THE ERWIN BOARD OF COMMISSIONERS JUNE 2023 REGULAR MEETING THURSDAY, JUNE 1, 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 request discussion of an item, the item will be removed from the Consent Agenda and considered under New Business.

- A. Minutes Regular Workshop on April 24, 2023 (Page 2)
- B. Minutes Regular Meeting on May 4, 2023 (Page 8)
- C. Minutes of Budget Workshop on May 18, 2023 (Page 14)
- D. DM2 Retainer Contract Extension FY 2023-2024 (Page 19)
- E. Auditor Engagement Letter and Contract (Page 22)
- F. BOA-2023-06 (Page 38)
- G. BOA-2023-07 (Page 39)

4. PRESENTATION OF JUNE CITIZEN OF THE MONTH

5. **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

6. PUBLIC HEARING

- A. SU-2023-002 (Page 40)
- B. East L Street (Page 57)
- C. Proposed Fiscal Year 2023-2024 Budget (Separate Attachment)

7. MANAGER'S REPORT

- 8. **ATTORNEY'S REPORT**
- 9. GOVERNING BODY COMMENTS
- 10. **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 APRIL 24, 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, April 24, 2023, at 6:00 P.M. in Erwin, North Carolina.

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

Board Members absent were: Commissioners David Nelson and William Turnage

Town Manager Snow Bowden, Town Clerk Lauren Evans, and Town Engineer Bill Dreitzler 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

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

OLD BUSINESS

West K Street

Town Engineer Bill Dreitzler came forward and stated he has been working with two contractors and they were struggling to put a price tag on it. He called Ricky Temple who has done a lot of work around Harnett County. Mr Temple was on site the prior Friday and he shot grades. He was back on site the next day and spoke on the phone. Mr. Temple ran video cameras through the pipes to determine what was going on. The findings were that there is a failed culvert under K Street that will need to be fixed. It was 36-inch corrugated metal piping that had too much overburden on it. Based on the grades Mr. Temple shot, there were 34 feet on the low end and 19 feet deep on the high end. That small pipe did not need that much overburden on it, we actually need two 36-inch pipes to carry the water. Mr. Temple has been getting quotes from suppliers. Town Engineer Bill Dreitzler and Mr. Temple are going to talk and find the Board the most cost-effective option. There are three approaches:

1. Tunneling the pipes

- 2. Open cutting K Street
- 3. Opening the stream back up and having dead ends on K Street (the least expensive option)

To be more cost-effective, Town Engineer Bill Dreitzler and Mr. Temple are also looking at different pipe materials and pipe sizes.

Commissioner Blackmon asked if we need to shut West K Street down on both sides.

Town Engineer Bill Dreitzler stated at this point, it would be best.

Discussion continued among the Board.

Town Engineer Bill Dreitzler stated he hoped to have a recommendation at next month's workshop. He stated he would provide the Board members with a copy of the video Mr. Temple took.

The consensus of the Board was to close West K Street on both sides of that area.

NEW BUSINESS

Town-Owned IPad Policies

Town Manager Snow Bowden stated this is a standard policy for the use of Town-owned IPads.

Mayor Baker verified that every Board Member present read and agreed with the policy.

The consensus of the Board was to place this on our Consent Agenda for our Regularly Scheduled Meeting in May.

The Use of Tobacco Products In Municipal Buildings and On Municipal Grounds

Town Manager Snow Bowden stated he received a request from the Library Director Kimberly VanBeck for the Board to adopt a tobacco use policy. The Library has had issues with people smoking while they are having events for kids. We are requesting no smoking within 25 feet of any entrance or exit of a Town-owned building.

The consensus of the Board was to place this on our Consent Agenda for our Regularly Scheduled Meeting in May.

Notary Procedure Policy

Town Manager Snow Bowden stated this was a formal policy to protect our Notary.

Commissioner Byrd clarified that this policy would only be for when the Notary is in the office and not when they are off the clock, away from the office.

Town Manager Snow Bowden stated that was correct.

The consensus of the Board was to place this on our Consent Agenda for our Regularly Scheduled Meeting in May.

East L Street

Town Manager Snow Bowden informed the Board that there is an unopen portion of East L Street. There is a potential buyer of the property and the only way to close the road is by action of the Town Board. We must adopt a resolution setting the Public Hearing.

The consensus of the Board was to place this on our Consent Agenda for our Regularly Scheduled Meeting in May.

BOA 2023-04

Town Manager Snow Bowden stated this budget amendment helps clean up the budget for the library. The number given to us for the consolidation was not exact with the Library still being under the Town in July and this helps to balance the budget out.

The consensus of the Board was to place this on our Consent Agenda for our Regularly Scheduled Meeting in May.

BOA 2023-05

Town Manager Snow Bowden stated we are requesting to use some additional sales tax revenue and property tax revenue to increase the expenditures and contracted services in our Stormwater budget by \$18,332 to fix the ditch by Erwin Elementary School.

Commissioner Byrd stated it was the principal of the situation and the County's engineer agreed that it was their fault.

Commissioner Blackmon stated we need to fix the ditch for our residents and then send the County a bill.

Mayor Baker stated it is the Town's responsibility when it gets to the ditch and he was tired of arguing over it. He did not want to get in a publicity war and the Town look unappreciative for the new school.

Commissioner Blackmon stated you cannot turn water to cause problems elsewhere. They are responsible. A study should have been done to see where the water goes and a study was never done. The Town can hire someone to fix it but the County needs to pay because they created the problem.

Mayor Baker stated we need to go ahead and fix it so that our residents who have been affected do not suffer any longer.

The consensus of the Board was to place this on our Consent Agenda for our Regularly Scheduled Meeting in May.

ZT-2023-002

Town Manager Snow Bowden informed the Board that the Town received a request to rezone the parcel located at 306 Masonic Road from R-10 to B-2. The property owner wanted to make the property more marketable. The Planning Board did recommend this request for approval. The parcel is adjacent to B-2 zoning.

SU-2023-002

Town Manager Snow Bowden informed the Board that the Town received a special use application to operate a Customary Home Occupation inside the home located at 129 Bumpas Creek Access.

No discussion was had among the Board regarding case SU-2023-002.

The Board discussed text amendments to our ordinances regarding certain special use requests.

Town Manager Snow Bowden stated he will have text amendments prepared for our Planning Board meeting in May.

CLOSED SESSION

Commissioner Blackmon made a motion to go into Closed Session Pursuant to General Statute 143-318.11 (a) (6) for the Purpose of Discussing Personnel at 6:37 PM and was seconded by Commissioner Byrd. **The Board voted unanimously.**

RECONVENED

Commissioner Byrd made a motion to go back in regular session at 7:05 PM and was seconded by Commissioner McKoy. **The Board voted unanimously.**

MANAGER'S REPORT

Town Manager Snow Bowden informed the Board that:

- He had a few different meetings with various stakeholders with the State of NC to try and help the new owners of the former Erwin mill to help them find any potential grant opportunities, tax credits, and also any type of assistance with the redevelopment of this building. The Erwin Chamber of Commerce Administrator Sheveil Harmon had been very helpful as well.
- We were making positive progress with the Land Use Plan updates. We were having our first public meeting on May 9th from 5 till 7 PM in the board room at the Erwin Town Hall. The Erwin Public Library was helping us out by promoting an event before this meeting from 4 PM till 5 PM "Taco about the Town". There will be free tacos and programming for

younger children. We were hoping this would help bring out some of our residents with young families.

