

**THE ERWIN BOARD OF COMMISSIONERS  
JULY 2022 REGULAR MEETING  
THURSDAY, JULY 14, 2022 @ 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 request discussion of an item, the item will be removed from the Consent Agenda and considered under New Business.*

- A. Minutes of Workshop on May 23, 2022 (**Page 2**)
- B. Minutes Regular Meeting on June 2, 2022 (**Page 6**)
- C. Financial Report for May 2022 (**Page 16**)

**4. 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*

**5. SPECIAL PRESENTATION RECOGNIZING THE CFCA SOFTBALL TEAM**

**6. OLD BUSINESS**

- A. Library Consolidation (**Page 18**)

**7. CLOSED SESSION**

- A. Pursuant to General Statute 143-318.11(a) (6) for the Purpose of Discussing Personnel

**8. MANAGER'S REPORT**

**9. ATTORNEY'S REPORT**

**10. GOVERNING BODY COMMENTS**

**11. ADJOURNMENT**

**ERWIN BOARD OF COMMISSIONERS**

**REGULAR WORKSHOP MINUTES**

**MAY 23, 2022**

**ERWIN, NORTH CAROLINA**

The Board of Commissioners for the Town of Erwin with Mayor Pro Tem Randy Baker presiding, held its Regular Workshop in the Erwin Municipal Building Board Room on Monday, May 23, 2022, at 6:00 P.M. in Erwin, North Carolina.

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

Board Members absent were: Commissioner Ricky Blackmon

Commissioner Elect David Nelson was present.

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

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

Commissioner McKoy gave the invocation.

Commissioner Byrd led the Pledge of Allegiance.

**AGENDA ADJUSTMENT/APPROVAL OF AGENDA**

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

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

**NEW BUSINESS**

**Storm Water Policy**

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

Discussion continued among the Board.

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

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

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

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

### **Community Building Sign**

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

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

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

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

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

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

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

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

### **Employee Health Insurance**

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

Discussion continued among the Board.

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

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

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

### **2022-2023 Proposed Budget Information**

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

Discussion continued among the Board.

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

Commissioner Byrd and Commissioner Whitman both agreed.

### **Erwin Depot**

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

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

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

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

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

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

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

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

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

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

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

The Board continued discussing the options.

**MINUTES CONTINUED FROM MAY 23, 2022**

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

**Erwin Business Complex Site**

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

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

**ADJOURNMENT**

Commissioner Turnage made a motion to adjourn at 7:30 P.M. and was seconded by Commissioner Byrd. **The Board voted unanimously.**

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

**ATTEST:**

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**Randy Baker**

**Mayor**

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**Lauren Evans**

**Town Clerk**

**ERWIN BOARD OF COMMISSIONERS**

**REGULAR MINUTES**

**JUNE 2, 2022**

**ERWIN, NORTH CAROLINA**

The Board of Commissioners for the Town of Erwin with Mayor Patsy Carson presiding held its Regular Meeting in the Erwin Municipal Building Board Room on Thursday, June 2, 2022, at 7:00 P.M. in Erwin, North Carolina.

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

Town Manager Snow Bowden, Town Clerk Lauren Evans, Finance Director Linda Williams, Police Chief Jonathan Johnson, Public Works Director Mark Byrd, and Town Engineer Bill Dritzler were present.

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

Commissioner McKoy gave the invocation.

Town Manager Snow Bowden led the Pledge of Allegiance.

**AGENDA ADJUSTMENT/APPROVAL OF AGENDA**

Town Manager Snow Bowden stated a few changes were requested to be made to the agenda and copies of the changes were placed at their seats. We request to move ITEM A under New Business to ITEM K under the consent agenda, move Old Business to number 5, prior to the Presentation of the Plaque to Outgoing Member of the Board of Commissioner, and switch ITEMS B & C under Induction Ceremony of New Members of the Board so that the recess is prior to the Organizational Meeting.

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

**CONSENT**

Commissioner Blackmon made a motion to approve **(ITEM A)** Minutes of Budget Workshop on March 24, 2022 **(ITEM B)** Minutes of Budget Workshop on April 25, 2022 **(ITEM C)** Minutes of Regular Meeting on May 5, 2022 **(ITEM D)** Financial Report for April 2022 **(ITEM E)** DM2 Engineering, PLLC FY2022-2023 Retainer Extension Agreement **(ITEM F)** Budget Ordinance Amendment BOA 2022-03 **(ITEM G)** Budget Ordinance Amendment BOA 2022-04 **(ITEM H)** Auditor Contract and Engagement Letter **(ITEM I)** Stormwater Policy **(ITEM J)** Fire Inspection Contract **(ITEM K)** Budget Ordinance Amendment BOA 2022-05 and was seconded by Commissioner McKoy. **The Board voted unanimously.**

**MINUTES CONTINUED FROM JUNE 2, 2022**

**PUBLIC COMMENT**

Vanessa Lech of 302 N 10<sup>th</sup> Street came forward and addressed the Board. She stated the good news is traffic has improved from her perspective since she spoke to the Board a couple of months ago. She stated she previously asked the Board for a 24-hour camera in that area but has since redacted that after speaking with Snow. She would like a camera on the Dunn-Erwin Rail Trail because crime and drugs are an issue globally, in Harnett County, and Erwin. Sidewalk installation is still needed to improve walkability without interrupting the driveways of residences. She stated her street, N 10<sup>th</sup> Street is a great starting point and could go down to the Erwin Rail Trail which would lead to Downtown. YouTube, Social Media, and Live streaming of Town Hall Meetings are needed to reach residents. Diversity Inclusion and Anti-Bias Training is needed and should be mandatory for all Erwin personnel, there is a lot of free programming. The Town of Erwin needs to proactively prevent conflict of interest hires. The Town of Erwin website needs to explain how to file a complaint against a Town employee. The Town needs to do a better job advertising Town Board Meetings. For any questions, she can be reached on the cards she handed out to the Board with her contact information.

