a championship-caliber soccer team; and

WHEREAS, the talented players of this championship team are Saul Mejia, John Retana-Vijil, Coy Conway, Marquis Rosado, Carlos Amaya, Lukas Hill, Nahum Mencia, Tommy Lopez, Victor Cano, Uriel Morales-Olvera, William Gutierrez, Elias Lopez, Alain Puertos-Rosales, Jonathan Kerr, Braeden Kessler, Jared Lopez, Christian Silliezar, Jackson Hartman, Enrique Herrera Acevedo, Narain Espinoza, Ever Quintanilla, Tzurriel Morales-Olvera, and Braxton Davis; and

WHEREAS, throughout the season the 2023 Triton High School Boys Varsity Soccer Team exhibited the tenacity and determination that would lead them to several victories including Season Conference Champions of the All-American Conference, winning the All-American Conference Tournament, and placing in the State Playoffs. Working together, these young men illustrated that drive, skills, and good sportsmanship can certainly pay off, and they serve as a shining example to other athletes and the Town of Erwin in general; and

WHEREAS, Coaches Brian Foster and Heather Foster are to be commended for their hard work and dedication, which provided this team of young athletes with the achievement they will certainly cherish for the rest of their lives; and

WHEREAS, it is with great pleasure and Town of Erwin pride, that the Town of Erwin Mayor and Board of Commissioners pause to recognize the accomplishments and dedication of these fine Town of Erwin athletes and their coaches and to congratulate them on their momentous success.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Commissioners of the Town of Erwin, congratulate the 2023 Triton High School Boys Varsity Soccer Team and coaches on an amazing season.

DULY ADOPTED, this the 7th day of December 2023.

ATTEST:

Randy Baker
Mayor

Lauren Evans, NCCMC
Town Clerk



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**PROCLAMATION RECOGNIZING
DETECTIVE CHARLES NORRIS, K9 CLINT, AND
ERWIN POLICE DEPARTMENT
FOR EXCEPTIONAL WORK
2023-2024—010**

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

WHEREAS, the Town of Erwin Mayor and Board of Commissioners recognize and appreciate the Erwin Police Department for superior dedication to duty, laudable personal bravery and selfless elevation of public protection; and

WHEREAS, the Town of Erwin Mayor and Board of Commissioners have heard the complaints of our citizens and recognize the drug and crime increase in Erwin; and

WHEREAS, Detective Norris and K9 Clint completed a 9-week training certification to better serve Erwin. On K9 Clint's first day, a traffic stop was initiated by Detective Norris after observing out-of-date tags. With the assistance of K9 Clint, three arrests were made and three firearms along with methamphetamine and paraphernalia were located; and

WHEREAS, since his first day, K9 Clint has assisted the Erwin Police Department in one arrest recovering heroin/fentanyl and another arrest tracking and pursuing the suspect on foot in a wooded area until the suspect gave up and was taken into custody for larceny of money; and

NOW THEREFORE BE IT RESOLVED that the Town of Erwin Mayor and Board of Commissioners give recognition to Detective Charles Norris, K9 Clint, and the Erwin Police Department for their faithful service and dedication to the people of the Town of Erwin.

Duly Adopted, this the 7th day of December 2023.

ATTEST:

Randy Baker
Mayor

Lauren Evans, NCCMC
Town Clerk

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: December 7, 2023

Subject: CCAP Grant

The Town of Erwin has received a grant from the North Carolina Soil and Water Conservation Commission with the assistance from the Harnett Soil and Water Conservation District. The grant is for a stream restoration grant for the stream that runs through Porter Park. I am waiting on further information on the next steps that we need to take with this grant. We might ask to add a resolution of support to the agenda next week.

Attachments:

- Resolution



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12/7/2023

The Honorable Mayor and Board of Commissioners,

I, Kimberly VanBeck, Library Director for Erwin Public Library nominate/recommend the appointment of Stacey Walsh as the Library Board of Trustee representative for Erwin Public Library. Stacey has served a 3 year term and is renewing for an additional 3 year term. She has been voted Vice President Elect should her reappointment be approved at the December Board meeting.

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: December 7, 2023

Subject: School Zone Ordinance

Pursuant to N.C.G.S. 20-141.1 the local authority (in this case the Erwin Town Board) has the authority to adopt an ordinance to regulate the speed limit in a school zone during an established time that would be advertised by regulatory signs in the established area. We have received numerous complaints about speeding around Erwin Elementary and we have some safety concerns that we hope this will address. There are a number of children that walk to school and Erwin Elementary is also a larger school now with it being a K-5 school. Before they demolished the old school on this site Erwin Elementary was a 3-5 (grade school). Gentry was the primary school for this district (K-2). The proposed ordinance establishes a school zone on East D Street and South 10th Street during the same time period as the already established school zone on Denim Drive.

*Town Staff and the Erwin Police Department are well aware of the speeding complaints throughout the Town of Erwin. We plan on bringing up the possibility of changing the speed limits throughout the Town of Erwin but that will require substantial funding due to the need for additional signage. Town Staff hoped to have this discussion once we start planning for the budget for the next Fiscal Year. The process to change the speed limit on our town-maintained streets involves approving a text amendment to our Town Code, which requires presentation to the Planning Board for their recommendation, then we have a public hearing for any input from the public, and if the majority of the members of the Town Board vote to approve the text amendment to our Town Code we will need to install the new signs showing the speed limit.

Attachments:

- Proposed ordinance



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AN ORDINANCE ESTABLISHING A SCHOOL SAFETY ZONE ON EAST D STREET AND SOUTH 10TH STREET PURSUANT TO N.C.G.S. 20-141.1

WHEREAS, the Town of Erwin Mayor and Board of Commissioners realize that the safety of our children is a top priority of our residents;

WHEREAS, the Town of Erwin Mayor and Board of Commissioners are extremely appreciative of the Harnett County School System and Harnett County for funding such a great facility in the heart of the Town of Erwin;

WHEREAS, the Town of Erwin Mayor and Board of Commissioners realize that we have more kids walking to the new Erwin Elementary School

WHEREAS, the Town of Erwin wishes to establish a School Safety zone on our town-maintained streets including East D Street and South 10th Street from the following hours 7:30 until 8:30 AM and 2:30 until 3:30 PM.

WHEREAS, the Erwin Mayor and Board of Commissioners have the authority pursuant to N.C.G.S 20-141.1 to establish a school safety zone on our town-maintained streets.

WHEREAS, the proposed school safety zone will be identified by the proper signage indicating the authorized lower speed limit and the times and days that it is in place.

WHEREAS, the authorized speed limit in the school zone shall be 25 miles per hour.

NOW, THEREFORE BE IT ORDAINED by the Board of Commissioners of the Town of Erwin, North Carolina that a school zone is established on East D Street and South 10th Street.

Duly Adopted, this the 7th day of December 2023.

ATTEST:

Randy Baker
Mayor

Lauren Evans, NCCMC
Town Clerk