- O There had been a rumor posted on Facebook about this meeting. There was a misunderstanding and some people were under the impression that the Town was going to receive 9.5 million dollars from the mill being sold. He guessed they thought the Town owned the building, which he could certainly understand. The rumor is that this meeting was to discuss what the Town should do with the 9.5 million dollars. He wish he could say that was what this meeting was about but that was not the case. We have tried clearing this up.
- We were working on getting a few quotes for a feasibility study for the relocation of Erwin Public Works.
- He was working on getting quotes for the Erwin Community Building.
- There were currently a lot of bills that have been filed in the General Assembly that might impact us. He wanted to make the Board aware of a bill that had been filed in the Senate. S.B. 675 may revoke the ETJ authority that municipalities currently have.
- He should have the updates to the proposed budget completed soon so we could have another meeting in May to discuss this in further detail.
 - o He received good news from our insurance broker. He told him our health insurance rates were going down 14% so that should help us save some money.
- We have some code violations that we are trying to clean-up
 - o 102 Erwin Avenue had put a lot of junk on the side of the road off of Wade Avenue. She has been told to clean it up by the end of the month or we will send someone out there to pick it up and send her the bill.
 - o 901 Warren Road- There was still junk on this property that needed to be cleaned up. Code Enforcement had been working with the property owner. He claimed there are some personal reasons for the delay. We were going to need to explore legal options with this case.
 - o 700 Old Post Road- This was an abandoned house that we were aware of and Code Enforcement has sent a notice to.
 - o 3004 Ashe Avenue (ETJ)- We have started the minimum housing process, the previous tenant has moved out and the house was currently vacant.
 - O 206 West D Street- We were going to have to explore our legal options with this issue. The resident claims we are picking on him, which is not the case. We have received the most complaints about this house than any other house in our Town Limits.

GOVERNING COMMENTS

Commissioner Byrd asked if we set the 15th as the deadline for the issue on Warren Road. We are overdue on enforcing the issue and we need to take action now.

Town Manager Snow Bowden stated he will speak to Town Attorney Tim Morris about drafting a lawsuit.

Mayor Baker stated the Board discussed the demolition of the depot down to the salvageable components and form a committee with a couple of Board Members, Historical Society President Si Harrington, and other members of the History Society to come together and agree on something.

Commissioner Blackmon stated he thought we need to have an Architectural firm go look at the depot to determine what was salvageable and let them make the decision to take it down which takes the Board out of the decision-making process. We need to interview Architectural Firms and decide who we want to use. We need to get the process going.

Mayor Baker stated he would like to have a feasible timeline, six months possibly to demo to the foundation. He asked Town Manager Snow Bowden if there would be room at Public Works to store some of the components.

Town Manager Snow Bowden stated it depended on what needed to be stored, we have some room.

The Board agreed on a six-month timeline to demo the depot to the foundation.

Mayor Baker informed the Board that we had a good program for Stanley Armstrong at Al Woodall Park. She stated the ceremony for Habitat for Humanity went well. He asked the Board to continue keeping Commissioner Turnage in our prayers.

ADJOURNMENT

Commissioner Byrd made a motion to adjourn at 7:19 P.M. and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

MINUTES RECORDED AND TYPED BY LAUREN EVANS TOWN CLERK

	ATTEST:
Randy Baker	Lauren Evans
Mayor	Town Clerk

ERWIN BOARD OF COMMISSIONERS

REGULAR MINUTES

MAY 4, 2023

ERWIN, NORTH CAROLINA

The Board of Commissioners for the Town of Erwin with Mayor Pro Tem Ricky Blackmon presiding held its Regular Meeting in the Erwin Municipal Building Board Room on Thursday, April 6, 2023, at 7:00 P.M. in Erwin, North Carolina.

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

Board Member absent was: Mayor Randy Baker and Commissioner William Turnage.

Town Manager Snow Bowden, Town Clerk Lauren Evans, Town Attorney Tim Morris, Town

Engineer Bill Dreitzler, and Police Chief Jonathan Johnson were present.

Mayor Pro Tem Blackmon called the meeting to order at 7:00 PM.

Commissioner McKoy gave the invocation.

Commissioner Byrd led the Pledge of Allegiance.

AGENDA ADJUSTMENT/APPROVAL OF AGENDA

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

CONSENT

Commissioner Byrd made a motion to approve (ITEM A) Minutes Regular Workshop on March 27, 2023 (ITEM B) Minutes of Budget Workshop on March 30, 2023 (ITEM C) Minutes Regular Meeting on April 6, 2023 (ITEM D) Town Owned IPad Policy (ITEM E) The Use of Tobacco Products In Municipal Buildings and On Municipal Grounds (ITEM F) Notary Procedure Policy (ITEM G) East L Street (ITEM H) BOA 2023-04 (ITEM I) BOA 2023-05 and was seconded by Commissioner Nelson. The Board voted unanimously.

PUBLIC COMMENT

Annie Elliot of 727 N 16th Street came forward and addressed the Board. She stated she was present to complain about the drainage ditches on N 16th Street and N Street. She stated her brother was visiting from Kentucky when earlier in the week when it was raining and he told her if she was not careful she was going to be in the ditch because water was running all across the road. It is not

draining down the ditches, it is just draining. The ditches need to be cleaned and potholes need to be fixed.

Town Engineer Bill Dreitzler stated he is looking into these issues.

Donya Jerrido of 406 S 14th Street came forward and informed the Board that her granddaughter is a kindergarten student at Erwin Elementary School. Her granddaughter endured gross neglect by her Teacher's assistant for seven hours at school and now suffers from Post Traumatic Stress Disorder. She held up a picture of her granddaughter's condition on April 3rd when the neglect occurred. She stated she called the superintendent of schools and he had not returned her call. After getting the Daily Record involved, the school had the Teacher's Assistant resign but she felt everyone involved needed to be held accountable including the Superintendent of schools. She is her granddaughter's emergency contact and no one called to inform her of the incident. There were only two messages sent in a platform for teachers and parents. This was a kindergarten student who now suffers from PTSD and does not want to go to any school. She has been tainted, demoralized, the school is trying to sweep it under the rug and she was not going to let that happen.

Arletha Melvin of 714 N 16th Street came forward and stated Ms. Elliot was just talking about the ditches. She drove Commissioner McKoy and showed him the conditions. This has been an issue for quite a while and it is time for someone to do something about it. They are going to keep coming until the roads are fixed. She inquired about what the Town plans to do with the demolished houses at 706, 708, and 709 N 16th Street. She wanted the neighborhood to look nice.

Town Manager Snow Bowden stated this is the first time he has been made aware of the home. He will send Code Enforcement Officer Chris Jones out to look at the homes and start the minimum housing process.

PUBLIC HEARING

ZT-2023-002

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

Town Manager Snow Bowden stated Town Staff received an application to have the property at 306 Masonic Road rezoned from R-10 to B-2. The Planning Board did recommend this request for approval.

Mayor Pro Tem Ricky Blackmon asked if anyone would like to come forward and speak in favor of the request.

Mr. Martin stated he was the owner of the property. He made this request for more marketable value.

Commissioner Byrd asked if he had plans for a business.

Mr. Martin stated he did not have any plans at that time.

Commissioner Byrd asked if the property is for sale.

Mr. Martin stated the property was not for sale but was soon to be for sale.

Commissioner Byrd asked about a home on the property.

Mr. Martin stated that was his rental home but no one was living in it at that time.

Mayor Pro Tem Ricky Blackmon stated for the record that there were B-1 and B-2 zoning beside this property.

Commissioner Byrd stated there used to be a business on this property.

Mayor Pro Tem Ricky Blackmon asked if anyone else would like to come forward and speak in favor of the request.

Bill Schuh of 102 Masonic Road came forward and complained about the street signs being crooked or missing around Town. Do we not have enough help? Then we need to hire more people.

Mayor Pro Tem Ricky Blackmon informed Mr. Schuh that we were in a Public Hearing.

Mayor Pro Tem Ricky Blackmon asked if anyone else would like to come forward and speak in favor of the request.

No one came forward.

Mayor Pro Tem Ricky Blackmon asked if anyone would like to come forward and speak against the request.

No one came forward.

Mayor Pro Tem Ricky Blackmon asked again if anyone would like to come forward and speak against the request.

No one came forward.