**OLD BUSINESS**

**Library Consolidation**

Town Manager Snow Bowden stated he reached out to Harnett County and had a discussion with Town Attorney Tim Morris and Jason Duke. He recommended moving forward with the contract. Commissioner Blackmon stated a majority of the Board’s concerns were addressed and are clearer with the updated agreement. Commissioner Turnage stated Librarian Kimberly Vanbeck is for it and he recommended moving forward. Mayor Pro Tem Baker stated with this agreement we can provide more to the citizens of Erwin. Commissioner Blackmon made a motion to approve the Library Consolidation Agreement and was seconded by Mayor Pro Tem Baker. **Motion Unanimously Approved.**

**Annexation of 3 parcels located off of St Matthews Road**

Town Manager Snow Bowden recommended approving the annexation effective June 30, 2023. Commissioner Blackmon made a motion to approve the ordinance to extend the corporate limits of the Town of Erwin, North Carolina ORD 2021-2022: 006 effective June 30, 2023, and was seconded by Mayor Pro Tem Baker. **The Board voted unanimously.**

**PRESENTATION OF PLAQUES TO OUTGOING MEMBERS OF THE BOARD OF COMMISSIONERS**

Mayor Carson called Commissioner Whitman up and presented him with a Proclamation and a Plaque of his Service to the Town of Erwin.

Commissioner Whitman thanked everyone, especially the Board, they worked well together. Town Manager Snow Bowden and Town Clerk Lauren Evans did a good job. He thanked everyone for coming out.

**MINUTES CONTINUED FROM JUNE 2, 2022**

Mayor Pro Tem Baker called Mayor Carson up and presented her with a Proclamation and a Plaque of her Service to the Town of Erwin.

Mayor Carson stated it has been a wonderful 16 and a half years. Nobody knows what the Board has meant to her and the managers who have come and gone. Town Manager Snow Bowden has grown more in the past five years than since he first became manager. Having an attorney like Tim Morris has been a blessing.

**INDUCTION CEREMONY OF NEW MEMBERS OF THE BOARD**

Mayor Patsy Carson introduced Judge Resson Faircloth, who administered the Oaths of Office to the Re-Elected and Newly Elected Members of the Board.

Newly Elected Mayor Randy Baker repeated the Oath of Office as Mayor, accompanied by his grandson Brantley Baker holding the Bible.

Re-Elected Commissioner Alvester McKoy repeated the Oath of Office as Commissioner, accompanied by his wife Dorothy holding the Bible.

New Board Member Timothy Marbell repeated the Oath of Office as Commissioner, accompanied by his wife Brenda holding the Bible.

New Board Member David Nelson repeated the Oath of Office as Commissioner, accompanied by his wife Ashley holding the Bible.

**RECESSED**

Commissioner Blackmon made a motion to recess at 7:36 PM for a reception and was seconded by Commissioner McKoy. **Motion Unanimously Approved.**

**RECONVENED**

Commissioner Blackmon made a motion to go back into regular session at 7:30 PM and was seconded by Commissioner Turnage. **Motion Unanimously Approved.**

**ORGANIZATION MEETING OF THE BOARD OF COMMISSIONERS**

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

Commissioner Turnage made a motion to nominate and elect Commissioner Ricky Blackmon as Mayor Pro Tem and was seconded by Commissioner Byrd. **The Board voted unanimously.**



**MINUTES CONTINUED FROM JUNE 2, 2022**

**PUBLIC HEARING**

**Proposed Fiscal Year Budget 2022-2023**

Town Manager Snow Bowden stated Town Staff would like to request to open the Public Hearing and recess until June 27, 2022, at 6 PM in the Town Board Room located at 100 West F Street. Staff felt it would be important to schedule a Workshop with the new Board Members to discuss the proposed budget in further detail.

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

Commissioner Byrd made a motion to table the Public Hearing for the 2022-2023 Proposed Budget until June 27, 2022, in the Town Board Room located at 100 West F Street and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

The consensus of the Board was to schedule a Budget Workshop on June 8, 2022, at 8:30 AM in the Town Board Room located at 100 West F Street.

**SU-2022-008**

Town Manager Snow Bowden stated this request was presented at our May Board meeting. This request is to open a daycare facility at 1503 Denim Drive. Some of the things the applicant wants to do does not require a daycare license such as summer camp.

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

Mayor Baker asked if anyone would like to come forward and speak in favor of the request.

Applicant, Vivian Cogdell, and Shakira Gram came forward and were both sworn in by Town Clerk Lauren Evans.

Ms. Cogdell addressed the Board and introduced Ms. Gram, who had been a children's consultant for over 20 years and would be able to answer questions for the Board.

Mayor Baker asked for a brief summary of the request due to the new Board Members.

Ms. Cogdell addressed the Board. She stated she is requesting a Special Use for an afterschool program they desire to give for more than four hours. More than four hours would afford them the opportunity received federal and state grants, allow parents to receive subsidized child care and they would be able to have nutritional meals and snacks for the children.

Mayor Baker asked about the age group they plan to care for.