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

Commissioner Byrd made a motion in the affirmative, seconded by Commissioner Nelson, and **unanimously approved by the Board** 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.

• Reasoning: This parcel is adjacent to a four-lane highway (HWY 421). It is located at the corner of two NCDOT roads. The parcel would be accessed from Masonic Road which is a NCDOT road. The impact to the community would be reasonable.

Commissioner McKoy made a motion in the affirmative, seconded by Commissioner Byrd, and **unanimously approved by the Board** that the requested zoning district is compatible with the existing Land Use Classification.

• Reasoning: This parcel is located in an area identified for High-Intensity Growth in our 2014 Land Use Plan. This classification is intended for commercial uses that have a more regional draw and may serve residents outside of the immediate area.

Commissioner Nelson made a motion in the affirmative, seconded by Commissioner Byrd, and **unanimously approved by the Board** that the proposal does enhance or maintain the public health, safety, and general welfare.

• Reasoning: This parcel is located at the corner of two NCDOT roads. It would provide a site for future development to serve our residents.

Commissioner Byrd made a motion in the affirmative, seconded by Commissioner Nelson, and **unanimously approved by the Board** that the e request is for a small scale rezoning and should be evaluated for reasonableness.

• Reasoning: This request is for one parcel that is .73 acres

Commissioner McKoy made a motion in the affirmative, seconded by Commissioner Byrd, and **unanimously approved by the Board** that the proposed rezoning application meets all the Findings of Fact in the Affirmative.

Commissioner McKoy made a motion in the affirmative, seconded by Commissioner Nelson, and **unanimously approved by the Board** that the requested rezoning to B-2 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.

Commissioner McKoy made a motion in the affirmative, seconded by Commissioner Byrd, and **unanimously approved by the Board** to recommend approval of Ordinance For Map Amendment Case # ZT-2023-002 Amendment To The Official Zoning Map To Rezoned From R-10 To B-2 Per Zoning Ordinance Article XXIII For Harnett County PIN 1507-14-0672.000.

SU-2023-002

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

Town Manager Snow Bowden stated the applicant for this Special Use Application asked the Board to table this Public Hearing until our next regularly scheduled meeting on June 1, 2023, at 7 PM. The applicant was out of Town and had someone scheduled to be present in his place but that person had to go to the hospital for an emergency and no one was present to speak for the case.

Mayor Pro Tem Ricky Blackmon asked if anyone else would like to come forward and speak in favor of the request.

No one came forward.

Mayor Pro Tem Ricky Blackmon asked again if anyone was present who would like to come forward and speak in favor of the request.

No one came forward.

Mayor Pro Tem Ricky Blackmon asked if anyone would like to come forward and speak against the request.

No one came forward.

Mayor Pro Tem Ricky Blackmon asked again if anyone would like to come forward and speak against the request.

No one came forward.

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

Commissioner Nelson made a motion to table special use request SU-2023-002 until our next regularly scheduled meeting in the Erwin Municipal Building Board Room on June 1, 2023, at 7 PM and was seconded by Commissioner Byrd. **The Board voted unanimously.**

MANAGER'S REPORT

Town Manager Snow Bowden informed the Board that:

- The playground that was broken at Porter Park has been fixed. We also put down fresh mulch in all three play areas at Porter Park and the play area at Al Woodall Park.
- We are working on the changes the Board requested for the budget next year. A meeting will be planned later in May to have another budget workshop.
- He will look at the homes at 706, 708, and 709 N 16th Street and ask our Code Enforcement Officer Chris Jones to start the Minimum Housing process.
- Code Enforcement Officer Chris Jones was out of Town until the following week. He asked the Board to keep his family in their prayers.
- Wrether Ravenel is starting the pavement condition study and we are hoping to have the information back on that soon.
- The following Tuesday, May 9th, we were holding the Public Meeting in the Erwin Municipal Building Board Room from 5-7 PM. There will be an event at the Erwin Public Library from 4-5 PM. Please encourage friends and family to take the survey.
- Mayor Baker asked that we remind the Board of the Remembrance Service on Friday, May 12th, at 6 PM at Al Woodall Park.

ATTORNEY'S REPORT

Town Attorney Tim Morris thanked the Board for allowing him to be the Town Attorney.

GOVERNING COMMENTS

Commissioner Nelson stated he appreciated everything the Police and Town Staff do for the Town. He thanked the citizens for coming to the meeting and voicing their opinion and for everything they do for the Town.

Commissioner Byrd stated he is also thankful for Town Staff and all they do. He thanked the citizens for sharing their thoughts with the Board. He appreciated the quick response when he called Town Manager Snow Bowden and Police Lieutenant Joey Ennis came to help with V1 Fiber digging in

people's yards past the right of way. He asked what the status was on the State paving State-owned roads in Erwin.

Town Manager Snow Bowden stated they moved the repaving of Old Post Road up by one year. He stated he had spoken with NCDOT about possibly giving them some of our funds and they were open to that but it looks like they may be paved sooner than we thought.

Commissioner McKoy thanked the citizens for coming to our meeting. He asked that citizens to tell everyone that we have meetings every first Thursday of each month, the citizens in Erwin are our eyes and ears. The Board cannot see everything and he was thankful that citizens come and voice their opinions. It was a pleasure serving with the Board. We have a fine staff in Erwin. He stressed to the Board that we do not need to put a bandaid on problems, we need to fix them. He was devastated when he saw the streets and ditches on N 16th Street.

Mayor Pro Tem Blackmon thanked everyone for coming to the meeting. Citizens see more than the Board on a daily basis and he appreciated everyone who came and gave their insight on the issues they saw. It will not go on deaf ears, Town Manager Snow Bowden will make sure it gets done. He asked everyone to keep Commissioner Turnage in their prayers as he continued to heal and keep Code Enforcement Officer Chris Jones' family in their prayers.

ADJOURNMENT

Commissioner Byrd made a motion to adjourn at 7:29 P.M. and was seconded by Commissioner Nelson. **The Board voted unanimously.**

MINUTES RECORDED AND TYPED BY LAUREN EVANS TOWN CLERK

	ATTEST:	
Randy Baker	Lauren Evans	
Mayor	Town Clerk	

ERWIN BOARD OF COMMISSIONERS BUDGET WORKSHOP MINUTES MAY 18, 2023

ERWIN, NORTH CAROLINA

The Board of Commissioners for the Town of Erwin with Mayor Randy Baker presiding held its second Budget Workshop for FY 2023-2024 in the Erwin Municipal Building Board Room on Thursday, May 18, 2023, at 8:30 A.M. in Erwin, North Carolina.

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

Board Member absent was: Commissioner William Turnage.

Town Manager Snow Bowden, Town Clerk Lauren Evans, Finance Director Linda Williams, and Town Attorney Tim Morris were present.

Mayor Baker called the meeting to order at 8:35 A.M.

Commissioner McKoy gave the invocation.

Commissioner Nelson led the Pledge of Allegiance.

AGENDA ADJUSTMENT/APPROVAL OF AGENDA

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

DISCUSSION OF PROPOSED FY 2023-2024 BUDGET

Town Manager Snow Bowden informed the Board that revenues were \$4,412,254, and expenditures are the same. This budget included a 5% COLA for all staff on July 1st and a 5% merit on January 1st. The biggest thing he wanted to talk about with the revenues which included a transfer of our ARP funds of \$518,835 which left us with \$78,826 that has to be allocated by December 31, 2024, and spent by December 31, 2026.

Commissioner Blackmon verified that the ARP funds are covering capital purchases, not any ongoing expenses.

Town Manager Snow Bowden confirmed that the transferred ARP funds will only cover capital purchases and our general operations will be fine for next year.

Governing Board

Town Manager Snow Bowden stated funds were included for the election this year and an increase in expenditures for travel to cover conferences and events. In contingency, there was \$30,000 as a stand-in to cover projects such as way-finding signs or an ADA Transition Plan.

Commissioner Blackmon asked where our employees stand based on other agencies. He stated whether it is under the contingency line or somewhere else, he would like for us to look at possibly doing more than the 5% in January. Our priorities need to be our employees. We need to be more comparable or we are going to start losing employees.

Mayor Baker stated we need to start a program to pay more for employees who get certifications and employees who go above and beyond for additional training. He stated we could create a retention fund and the Board could look into adding to that.

Commissioner Blackmon stated we could put money back every year for incentive bonuses.

Administration

Town Manager Snow Bowden stated the administration mainly consisted of salaries. Health Insurance decreased to \$492 a month. The bond amount for our Finance Director Linda Williams went up this year due to a new law.

Non-Departmental

Contracted services are billed to Non-Departmental including Town Engineer Bill Drietzler and Town Attorney Tim Morris. Charges for mailboxes had increased to \$13 a month, including email for the Board Members' IPads. He also included funds for a Family Fun Day for our employees and their families. Our Auditor did increase their fee by a thousand dollars this year but he felt it was very fair and our auditors have not increased their fees in years. We are still waiting to hear the exact cost for our Property and Liability Insurance, he budgeted for \$39,000, and our Worker's Compensation insurance will be \$41,000. He reached out to another company for a Property and Liability quote but had not heard back from them

Commissioner Blackmon inquired about purchasing blinds for the windows in the Board Room.

Mayor Baker asked if any funds were allocated to salvaging materials from the depot down to the foundation. He stated we needed to remove the danger and the eye sore that was behind the fire department.

Town Manager Snow Bowden stated he did not include funds in this budget. He felt it would be best to create a capital budget to keep those funds separate because if we transfer any funds from the Community Enhancement Fund then we will need to keep them separate from the General Fund.

Commissioner Blackmon asked if we could use ARP funds.

Town Manager Snow Bowden stated he could go back and look at the capital purchases.

Planning

Town Manager Snow Bowden stated the Planning Department included funds for a Code Enforcement Officer, a Town Planner, and their benefits. He also increased contracted services to clean up around Town.

Mayor Baker stated something he has been working on with the County is if the Town has to condemn a house in the interest of public safety, possibly being able to get a credit toward our tipping fees.

Powell Bill

Town Manager Snow Bowden stated we are using funds from our Powell Bill to complete a Pacement Condition Study that he hoped to have to the Board in a few months. He provided a breakdown of the funds such as \$12,000 toward Town Engineer Bill Drietzler and \$133,000 for Street Resurfacing.

Mayor Baker stated we may have to tap into our Stormwater Fund for Stormwater projects.

Police Department

Town Manager Snow Bowden stated there were some big changes to the Police Department this year including bringing on a K9. Funds were allocated for K9 training but the Police Department did plan to raise money as well. We were not adding any new positions but the budget did include funds for all current positions. Capital Purchases were two new cars, a UTV, and a generator. The current generator is from 1997.

Commissioner Byrd stated it is important to have a strong enough generator to power the Police Department and Town Hall.

Commissioner Blackmon stated you could set the generator to run the critical areas.

Town Manager Snow Bowden stated our current generator only runs critical areas in the Police Department.

Town Attorney Tim Morris left the meeting at 9:04 A.M.

Mayor Baker inquired about adding a separate line item for a K9 officer. He expressed his concern with the K9 only training with one officer and then the officer leaving. He stated he would like to have two officers train with the K9.

Town Manager Snow Bowden stated he will speak with Police Chief Jonathan Johnson.

Commissioner Byrd stated the price of the radios for the Police cars was high. He asked Town Manager Snow Bowden to look into that. He stated the radio in his car was only \$25 a month.

Police SRO

Town Manager Snow Bowden stated he wanted to point out that the SRO position is not 100% reimbursed by the County. A few years ago the County placed a cap of \$65,812 and this will be the first year we were over the threshold. We can fund it this year but he thought next year, we needed to go back to the County to ask for more funding. He still felt like we were getting the better end of the deal.

Commissioner Blackmon stated we are using the SRO during the summer and what is most important was the safety of the children at the school. It does hurt to ask but we should not argue that point.

Fire

Town Manager Snow Bowden stated this is very standard, it is only the DMV tax and Fire tax.

Public Works Admin

Town Manager Snow Bowden stated this Public Works Admin included funds for a new work truck. Staff has been working on getting sample RFPs so we can get three bids to bring to the Board soon and award a bid for moving Public Works. If we do not want to move the building this year, we need to fix it and make it look better.

The Board discussed moving the Public Works Building to where the old water plant used to be.

Commissioner Blackmon stated we need to move forward with getting estimates to tear down Public Works and move it. The land Public Works sits on now is marketable land.

Public Works Streets

Town Manager Snow Bowden stated Public Works Streets included funds for salaries and a new service truck. He also included funds for sidewalks which had been mentioned a lot during the Land Use Plan Meetings. He estimated \$17 per linear foot.

Commissioner Blackmon stated we needed to have a new generator when we build the new Public Works.

Public Works Sanitation

Town Manager Snow Bowden stated Public Works Sanitation had one employee's salary. This was the department we bill for picking up limbs and brown goods, we also bill GFL. We are asking for \$85,000 in capital outlay for a new truck to put our old boom on so we can have a backup limb truck and operate once a week to pick up appliances.

Public Works Stormwater

Town Manager Snow Bowden stated in Public Works Sanitation our engineer's salary is billed as well as general maintenance. He put a fair amount in contracted services this year, \$46,200, and a lot of the work we do has to be contracted out.

Recreation

Town Manager Snow Bowden stated we have to replace all the football helmets this year. The cost of chemicals and fertilizer has gone up this year. Capital purchases included a new gator, a new truck, and repairing the gym roof.

Library

Town Manager Snow Bowden stated this will be the last year we pay Harnett County for the Library. He has received nothing but positive feedback from the consolidation project. We do still share utility costs with Harnett County and they reimburse us on the backend.

Community Building

Town Manager Snow Bowden stated we are still working on getting the project start to renovate the Community Building. He increased the line items so that once we get it fixed, we can take care of it.

Mayor Baker stated in the future he would like to look into getting the kitchen licensed as a commissary so that caterers and food trucks can utilize the kitchen.

Proposed rental fees were discussed among the Board.

Town Manager Snow Bowden provided the Board with a copy of our current fee schedule to discuss going up on fees for the Community. He stated the fee increase he proposed at that time was Trash and Recycling due to a 7% COLA increase with GFL. He proposed 7.15 per trash can and 2.76 per recycling can. Code Enforcement fees will also increase.

CLOSED SESSION

Commissioner Blackmon made a motion to go into Closed Session Pursuant to General Statute 143-318.11 (a) (3) for the Purpose of Attorney-Client Privilege at 9:49 AM and was seconded by Commissioner Byrd. **The Board voted unanimously.**

RECONVENED

Commissioner Blackmon made a motion to go back in regular session at 9:58 AM and was seconded by Commissioner Nelson. **The Board voted unanimously.**

ADJOURNMENT

Commissioner Byrd made a motion to adjourn at 9:58 A.M. and was seconded by Commissioner Nelson. **The Board voted unanimously.**

MINUTES RECORDED AND TYPED BY LAUREN EVANS TOWN CLERK

	ATTEST:
Randy Baker	Lauren Evans
Mayor	Town Clerk



William W. Dreitzler, P.E.

7854 Trap Way Wilmington, NC 28412 Phone: (919) 818-2235

bdreitzler@dm2engineering.com

April 17, 2023

Board of Commissioners Town of Erwin, North Carolina Post Office Box 459 Erwin, NC 28339

Attention: Mr. Snow Bowden, Town Manager

Reference: Engineering Retainer Agreement Extension 2023-2024 Fiscal Year

Dear Board:

DM2 Engineering, PLLC is pleased to submit our Proposal to provide engineering and technical support services to the Town of Erwin, NC. Recognizing the professional needs of a municipality along with the associated budget constraints, I am proposing a retainer fee that will allow the Town to spread out the cost of professional services over a fiscal budget cycle and help eliminate the unanticipated costs. The Scope of Services below will be provided to the Town each month regardless of the time required. This approach will assure that the Town is represented by a professional engineer who can operate as a member of the staff. Furthermore, my personal experience within the Harnett County area spans over 35 years and allows the Town access to someone who has a history working with not only Harnett County, but also other municipalities within Harnett County.