Ms. Gram stated they want to be licensed through the permit child development out of Raleigh, Department of Health and Human Education Department. The license requires ages 5-12. They use the term child care but the applicants want to do school-age care which falls under the same umbrella. Before seeking a license, there is a checklist, and approval from the Town is first. She walks all over North Carolina and strongly encourages churches to go the full route and not be exempt so that there would be accountability. Families need to receive quality and governance.

## **MINUTES CONTINUED FROM JUNE 2, 2022**

Michelle Remington with Harnett County is the child consultant on this case. Ms. Gram works with the regulatory side of child care.

Mayor Baker inquired about annual inspections.

Ms. Gram stated there will be an annual inspection as well as pop-ups throughout the year. They will also be accountable for the annual sanitation and fire inspections. They will be a quality program and the highest standard for a school-age program. State guidelines require a standard for learning.

Commissioner Turnage asked about church services and daycare being separate.

Ms. Cogdell confirmed that the daycare will be in a different part of the building.

Commissioner Nelson asked what hours the facility will have throughout the week.

Ms. Cogdell stated 8 AM-5 PM Monday-Friday.

Commissioner Blackmon asked if they are asking for a daycare or afterschool program.

Ms. Gram stated it will be school-age care, on the application you choose what age group you will service.

Commissioner Blackmon stated previously it was stated that the minimum age was 13 at our previous Public Hearing.

Ms. Cogdell stated our targeted group is 13 and older but Ms. Gram is stating the license is for 5-12-year-olds.

Commissioner Blackmon stated the license is from 5-12 years of age. What changes that? More than 4 hours a day for 13 and above?

Ms. Cogdell stated that was correct.

Commissioner Byrd asked what license is needed for 12 and above.

Ms. Gram stated the 5-12 covers it and the services they can have through their ministry on the weekends would be 13 and above.

Commissioner Byrd stated if the target is 13 and above, they don't need the daycare license.

Ms. Cogdell stated they will need the license to receive federal funding and resources to impact the community.

Ms. Gram stated that local YMCAs are exempt programs but families cannot afford the price. The permit is required to get a State License and parents can get a child care voucher and other funding that is available. Under Governor Cooper there is funding called a Stabilization Grant that all Licensed Programs can plug into that fund so that children have nutritious meals and subsidized child care for families. School-age care in the summertime is expensive and they want to make sure they have accountability. They don't want to just warehouse children, they want high standards for child care.

Commissioner Byrd inquired if the grants and funding will be available if they are only caring for 13 and above.

## MINUTES CONTINUED FROM JUNE 2, 2022

Ms. Cogdell stated she wants to keep the 12 in mind now.

Commissioner Blackmon stated at our last Public Hearing Ms. Cogdell stated the minimum age would be 13 and the application says daycare so the Board is acting on a daycare and they are not a daycare. He is not against the request he just wanted to make sure they are approving the request legally. Our Ordinance does not define daycare.

Commissioner Turnage verified they will have insurance.

Ms. Cogdell stated insurance is required.

Commissioner McKoy asked what program and what activities will be offered inside and outside.

Ms. Cogdell stated there will be activities indoors and outdoors. There will also be a curriculum offered indoors.

Commissioner McKoy asked Ms. Cogdell to elaborate on what activities will be offered outdoors.

Ms. Cogdell stated activities have not been decided but she assumes there will be games such as basketball, horseshoes, and regular school activities, and they will be able to take trips.

Commissioner McKoy stated he rode by the area, is there another room outdoor for these activities?

Ms. Cogdell stated there is plenty of room in the back.

Commissioner Nelson asked if they will build a fence around the backyard.

Ms. Cogdell stated they will if required.

Mayor Baker asked how many children they will be caring for. He was trying to gauge how much traffic and how this use would affect the area.

Ms. Gram stated the State's rules and regulations require a ratio of 25 to 1. The higher quality would be 2 teachers. They will measure the square feet and it will be 25 square feet per child and then enhance would be 35 square feet per child. The Child Care Consultant will come and based on the measurements, she will tell the facility what the maximum capacity is.

Mayor Baker asked if anyone would like to come forward and speak against the request.

No one came forward.

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

Commissioner Blackmon stated the application is for a daycare but it is not a daycare. How do we move forward with the request? Is it okay to move forward or do we need to change the application?

Town Manager Snow Bowden stated our Ordinance stated "daycares and similar uses." It was his understanding that they also want to apply for the license for 5-12 even though the target is 12 and 13.

Town Attorney Tim Morris stated he is comfortable with approving the request. This is just a general description and could be defined as a similar use.

## MINUTES CONTINUED FROM JUNE 2, 2022

Commissioner Blackmon made a motion in the affirmative that the use requested is listed among the special uses in the district for which the application is made. Reason being that daycare centers are allowed as a special use in the Highway Business (B-2) Zoning District as long as there is not another operation within a 300-foot radius of the proposed facility and was seconded by Commissioner Byrd. **The Board voted unanimously.**

Commissioner Turnage made a motion in the affirmative that the requested use is essential or desirable to the public convenience or welfare. Reason being that the requested use would allow for an operation for after-school child care, and other child care needs which is needed in the area and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

Commissioner McKoy made a motion in the affirmative that the requested use will not impair the integrity or character of the surrounding or adjoining districts, nor be detrimental to the health, morals, or welfare. Reason being that this is an existing commercial building that is surrounded by similar uses off of a main road that runs through Town and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