SCOPE OF SERVICES

DM2 Engineering will perform the following Scope of Services as they relate to the above proposed retainer contract:

- 1. Attend Board of Commissioner meetings and provide an Engineer's Report if so requested.
- 2. Attend Planning Board meetings as requested.
- 3. Attend Pre-Development meetings as requested to assist the Planning Department.
- 4. Attend Board of Adjustment meetings as requested.
- 5. Attend Mid-Carolina Council of Governments Rural Transportation Planning Organization (RPO) meetings, if so requested.

- 6. Provide engineering technical review and comment for Site Plan Submittals.
- 7. Provide site inspections for construction projects that have been permitted by the Town.
- 8. Provide site inspections and construction administration services for Town of Erwin projects.
- 9. Provide technical assistance with regards to Phase II Stormwater compliance.
- 10. Provide review and engineering evaluation of the Town's existing stormwater studies and assist with seeking grant funds for improvements.
- 11. Provide technical review and comment for any sections of the Town's Code of Ordinances that may require review and/or update.
- 12. Assist the Town and/or private consultants working with the Town, with the preparation of Grant Applications.
- 13. Assist the Town and work with members of the public who have technical issues such as storm drainage.
- 14. Assist with the preparation of the Town's annual Powell Bill submittal.
- 15. Assist the Town's Public Works staff as may be required. This can include evaluation, cost estimating and recommendations regarding potential water and sewer extensions that the Town may desire Harnett County to consider.
- 16. Assist the Town's Recreation Department staff as may be required.

ADDITIONAL SERVICES

Additional services required beyond that stated in the Scope of Services will be provided if so requested at an agreed upon rate.

RESPONSIBILITY OF OWNER

The following items are to be provided by the Town of Erwin:

17. Provide access to any information that may be required to perform the scope of services.



SCHEDULE

DM2 Engineering proposes that the initial Agreement begin April 1, 2013 and run through June 30, 2013 (3 months) to align with the Town's fiscal budget cycle. If at the end of this initial 3-month period the Town of Erwin is satisfied with the services being provided under this retainer agreement, then the agreement would be extended to run annually from July 1st through June 30th. The agreement would be re-evaluated at each annual budget cycle.

The Town of Erwin Board of Commissioners approves the extension of this Retainer Agreement to run from July 1, 2023 through June 30, 2024. An extension for the 2024-2025 budget may be evaluated by the Board during next year's normal budget cycle.

FEES

DM2 Engineering will provide the above services on a monthly basis, regardless of the time required, for a retainer fee of \$2,000/month paid the first week of each month during the Town's normal payment schedule.

To affect the acceptance of this Retainer Agreement, please execute both originals and return a copy to our office. We appreciate the opportunity to provide our services to the Town of Erwin, NC.

Sincerely,

DM2 Engineering, PLLC

William W. Dreitzler, P.E.

Managing Partner

The Scope of Services, Terms and Conditions of this Retainer Agreement are accepted.

Town of Erwin, North Carolina

print/type individual, firm or corporate name

print/type name of authorized representative with title

signature of authorized representative

date





Thompson, Price, Scott, Adams & Co., P.A. Post Office Box 1690 Elizabethtown, North Carolina 28337 Telephone (910) 862-8129 Fax (910) 862-8120 R. Bryon Scott, CPA Gregory S. Adams, CPA Alan W. Thompson, CPA

May 1, 2023

To Mayor and Town Council

Town of Erwin, NC

We are pleased to confirm our understanding of the services we are to provide Town of Erwin for the year ended June 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Town of Erwin as of and for the year ended June 30, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Erwin's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Erwin's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Net Pension Asset/Liability RSI
- 3) OPEB

We have also been engaged to report on supplementary information other than RSI that accompanies Town of Erwin's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Budgetary Comparison Statements
- 2) Combining Statements
- 3) Individual Fund Statements
- 4) Supporting Schedules

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in aggregate, they would influence the judgement of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which would have a material effect on the financial statements in accordable with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordable with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of Town of Erwin and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgement and maintain professional skepticism throughout our audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third part, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of

email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Erwin's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Town of Erwin in conformity with accounting principles generally accepted in the United States of America based on information provided by you. In addition, we will assist in preparing cash to accrual adjustments using information provided by you. These

nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes, and cash to accrual adjustments, and that you have reviewed and approved the financial statements and related notes, and cash to accrual adjustments prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them. If management is not able, then an outside consultant will be retained to assist the Town.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from these audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Thompson, Price, Scott, Adams & Co., PA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any Federal or State Agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Thompson, Price, Scott, Adams & Co., PA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by any Federal or State Agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

R. Bryon Scott is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately June 1, 2023 and to issue our reports no later than October 31, 2023.

Our fee for these services is stated in the LGC approved contract. Any additional work out of the normal scope of the audit will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our

firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of Town of Erwin's financial statements. Our report will be addressed to management and those charged with governance of Town of Erwin. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or unable to form or have not formed opinions, we may decline to express opinions or issues reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state the report is not suitable for any other purpose. If during our audit we become aware that Town of Erwin is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted standards and the standards for financial audited contained in *Government Auditing Standards* may not satisfy the relevant, legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to Town of Erwin and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Thompson, Price, Scott, Adams & Co., PA

Thompson, Price, Scott, Adams & Co., PA

RESPONSE:

This letter correctly sets forth the understanding of Town of Erwir

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CONTRACT TO AUDIT ACCOUNTS

The	Governing Board	
of	Primary Government Uni	t
and	Discretely Presented Cor	nponent Unit (DPCU) (if applicable)
	Primary Government Uni	it, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)
and	Auditor Name	
	Auditor Address	
	Hereinafter referred to as	Auditor
for	Fiscal Year Ending	Date Audit Will Be Submitted to LGC
		Must be within four months of FYE

hereby agree as follows:

- 1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.
- At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

- 3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 §600.42.
- 4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
- 5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

- 6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.
- 7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters.

- 8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit- related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
- 9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. the invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
- 10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
- 11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
- 12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
- 13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

- 14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.
- 15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
- 16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
- 17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
- 18. Special provisions should be limited. Please list any special provisions in an attachment.
- 19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
- 20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
- 21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
- 22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

 Page 4

- LGC-205
- 23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.
- 24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
- 25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
- 26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
- 27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

- 28. Applicable to audits with fiscal year ends of June 30, 2021 and later. The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:
 - a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
 - b) the status of the prior year audit findings;
 - c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
 - d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.
- 29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

- 30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).
- 31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit
- 32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.
- 33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and <i>Government Auditing Standards,2018 Revision</i> . Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved. Financial statements were prepared by: Auditor Governmental Unit Third Party			
			_ ,
	ecessary to oversee the		e suitable skills, knowledge, and/or nd accept responsibility for the
Name:	Title and	d Unit / Company:	Email Address:
	(Identification of SKE Individua GAAS-only audits or audits with		ot applicable for
2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.			
3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.			
this contract, or to an approval for services for the unit's last ann in an audit engagement any payment is made	n amendment to this contra rendered under this contra rual audit that was submitt ent as defined in 20 NCAC e. Payment before approvited with audits of hospital	act (if required) the Audito ract to the Secretary of the red to the Secretary of the C .0503 shall be submitted al is a violation of law. (Th	applicable compliance reports subject to be may submit interim invoices for e LGC, not to exceed 75% of the billings a LGC. All invoices for services rendered to the Commission for approval before his paragraph not applicable to contracts
Primary Government U		N. GOVERNMENT PEEG	
Audit Fee		\$	
Additional Fees Not Incl	uded in Audit Fee:	*	
Fee per Major Program		\$	
Writing Financial Stater		\$	
All Other Non-Attest Se	ervices	\$	
DPCU FEES (if applicable)			
Discretely Presented C		· · · · ·	
Audit Fee		\$	
Additional Fees Not Incl	uded in Audit Fee:		
Fee per Major Program		\$	
Writing Financial Stater	ments	\$	
All Other Non-Attest Se	ervices	\$	