Commissioner Byrd made a motion in the affirmative that the requested use will be in conformity with the Land Development Plan. Reason being that this parcel is found in an area in our 2014 Land Use Plan as an area for medium intensity growth. Medium intensity growth does include low impact neighborhood businesses and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

Commissioner Turnage made a motion in the affirmative that adequate utilities, access roads, drainage, sanitation and/or other necessary facilities have been or are being provided. Reason being that this is an existing building that is already connected to the necessary utilities. The applicant is working with Harnett County Development Services to ensure the facility has all of the necessary upgrades for this operation and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

Commissioner Blackmon made a motion in the affirmative that adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. Reason being that is an existing driveway that is connected to a North Carolina Department of Transportation road and was seconded by Commissioner Byrd. **The Board voted unanimously.**

Commissioner Blackmon made a motion in the affirmative that the special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the Board of Commissioners. Reason being that the child care facility must be approved by the North Carolina Department of Health and Human Services and was seconded by Commissioner Byrd. **The Board voted unanimously.**

Commissioner Blackmon made a motion to recommend that the proposed special use application meets all the Findings of Facts in the affirmative, the proposed amendment is consistent with those documents that constitute the officially adopted land development plan and other applicable plans, and recommends the approval of SU-2022-008 Special Use Application to operate a day care facility at 1503 Denim Drive (HC Tax PIN # 1507-21-1976.000) and was seconded by Commissioner Turnage. **The Board voted unanimously.**

**MINUTES CONTINUED FROM JUNE 2, 2022**

**ZT-2022-003**

Town Manager Snow Bowden stated this request is to have a parcel rezoned from B-2 to R-6. It is a single-family structure located at 804 South 13<sup>th</sup> Street. There are some R-6 zoning adjacent to the property. He stated when we spoke to the Planning Board last year, with it being a revaluation year, the Planning Board thought it would be best to wait until this year to fix all the split zoned lots.

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

Mayor Baker asked if anyone would like to come forward and speak in favor of the request.

No one came forward.

Town Manager Snow Bowden stated the applicant was not present but the Planning Board did adopt a Statement of Consistency.

Mayor Baker asked if anyone would like to come forward and speak against the request.

No one came forward.

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

The Board reviewed the map and verified where the closest residential structure is to this parcel.

Commissioner Blackmon made a motion in the affirmative that the impact to the adjacent property owners and the surrounding community is reasonable, and the benefits of the rezoning outweigh any potential inconvenience or harm to the community. Reason being that the request is to have the parcel rezoned to another residential district. The primary use of the land would not change and was seconded by Commissioner Byrd. **The Board voted unanimously.**

Commissioner Byrd made a motion in the affirmative that the requested zoning district is compatible with the existing Land Use Classification. Reason being this parcel is located in an area identified for medium intensity growth in our Land Use Plan. The primary use of the land will remain residential and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

Commissioner Blackmon made a motion in the affirmative that the proposal does enhance or maintain the public health, safety, and general welfare. Reason being that the rezoning request would turn this lot into a conforming lot and was seconded by Commissioner Byrd. **The Board voted unanimously.**

Commissioner McKoy made a motion in the affirmative that the request is for a small scale rezoning and should be evaluated for reasonableness. Reason being this request is to have one parcel rezoned that is .34 acres and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

Commissioner Blackmon made a motion that the requested rezoning to R-6 (Residential) is compatible with all of the Town of Erwin's regulatory documents and would not only have a positive impact on the surrounding community, but would enhance the public health, safety, and general welfare as stated in the evaluation. It is recommended that this rezoning request be Approved and was seconded by Commissioner McKoy. **The Board voted unanimously.**

## MINUTES CONTINUED FROM JUNE 2, 2022

Commissioner Blackmon made a motion to approve ordinance for map amendment case #ZT-2022-003 amendment to the official zoning map to rezone from B-2 to R-6 rezoning ordinance article XXIII for Harnett County PIN 0597-61-1421.000 ORD 2021-2022: 007 and was seconded by Commissioner Byrd. **The Board voted unanimously.**

## MANAGER'S REPORT

Town Manager Snow Bowden stated staff has completed most of the resurfacing on West D Street. Town Engineer Bill Dreitzler will inspect it on Monday. We are waiting on final plan to resurface East H Street and are coordinating with business owners. He will be meeting with DOT to discuss the issues in Town. Updated speed limit signage is needed at the new school with more people walking to school. He welcomed the new Commissioners.

## ATTORNEY'S REPORT

Town Attorney Tim Morris thanked the Board for allowing him to be their Town Attorney. He welcomed the new members and insured Commissioner Byrd he will be in everyone's prayers during his recovery from surgery.

## GOVERNING COMMENTS

Commissioner McKoy welcomed the new Commissioners. He stated Commissioner Byrd will be in his prayers. He expressed the need for the Town of Erwin to be cleaned up. Erwin is just nasty and Town Manager Snow Bowden has done everything he can and we need a Code Enforcement Officer.

Commissioner Blackmon welcomed the new Commissioners and congratulated all elected and re-elected members. He stated he looked forward to working with them and he is looking forward to Mayor Baker's leadership. He stated he has received complaints from citizens about the Splash Pad not opening until 1 PM. He asked that the Splash Pad open earlier and have a tent placed over the slide for hot days. He stated Commissioner Byrd will be in his prayers.

Commissioner Marbell stated he appreciated everyone having confidence in him and he will do to best he can. He plans to listen and learn.