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SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
Authorized Firm Representative (typed or printed)*	Signature* Bryon Scott
Date*	Email Address*

GOVERNMENTAL UNIT

Governmental Unit*	
Date Primary Government Unit Governing Board App (G.S.159-34(a) or G.S.115C-447(a))	roved Audit Contract*
Mayor/Chairperson (typed or printed)*	Signature*
Compensation (Speak or printed)	
Date	Email Address
Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Date of Pre-Audit Certificate*	Email Address*

SIGNATURE PAGE – DPCU (complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*
Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU - PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

BUDGET ORDINANCE AMENDMENT BOA 2023 – 06 FISCAL YEAR 2022-2023

BE IT ORDAINED by the Governing Board of the Town of Erwin, North Carolina that the following amendments are made to the annual budget ordinance for the fiscal year ending June 30, 2023.

Section 1. This Budget Ordinance Amendment seeks to Increase Revenues and Increase Expenditures by \$20,000. This will recognize additional revenues for Fire Protection Tax Revenue for 2022, and also recognizing increase for Fire Contracted Service expenditures, keeping the budget in balance.

Section 2. To amend the General Fund: The revenues are to be changed as follows:

Account	Description	Current Approp.	Increase/Decrease	Amended Appropriation
10-3530-022	Fire Protection Serv.	\$292,953.00	(+) 15,000	\$307,953
10-3540-022	DMV Fire Protection	\$ 37,205.00	(+) 5,000	\$ 42,205

Section 3. To amend the General Fund: The Expenditures are to be changed as follows:

Account	Description	Current Approp.	Increase/Decrease	Amended Appropriation
10-5300-450	Fire Contracted Serv.	\$330,158	(+) 20,000	\$350,158

Section 4. Copies of this budget amendment shall be furnished to the Clerk, the Governing Board, the Budget Officer and the Finance Director for their direction.

Adopted this 1st day of June 2023.		
ATTEST:	Randy L. Baker, Mayor	
Lauren Evans, Town Clerk		

Capital Project BUDGET ORDINANCE AMENDMENT BOA 2023 – 07 FISCAL YEAR 2022-2023

BE IT ORDAINED by the Governing Board of the Town of Erwin, North Carolina that the following amendments are made to the annual budget ordinance for the fiscal year ending June 30, 2023.

Section 1. This Budget Ordinance Amendment seeks to Increase Revenues and Increase Expenditures by \$143,205. This will recognize the balance of revenues received for "Revenue Replacement", Government Services, as required by the American Rescue Plan Federal Grant Fund. This also recognizes an increase for the Misc. Capital expenditures, keeping the budget in balance.

Section 2. To amend the General Fund: The revenues are to be changed as follows:

Account	Description	Current Approp.	Increase/Decrease	Amended Appropriation
27-3390-020	American R. Plan Dis	t. \$1,500,000	(+) 143,205	\$1,643,205

Section 3. To amend the General Fund: The Expenditures are to be changed as follows:

Account Description	Current Approp.	Increase/Decrease	Amended Appropriation
27-3600-570 Misc/Cap.Outlay	\$750,000	(+) 143,205	\$893,205

Section 4. Copies of this budget amendment shall be furnished to the Clerk, the Governing Board, the Budget Officer and the Finance Director for their direction.

Adopted this 1st day of June 2023.		
ATTEST:	Randy L. Baker, Mayor	
Lauren Evans, Town Clerk		

Public Hearing Item 6A

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: June 1, 2023 Subject: SU-2023-002

The Town of Erwin has receive a special use permit application for the parcel at 129 Bumpas Creek Access to operate a customary home occupation inside their home. The applicant wished to operate a home office that involves online sale of vehicles. There will not be any on-site sale of vehicles at this location. There will not be any traffic associated with this use in the area.

Attachments:

- SU-2023-002 Application
- SU-2023-002 Staff Report
- Harnett County GIS Image with Zoning
- Harnett County GIS Image no Zoning
- Property owners notified



100 West F St., Post Office Box 459 Erwin, NC 28339 (910) 897-5140 V (910) 897-5543 F www.erwin-nc.org

SPECIAL USE PERMIT APPLICATION

ipplicant Jame	CHILLAM MORRIS	Name	WEITAMH. MORA
lailing ddress	129 Bumpas Creek Aca	Mailing Address	16 (1
lity, State, lip	DUND NC	City, State, Zip	
elephone	910 237 4657	Telephone	5-0-1
mail mo		Email	
Address of Stroperty	ame	124 Burpu) creek g(n)
arcel Identi ubject Prop	ification Number(s) (PIN) of perty	05 95 -	79 - 5708 .000
Owner	onship of Applicant Owe		odplain SFHA _YesNo
egal Descr		division	less albeitrus
oning Dist	rict RO WetlandsYes	Accompany of the Contract of t	ntershed Area Yes No
	Available: Y or N Public Sewer A		
		oss Floor Area to	
	mand Drainet on Dogwest with Con	ditions proposed	by applicant:
escribe Pro	pposed Project or Request with Con-		
escribe Pro	Customany Home	OCC WWhi	I to opeck an
Oescribe Pro	CUSTOMANY Home	OCC WWhi	The swins for hore
otal Acrea	ge or Square Footage to be Disturbe	OCE UPUTION OF	The survey for hore
otal Acreas stimated C	ge or Square Footage to be Disturber ost of Project \$	OCK UPUTION OF	The survey for hore
otal Acrease stimated Control Attach as structures Provide control within 100	ge or Square Footage to be Disturber ost of Project \$ scaled illustrative plot or site plan shows, driveways, parking spaces, and disturbed by the state of the	d 96 39 wing all lot dimer tances between structured by across a street,	The Survey for how for
otal Acrease stimated Control Attach as structures Provide control within 100	ge or Square Footage to be Disturbed ost of Project \$ scaled illustrative plot or site plan shows, driveways, parking spaces, and disturbed on the plan shows of the plan sho	d 96 39 wing all lot dimer tances between structured by across a street,	The Survey for how for
Sotal Acrease Stimated Contracts as structures Provide contracts within 100 addresses	ge or Square Footage to be Disturber ost of Project \$ scaled illustrative plot or site plan shows, driveways, parking spaces, and disturbed by the state of the	d 96 39 wing all lot dimensances between structure of the structure of th	sions, buildings, uctures and property lines. owners (also property if any. Names and
Stimated Control Attach as structures Provide control addresses Date App	ge or Square Footage to be Disturbed ost of Project \$ scaled illustrative plot or site plan shows, driveways, parking spaces, and disturbed of the plan shows of the plan sho	d 96 39 wing all lot dimensances between structure of the structure of th	sions, buildings, uctures and property lines. owners (also property if any. Names and



100 West F St., Post Office Box 459 Erwin, NC 28339 (910) 897-5140 V (910) 897-5543 F www.erwin-nc.org

Special Use Signature Page

It is understood by the undersigned that the development and execution of the Special Use Permit is based upon the division of the Town into districts within which districts the use of land and buildings, and the bulk and location of buildings and structures in relation to the land, is substantially uniform. It is recognized, however, that there are certain uses which, because of their characteristics, cannot be properly classified in any particular district or districts, without consideration, in each case, of the impact of those uses upon neighboring land and of the public need for the particular location. Such special uses fall into two categories.