Commissioner Byrd welcomed the new Commissioners and congratulated Mayor Baker. He stated the state that Erwin is in breaks his heart. We need a Code Enforcement Officer in place. He stated he has an issue in his WARD for ongoing yard sales. He asked Town Manager Snow to look into our Ordinance to see what could be done.

Commissioner Nelson thanked the people in his district for voting him in and trusting him. He stated with his Lord and Jesus Christ, he hopes to do what is best for Erwin and the citizens.

Commissioner McKoy welcomed the new Commissioners and congratulated Mayor Baker. He asked Board to look at the Budget really well. We need a Code Enforcement Officer and we as a Board need to look at how we can help ease the financial burden on the elderly in our Town. He appreciated the crowd for coming to our meeting.

**MINUTES CONTINUED FROM JUNE 2, 2022**

Mayor Baker congratulated the new Commissioners. He appreciated the citizen's faith in him. It is humbling and he is honored to have his parents sitting in the audience.

**ADJOURNMENT**

Commissioner McKoy made a motion to adjourn at 8:52 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**  
**Town Clerk**

Town Of Erwin  
 Financial Summary Report  
 YTD Comparison of May 2021 and 2022



BANK ACCOUNT BALANCES			
	YTD May-22	YTD May-21	YTD May-21
CASH MANAGEMENT	2,596,277.79	1,826,856.89	1,826,856.89
BB&T CASH IN BANK	296,501.00	483,001.68	483,001.68
FIRST FEDERAL BUSINESS M	136,818.76	136,502.01	136,502.01
FIRST FEDERAL MONEY MARKET	858,160.47	856,431.78	856,431.78
Y-T-D INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS	\$ 3,887,758.02	\$ 3,302,792.36	\$ 3,302,792.36
BB&T STATE FORFEITURE	4,246.64	4,142.58	4,142.58
BB & T CAPITAL RESERVE/COMM. ENHANCEMENT	213,240.54	186,845.50	186,845.50
FIRST FEDERAL CAP. RESERVE/GENERAL	2,353,203.91	2,348,463.62	2,348,463.62
BB&T HEALTH RESERVE HRA ACCT.	21,864.71	17,684.04	17,684.04
PRIEBE FIELD ACCT.	19,260.75	10,428.83	10,428.83
AL WOODALL PARK IMPROVEMENTS	388,175.66	348,985.55	348,985.55
AMERICAN RELIEF FUNDS: ARPA Grant	593,936.28	-	-
Community Bid.Renovation: SCIF GRANT	99,868.12	-	-
Y-T-D BALANCE RESTRICTED FUNDS	\$ 3,693,796.61	\$ 2,916,550.12	\$ 2,916,550.12
CUMULATIVE BALANCE FOR TOWN OF ERWIN	\$ 7,581,554.63	\$ 6,219,342.48	\$ 6,219,342.48

	YTD		DIFFERENCE
	May-22	May-21	
<b>Revenues</b>			
CURRENT YEAR LEVY OF PROPERTY TAXES	1,157,203.00	1,151,513.00	5,690.00
CURRENT YEAR MOTOR VEHICLE TAXES	156,703.00	168,185.00	(11,482.00)
PRIOR YEAR TAXES / Penalties & Interest	44,725.00	28,654.00	16,071.00
UTILITIES FRANCHISE TAXES	135,832.00	136,821.00	(989.00)
ENTRY FEES	20,865.00	11,235.00	9,630.00
SALES & USE TAX	807,138.00	711,185.00	95,953.00
ZONING PERMITS/APPLICATIONS	14,080.00	14,980.00	(900.00)
REFUSE COLLECTIONS FEES	414,407.00	410,318.00	4,089.00
STORM WATER COLLECTION	57,345.00	55,755.00	1,590.00
ALL OTHER REVENUES	589,904.00	780,340.00	(190,436.00)
	\$ 3,398,202.00	\$ 3,468,986.00	(70,784.00)
<b>Expenditures</b>			
GOVERNING BODY	20,688.00	21,140.00	(452.00)
ADMINISTRATION	223,557.00	245,205.00	(21,648.00)
NON-DEPARTMENTAL	276,853.00	248,550.00	28,303.00
PLANNING & INSPECTIONS	10,557.00	33,015.00	(22,458.00)
POWELL BILL-STREETS	56,429.00	161,535.00	(105,106.00)
POLICE	886,487.00	743,076.00	143,411.00
POLICE-SRO	57,471.00	70,636.00	(13,165.00)
CONTRACT SERVICES-FIRE	252,020.00	248,323.00	3,697.00
PUBLIC WORKS-ADMIN.	106,254.00	93,711.00	12,543.00
PUBLIC WORKS-STREETS	287,384.00	225,641.00	61,743.00
PUBLIC WORKS-SANITATION	263,455.00	315,781.00	(52,326.00)
PUBLIC WORKS-STORM WATER	6,153.00	12,280.00	(6,127.00)
RECREATION	293,261.00	256,679.00	36,582.00
LIBRARY	62,078.00	57,612.00	4,466.00
COMMUNITY CENTER	4,932.00	11,519.00	(6,587.00)
	\$ 2,807,579.00	\$ 2,744,703.00	62,876.00



**TOWN OF ERWIN  
FINANCIAL SUMMARY REPORT  
FOR MONTH OF May 2022**



REVENUES	ANNUAL BUDGET	May '22 ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
CURRENT YEAR LEVY OF PROPERTY TAXES	1,103,866.00	7,665.00	1,157,203.00	104.83%
CURRENT YEAR MOTOR VEHICLE TAXES	175,470.00	17,815.00	166,703.00	89.30%
PRIOR YEAR TAXES / Penalties & Interest	10,000.00	764.00	44,725.00	447.25%
UTILITIES FRANCHISE TAXES	190,000.00	860.00	135,332.00	71.49%
ENTRY FEES	19,000.00	0.00	20,865.00	109.82%
SALES & USE TAX	700,000.00	65,709.00	807,138.00	115.31%
ZONING PERMITS/APPLICATIONS	8,000.00	825.00	14,080.00	176.00%
REFUSE COLLECTIONS FEES	410,266.00	35,279.00	414,407.00	101.01%
STORM WATER COLLECTION	69,930.00	5,041.00	57,345.00	82.00%
ALL OTHER REVENUES	697,042.00	48,668.00	589,904.00	84.63%
	<b>3,383,564.00</b>	<b>180,626.00</b>	<b>3,398,202.00</b>	<b>100.43%</b>
EXPENDITURES	ANNUAL BUDGET	May 2022 ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	47,945.00	2,624.00	20,688.00	43.15%
ADMINISTRATION	263,399.00	20,492.00	223,557.00	84.87%
NON-DEPARTMENTAL	279,319.00	19,731.00	276,853.00	99.12%
PLANNING & INSPECTIONS	77,369.00	302.00	10,557.00	13.64%
POWELL BILL-STREETS	157,000.00	1,477.00	56,429.00	35.94%
POLICE	964,020.00	61,960.00	886,487.00	91.96%
POLICE-SRO	64,030.00	5,197.00	57,471.00	89.76%
CONTRACT SERVICES-FIRE	238,307.00	4,793.00	252,020.00	105.75%
PUBLIC WORKS-ADMIN.	109,004.00	7,948.00	106,254.00	97.48%
PUBLIC WORKS-STREETS	396,984.00	25,273.00	287,384.00	72.39%
PUBLIC WORKS-SANITATION	346,343.00	27,526.00	263,455.00	76.29%
PUBLIC WORKS-STORM WATER	15,000.00	1,811.00	6,153.00	41.02%
RECREATION	349,119.00	26,405.00	293,261.00	84.00%
LIBRARY	69,405.00	5,638.00	62,078.00	89.44%
COMMUNITY CENTER	7,300.00	333.00	4,932.00	67.56%
	<b>3,383,564.00</b>	<b>211,410.00</b>	<b>2,807,579.00</b>	<b>82.98%</b>
Y-T-D GENERAL FUND BALANCE INCREASE (DECREASE)		(30,784.00)	590,623.00	

BANK BALANCES AS OF May 2022		
CASH MANAGEMENT		2,596,277.79
BB&T CASH IN BANK		296,601.00
FIRST FEDERAL PRESTIGE - BUSINESS MONEY MARKET	*	136,818.76
FIRST FEDERAL PREMIUM - BUSINESS MONEY MARKET		858,160.47
Y-T-D INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS		3,887,758.02
BB&T STATE FORFEITURE		4,246.64
BB & T CAPITAL RESERVE/COMM. ENHANCEMENT		213,240.54
FIRST FEDERAL CAP. RESERVE/GENERAL		2,353,203.91
BB&T HEALTH RESERVE HRA ACCT.		21,864.71
PRIEBE FIELD ACCT.		19,260.75
AL WOODALL PARK IMPROVEMENTS		388,175.66
AMERICAN RELIEF FUNDS - (ARPA) Federal Grant		593,936.28
Community Building Renovation - (SCIF) State Grant		99,868.12
Y-T-D INVESTMENT BALANCE RESTRICTED FUNDS		3,693,796.61
CUMULATIVE BALANCE FOR TOWN OF ERWIN		7,681,554.63

POWELL BILL BALANCE  
\$ 389,766.17

# Erwin Board of Commissioners

## REQUEST FOR CONSIDERATION

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To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: July 14, 2022

Subject: Library Consolidation

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We have the updated agreement from Harnett County for the library consolidation project. At the moment of putting the packet together I am waiting on one more clarification on the agreement.

Attachments:

- Harnett County Library Consolidation agreement

NORTH CAROLINA  
HARNETT COUNTY

LIBRARY CONSOLIDATION AGREEMENT

THIS AGREEMENT is made and entered into this \_\_\_\_ day of July, 2022, by and between the County of Harnett, a body politic, organized and existing under the laws of the State of North Carolina (hereinafter referred to as “County”), and the Town of Angier, the Town of Coats, the City of Dunn, and the Town of Erwin, all municipal corporations, organized and existing under the laws of the State of North Carolina (hereinafter referred to collectively as “Municipalities” or individually as “Municipality”).

WITNESSETH

WHEREAS, the Parties have established, operate, and support independent public library systems pursuant to N.C.G.S §153A-263; and

WHEREAS, the Parties recognize the operational efficiencies that can be realized by consolidating its respective library systems into a single county-wide library system; and

WHEREAS, the Parties desire to transfer library ownership, functions and operations to the County pursuant to N.C.G.S. §153A-270.

NOW, THEREFORE, in consideration of the premises set forth herein, and intending to be legally bound, and for other consideration the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

**I. Purpose**

This Agreement is to perpetuate excellent library and information services to the residents of the areas included within the jurisdictions of the aforementioned government bodies through their collaborative and collective efforts under the authority of the North Carolina General Statutes 153A-270 and North Carolina General Statutes 160A, Article 20, Part 1.