- 1. Uses publicly operated or traditionally affected with a public interest
- 2. Uses entirely private in character, but of such unusual nature that their operation my give rise to unique problems with respect to their impact upon neighboring property or public facilities.

The Zoning Ordinance as originally adopted and as subsequently amended is presumed by the Town to be appropriate to the property involved and that the burden of proof for a Special Use approval rests with the applicant. Applicant is encouraged to discuss the proposed use with affected property owners.

It is further understood that prior to the granting of any special use, the Board of Commissioners may stipulate, such conditions and restrictions upon the establishment, location, reconstruction, maintenance, and operation of the special use as it is deemed necessary for the protection of the public interest and to secure compliance with the standards and requirements specified in 9-411.5 of the Town Code. In all cases in which special uses are granted, the Board of Commissioners shall require such evidence and guarantees as it may deem necessary as proof that the conditions stipulated in connection therewith are being and will be complied with.

- Such conditions may include a time limitation;
- Conditions may be imposed which require that one or more things be done before the use requested can be initiated. (For example, "that a solid board fence be erected around the site to a height of 6 feet before the use requested is initiated");
- Conditions of a continuing nature may be imposed. (For example, "exterior loud speakers shall not be used between hours of 10:00 p.m. and 9:00 a.m.")

Compliance with Other Codes: Granting of a Special Use Permit does not exempt applicant from complying with all of the requirements of building codes and other ordinances.

MT 1	Signature Page	Page 1 of 2
SU	DiBriangra0-	-

Revocation: In any case where the conditions of the Special Use Permit have not been or are not being complied with, the Building Inspector shall give the permitted notice of intention to revoke such permit at least ten (10) days prior to a Board of Commissioners review thereof. After conclusion of the review, the Board of Commissioners may revoke such permit.

Expiration: In any case where a Special Use Permit has not been exercised within the time limit set by the Board of Commissioners, or within one year if no specific time limit has been set, then without further action, the permit shall be null and void. "Exercised" as set forth in this section shall mean that binding contracts for the construction of the main building have been let; or in the absence of contracts that the main building is under construction to a substantial degree; or that pre-requisite conditions involving substantial investment are contracted for, in substantial development, or completion (sewer, drainage, etc.). When construction is not part of the use, "exercised" shall mean that the use is in operation in compliance with the conditions set for in the permit.

Duration: Duration of a special use and any conditions attached shall be perpetually binding to the property unless it is expressly limited.

Mons 4/10/23

Applicant Signature and Date:

SU-200) -002

Signature Page

Page 2 of 2

See attack



TOWN OF ERWIN

100 West F St., Post Office Box 459 Erwin, NC 28339 (910) 897-5140 V (910) 897-5543 F www.erwin-nc.org

SPECIAL USE APPLICATION

Record of Adjacent Property Owners With Mailing Addresses Per Harnett County Land Records

Property Owner (1)		Mailing
Address		STZip
Property Owner (2)		Mailing
Address		STZip
Property Owner (3)		Mailing
Address		STZip
Property Owner (4)		Mailing
Address		STZip
Property Owner (5)	41	Mailing
Address		STZip
Property Owner (6)		Mailing
Address		STZip
Property Owner (7)		Mailing
Address		STZip
Property Owner (8)		Mailing
Address		
Property Owner (9)		
Address	ant.	
Property Owner (10)		3 6 . 111
Address	et.	
Property Owner (11)		Mailing
Address	61.	
Property Owner (12)		
Address		
Property Owner (13)		B C-111
Address	G":	
TAULVOO		

See attau

Town or Erwin Planning Board Special Use Guidelines for Findings of Fact

1. The	use requested is listed among the special uses in the district for which application is made:
Yes	No
2. The	requested use is essential or desirable to the public convenience or welfare
Yes	No
3. The nor be d	requested use will not impair the integrity or character of the surrounding or adjoining districts, etrimental to the health, morals, or welfare
	No
	requested use will be in conformity with the Land Development Plan
Yes	No
5. Adequate being pro	uate utilities, access roads, drainage, sanitation and/or other necessary facilities have been or are ovided
_Yes	No
	adequate measures have been or will be taken to provide ingress and egress so designed as to e traffic congestion in the public streets
_Yes	No
district in	the special use shall, in all other respects, conform to the applicable regulations of the n which it is located, except as such regulations may, in each instance, be modified by the Board nissioners pursuant to the recommendations of the Planning Board
_Yes	No

SU-200 - 002

Finding of Facts



100 West F St., Post Office Box 459 Erwin, NC 28339 (910) 897-5140 V (910) 897-5543 F www.erwin-nc.org

SPECIAL USE APPLICATION PROCEDURES

- 1. Completed application for the Special Use Permit, signed by the applicant, shall be addressed to the Board of Commissioners and presented to the Administrative Official. Applications must be submitted by the first Friday of the month prior to the following Town Board.
- 2. Each application shall contain or be accompanied by such legal descriptions, maps, plans and other information so as to completely describe the proposed use and existing conditions.
- 3. Pay the Special Use Permit Fee as established by the Board of Commissioners and found in the Schedule of Fees in the Office of the Town Clerk. Current fee is \$300.

Conditions and Guarantees

Prior to the granting of any special use, the Board of Commissioners may stipulate, such conditions and restrictions upon the establishment, location, reconstruction, maintenance, and operation of the special use as is deemed necessary for the protection of the public interest and to secure compliance with the standards and requirements specified by ordinance. In all cases in which special uses are granted, the Board of Commissioners shall require such evidence and guarantees as it may deem necessary as proof that the conditions stipulated in connection therewith are being and will be complied with.

- Such conditions may include a time limitation;
- Conditions may be imposed which require that one or more things be done before
 the use requested can be initiated. (For example, "that a solid board fence be
 erected around the site to a height of 6 feet before the use requested is initiated");
- Conditions of a continuing nature may be imposed. (For example, "exterior loud speakers shall not be used between hours of 10:00 p.m. and 9:00 a.m.")
- 1. Administrative official posts property at least one (1) week prior to public hearing
- 2. Newspaper advertisement once (1) each week for two (2) successive weeks prior to the public hearing
- 3. The Board of Commissioners shall approve, modify or deny the application for Special Use Permit following the public hearing.

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Application Procedures

Page 1 of 2

Action by the Board of Commissioners

In granting a Special Use Permit the Board of Commissioners shall make written findings that the applicable regulations of the district in which it is located are fulfilled. With due regard to the nature and state of all adjacent structures and uses, the district within which same is located, and official plans for future development, the Board of Commissioners shall also make written findings that the following provisions are fulfilled:

- 1. The use requested is listed among the special uses in the district for which application is made
- 2. The requested use is essential or desirable to the public convenience or welfare
- 3. 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
- 4. The requested use will be in conformity with the Land Development Plan
- 5. Adequate utilities, access roads, drainage, sanitation and/or other necessary facilities have been or are being provided
- 6. 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
- 7. 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.



100 West F St., Post Office Box 459 Erwin, NC 28339 (910) 897-5140 V (910) 897-5543 F www.erwin-nc.org

IMPORTANT

This is a complete Special Use Application package consisting of 10 pages. For this application to be accepted, it must be completed and returned with all required documents and entries.

Do be aware that under certain conditions the applicant may be required to obtain a Driveway Permit from the NC Department of Transportation prior to Special Use Permit approval.