By defining the financial, property, and operational appropriations and supervision of the Harnett County Public Library System, this Agreement will replace the November 17, 2014 Interlocal Library Agreement signed by Harnett County Public Library and the Municipalities.

## **II. Operation**

- A. County shall assume ownership, control, responsibility, and oversight of the operation of the municipal libraries, creating a single County-wide library system.
- B. In consideration for assuming ownership, responsibility, and oversight of the municipal libraries, the County will have the freedom to operate the library system as it deems necessary.
- C. County shall be responsible for providing appropriate levels of programming, operation hours, and library collections as determined by the library system director in consultation with the branch manager.
- D. **Library Collections, Books, Reference Material and Other Materials.** Municipalities shall transfer ownership of its library collections, books, reference material, and all other materials to the County upon the effective date of this Agreement. The County shall use transferred collections, books, reference material, and all other material for library purposes for its remaining useful life. The County reserves the right to add to the collections and remove materials from circulation as they reach the end of their useful life.
- E. **Furniture.** Ownership of all furniture associated with the operation of the library, including but not limited to shelving, desks, chairs, carts, and book returns shall be transferred to the Harnett County Library System.

F. **Contracts.** Municipalities shall work with the County to assign Agreements and Contracts, where assignable, that were entered into by the Municipality for the benefit of the municipal library.

G. **Information Technology Hardware and Software.** Ownership of all Information Technology hardware, software, services, and any licenses obtained and purchased by a Municipality shall be retained by the Municipality. County will be responsible for providing IT hardware and any necessary software, services, and licenses to the branches for operation within the Harnett County Library System.

H. **Facilities.** All buildings, grounds, or other facilities used by library branches will remain the property of the municipalities. A lease between the municipality and the County will be entered into for an initial period to continue the operation of the transferred library at the same location. The lease between the Municipalities and the County shall be rent free with the County paying for the utilities used. Buildings in which the leased library shares space with other entities, the County will be responsible for its pro-rata share of the utilities based on square footage. Renewal of leases beyond the initial term will be considered and voted on by both boards. Decisions regarding new facilities for the operation of the branch library, renovations of existing facilities, or relocations must be approved by the governing boards of the County and the Municipality in which the library is located in.

### **III. Employees**

Upon transferring ownership and operation of the municipal library, municipal library employees will become County employees, subject to the County Personnel Ordinance and all rights, duties, and obligations contained therein.

- A. **Salaries.** Any municipal library employee that becomes a County employee will be brought on as a Harnett County employee at the appropriate grade within the Harnett County Salary Grading System to which their position is allocated. If the employee's municipal salary is above or within the salary range of the grade in which the employee position falls, then the employee will maintain the salary with the County. Any employee who is brought on as a County employee whose salary is below the position grade minimum will receive a salary equal to the grade minimum salary.
- B. **Credit for Prior Municipal Service in Employee Leave Accrual.** All municipal employees who transition to full-time 40 hour workweek County employees will accumulate leave at a rate that takes into account their years of service with the Municipality they are transferring employment from in addition to North Carolina counties, and North Carolina governmental agencies.
- C. **Transfer of Municipal Sick Leave to County.** All full-time employees transitioning from municipal employment to County employment may transfer sick leave from the Municipality they are transferring from to the County, in accordance with the Harnett County Personnel Ordinance.
- D. **Prohibition on Transfer of Vacation Leave.** Municipal library employees' vacation leave balances shall not transfer from Municipality to the County. All employees who accrue vacation leave during their employment with each Municipality shall be paid for remaining balances of vacation leave by the employing Municipality in accordance with each Municipality's vacation leave policy and or ordinance prior to becoming County employees.

E. **Probationary Period.** All employees that transition from municipal employment to County employment will undergo a probationary period of a continuous period of 6 months, as outlined in the Harnett County Personnel Ordinance.

#### **IV. Finances: Division of Expenditures Schedule**

Funding of the municipal library's operating budget will transition from Municipality to County over a period of three years with each party being responsible for its portion of the budget as follows:

A. County will be responsible for setting an operating budget for each Library branch at the beginning of Year 1.

B. In Year 1, the Municipality will pay the lesser of two-thirds (2/3) of the County's library budget for the branch located within the Municipality or the total amount of the Municipality's library budget for the year preceding Year 1.

~~B-C.~~ In the event Municipal and County library consolidation does not take effect until after the start of the fiscal year, Municipality will pay a prorated portion of the lesser of two-thirds (2/3) of the County's library budget for the branch located within the Municipality or the total amount of the Municipality's library budget for the year preceding Year 1.

~~C-D.~~ In Year 2, the Municipality will pay the lesser of one-third (1/3) of the County's library budget for the branch located within the Municipality or the total amount of the Municipality's library budget for the year preceding Year 1.

~~D-E.~~ In Year 3, the County will assume full responsibility for funding and operating the budget for all branch libraries within the Harnett County Public Library System.

E.F. County and each Municipality shall work in coordination and cooperation with one another to ensure that the branch libraries are funded as part of the normal budgeting processes within each entity's respective organization.

## V. Library Board of Trustees

- A. The Harnett County Public Library Board of Trustees shall be the sole advisory board for the Harnett County Public Library System.
- B. Municipalities shall disband its Municipality library advisory boards upon transfer of library operations to County.
- C. **Operation.** Harnett County Public Library Board of Trustees shall operate in accordance with the Harnett County Public Library Board of Trustees bylaws and exercise all powers and duties enumerated therein.
- D. **Membership.** Selection and membership to Harnett County Public Library Board of Trustees shall be carried out in accordance with the Harnett County Public Library Board of Trustees bylaws.

## VI. Insurance Coverage and Indemnification

### A. Insurance Coverage

1. The Municipalities shall maintain and pay for ~~adequate~~ insurance coverage in sufficient enough amounts to insure against damage or loss of the ~~for~~ Municipality owned building(s) in which the branch library will operate and any Municipality owned contents contained therein.
2. The County shall maintain and pay for ~~adequate~~ insurance coverage for the County owned Library buildings and its contents, contents of branch libraries, general liability and worker's compensation insurance coverage for the County Library System staff, accident



insurance coverage for patrons, and the coverage for vehicles used to provide service. In addition, the County Library System will also maintain flood insurance on contents in libraries, if necessary.

**B. Indemnification.** To the extent permitted by law, each party will mutually indemnify and hold harmless the other parties, their officers, agents, and employees from and against all loss, cost, damage, expense and liability caused by ~~accident or other occurrence~~negligent acts or omissions resulting in bodily injury, including death and disease to any person or damage or destruction to property, real or personal arising directly or indirectly from ~~operations, products, or services rendered or purchased under this Agreement~~said negligent acts or omissions.

## **VII. Terms of Agreement and Amendment**

- A. This Agreement is effective on July 1, 2022 and may be amended from time to time upon the mutual written consent of all the parties.
- B. Recommendations for amendments shall be forwarded to each of the parties in writing with a thirty-day period for consideration given. The recommendations shall state the date the thirty-day period commences and ends. If any party to this Agreement has not taken specific action regarding the recommendation within sixty-days of the end date of the thirty-day period the recommended amendment shall be considered approved by that Board or entity.
- C. Disagreements related to this Agreement shall be resolved first by a committee of appointed representatives consisting of at least one employee from each of the governmental units involved in the disagreement and then by their legal counsel if necessary.

## VIII. Termination

- A. This Agreement may be terminated by either the Municipality or the County. Under no circumstance does termination by or with one Municipality terminate the Agreement between the other Municipalities and the County.
- B. Notice of Termination shall be provided at least six (6) months prior to the commencement of the next fiscal year. Such termination and transfer of operations will occur at the conclusion of the fiscal year in which the notice of termination was received.—
- C. In the event that this Agreement is terminated by the County all personnel, materials, books, and collections originally provided by the Municipality or purchased during the first two years of this Agreement, utilities, assignable contracts entered into for the benefit of the branch library located within the Municipality, and other non-information technology goods and services will revert back to the Municipality in which the branch is located. Information technology goods and services will remain the property of the County. Materials, including but not limited to books, collections, or reference materials, purchased for use in the branch library in third year or later of this Agreement will remain the property of the County and may be made available for Municipality purchase at replacement cost.
- D. In the event that the Municipality in which the branch is located terminates this Agreement, all personnel, materials, collections, and books originally provided by the Municipality or acquired during the first two years of this Agreement, utilities, assignable contracts entered into for the benefit of the branch library located within the Municipality, and other non-information technology goods and services will revert back to the Municipality in which the branch is located. Information technology goods and services

will remain the property of the County. Materials, including but not limited to books, collections, and reference materials, purchased by the County for use in the branch library in the third year or later shall remain the property of the County and may be made available to Municipalities for purchase at replacement cost.

- C. In the event of termination, any endowments made for the use of the specific library branch that is being terminated shall be transferred to the Municipality for use in accordance with the terms of the endowment.

### **IX. Integration of Understandings**

This Agreement is intended as the complete integration of all understandings between the parties. No prior or contemporaneous additions, deletions, subsequent renewal, deletion, or other amendment hereto shall have any force or affect unless embodied herein in writing signed by the Parties.

### **X. Controlling Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina. The North Carolina State Courts located in Harnett County, North Carolina shall have jurisdiction to hear any dispute under this Agreement and any legal or equitable proceedings by any party must be filed in Harnett County, North Carolina.

### **XI. Superseding**

This Agreement supersedes all prior agreements between Municipality and County relating to the operations of County and Municipality libraries, including any Interlocal Library Agreements, which are hereby terminated upon execution of this Agreement.

### **XII. Notices**

All notices or other communications which all be made pursuant hereto shall be in writing and shall be deemed to be given and received when (a) hand delivered to the address stated below, (b) three (3) days after being mailed to the address stated below, postage prepaid by certified or registered mail of the United States, return receipt requested to the addresses set forth below. Any party to this Agreement may change its designated person or designated address at any time and from time to time by giving notice of such change to the other Parties in the manner set forth above.

**County**

County of Harnett  
455 McKinney Parkway (physical)  
PO Box 759 (mail)  
Lillington, NC 27526  
Attn: County Manager

With a copy to:

County of Harnett  
455 McKinney Parkway (physical)  
PO Box 238 (mail)  
Lillington, NC 27526  
Attn: Senior Staff Attorney

\_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

COUNTY OF HARNETT

BY: \_\_\_\_\_  
Lewis W. Weatherspoon, Chairman, County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Melissa Capps, Clerk to the Board of Commissioners

This instrument has been pre-audited in the manner required by the Local Government Budget & Fiscal Control Act.

\_\_\_\_\_  
Kimberly Honeycutt, Finance Officer  
County of Harnett

\_\_\_\_\_

BY: \_\_\_\_\_

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_

This instrument has been pre-audited in the manner required by the Local Government Budget & Fiscal Control Act.

\_\_\_\_\_  
\_\_\_\_\_