Using the Zoning Ordinance

- Go to the applicable zoning districted in Article 3. That section will serve as a guide to begin the development of your site plan. This section will also direct you to pertinent requirements such as: parking, sign, lighting, and other general provision such as streetscape requirements and other general development regulations that may apply to the proposed development.
- Be sure to read Article 11 Special Uses.
- Complete the Special Use Permit Application, the Special Use Signature page, and the
 Record of Adjacent Property Owners sheet; and include other required information with
 the application. Use additional pages if necessary. Adjacent property owners' names
 must be from current Harnett County tax listing; so this requires that the applicant
 contact Harnett County. Addresses of the adjacent property owners must be complete
 which includes name, mailing address, and zip code.
- The submitted site plan must be drawn to scale and include all dimensions and required provision. Of these dimensions and other requirements, be sure to include the following:
 - O Existing structures on the proposed lot, their dimensions and distances between on another and the lot's property lines
 - Proposed structures including their dimensions and distances from other structures on the lot and proposed distances from property lines (i.e. setbacks)
 - All easements and rights-of-way located on the proposed lot
 - o All natural features including tree lines, drainage ways, etc.
 - The location and dimensions of required parking area(s) as may be required by Ordinance
 - o Proposed lighting plans as may be required by Ordinance
 - Demonstration of the placement of buffers and streetscape as may be required by ordinance

TM - UNZ

Important

Page 1 of 1



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Processing Requirements

Special Uses are not Uses by Right. It is the responsibility of the applicant to demonstrate that the requested use will meet the minimum requirements set forth in the Erwin Zoning Ordinance. The Board's decision will be greatly influenced by the completeness and neatness of the submitted application.

A requested and very necessary tool is the site plan. Its importance cannot be overstated. Applicant is encouraged to portray in detail and to accurately scale the property boundaries, improvements, and any natural features. In some cases, approval or denial may depend on the quality of the Site Plan.

If the proposed use involves business operations, description of the anticipated activity needs to be sufficiently disclosed. This will assist the Board in determining the Town's infrastructure capability, the public health and safety considerations such as traffic and noise, and how neighboring property may be affected.

All uses require dedicated parking spaces and some may require lighting, buffering, fences, landscaping, and other elements. It is suggested that the applicant spend some time reading the Town's Zoning Ordinance prior to application. Copies of the Zoning Ordinance may be purchased at Town Hall. Copies are available in the Erwin Library and Town Hall for review. An electronic copy of the Ordinance can be found on the Town website as well at www.erwin-nc.org.

A complete application consists of all documents included in the application package and any required maps, site plan, and/or related documents. These documents become the property of the Town. It is the applicant's responsibility to submit 10 copies of this completed application. Each member of the Governing Board receives a copy including the Town Manager, Town Clerk, Town Attorney, and Code Enforcement Officer.

The completed application and fees must be submitted no later than the first Friday of the month to be placed on following month's Town Board Agenda.

200 (PC-00)

Processing Requirements

Page 1 of 1

Town of Erwin Record and Decisions

Notice Mailed	Office V Property Posted	Jse Only Newspaper Advertised Date	
touce Maried	Troporty roswa		
ublic Hearing Date and	l Comments:		
overning Body Motion	1	. Record of Decision:	Yea Nay
overning Body Motion	1	. Record of Decision:	Yea Nay
overning Body Motion		. Record of Decision:	Yea Nay
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overning Body Motion		. Record of Decision:	Yea Nay
Coverning Body Motion		. Record of Decision:	Yea Nay —
overning Body Motion		. Record of Decision:	Yea Nay
		. Record of Decision:	Yea Nay
Soverning Body Motion		. Record of Decision:	Yea Nay
			Yea Nay
	d Date		Yea Nay



SPECIAL USE REQUEST STAFF REPORT

Case: <u>SU-2023-002</u> Snow Bowden, Town Manager

townmanager@erwin-nc.org Phone: (910) 591-4200 Fax: (910) 897-5543

Public Hearing Date: Thursday, May 4th, 2023

Requested special use permit to operate a customary home occupation at 129 Bumpas Creek Access.

Applicant Information

Owner of Record:

Name: W.H. and Gina D. Morris

Address: 129 Bumpas Creek Access

City/State/Zip: Dunn, NC 28334

Applicant:

Name: W.H. Morris

Address: 129 Bumpas Creek Access

City/State/Zip: Dunn, NC 28334

Property Description

Harnett County Tax PIN 0597-79-5908.000 Acres 4.15 Zoning District- Residential R-D

Vicinity Map

• See Attached Document

Physical Characteristics

Site Description: This is a tract of land that is 4.15 acres with a single family dwelling located on the parcel. There are other buildings that are associated with the agricultural use of the property.

Surrounding Land Uses: The primary land uses that surround this parcel are residential and agricultural.

Services Available

- Electricity (Duke Energy)
- Telephone (Centurylink)
- Harnett Regional Water

Zoning District Compatibility

<u> </u>	<u> </u>
Special Use	RD
Customary Home Occupation	X

Staff Evaluation

Staff Evaluation

X Yes No The use requested is listed among the special uses in the district for which the application is made.

• Reasoning: Customary home occupations are allowed with a special use permit in our RD Zoning District.

X Yes No The requested use is essential or desirable to the public convenience or welfare.

• **Reasoning:**, The applicant is seeking a special use permit to operate a customary home occupation from inside their home. The service they provide is desirable to the public.

X Yes No 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.

• **Reasoning:** This tract of land is surrounded by primarily residental land uses.

X Yes No The requested use will be in conformity with the Land Development Plan.

Reasoning: This parcel is located in an area identified for Low Intensity growth in our 2014 Land Use Plan.
 The requested special use permit will not have any impact on the area due to the fact that there will not be any on site traffic associated with the use.

X Yes No Adequate utilities, access roads, drainage, sanitation and/or other necessary facilities have been or are being provided.

• **Reasoning:** This is an existing site that already has and established driveway. They have an established ditch for drainage and a private company collects their trash.

X Yes No 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.

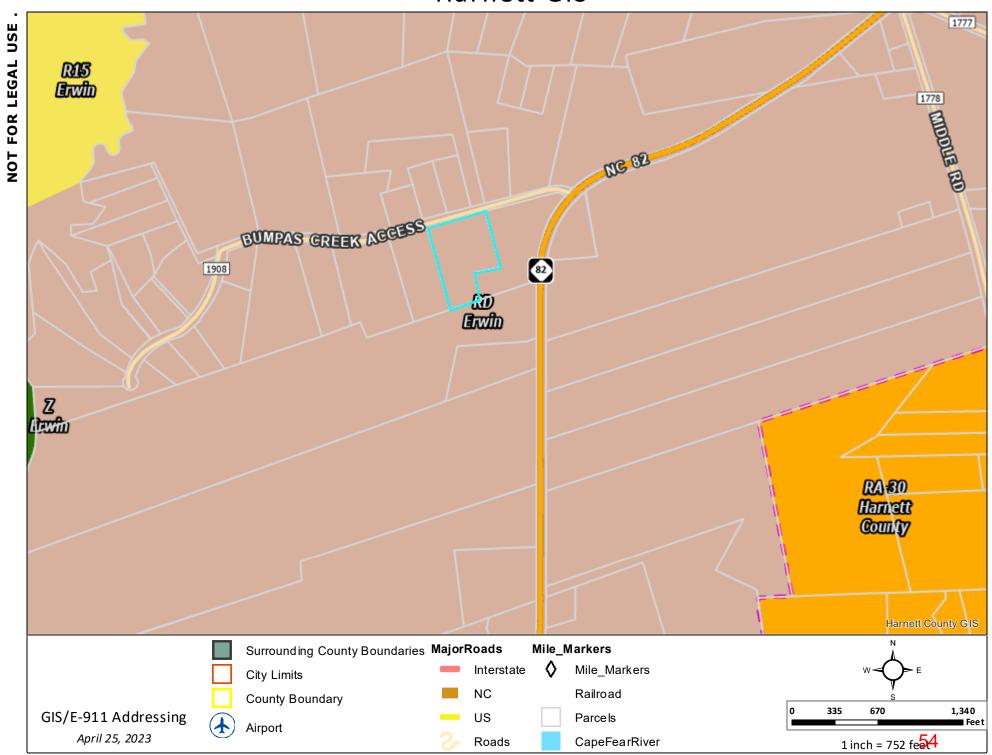
• **Reasoning:** This site has an existing driveway and there will be no onsite traffic associated with this requested land use.

X Yes No
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.

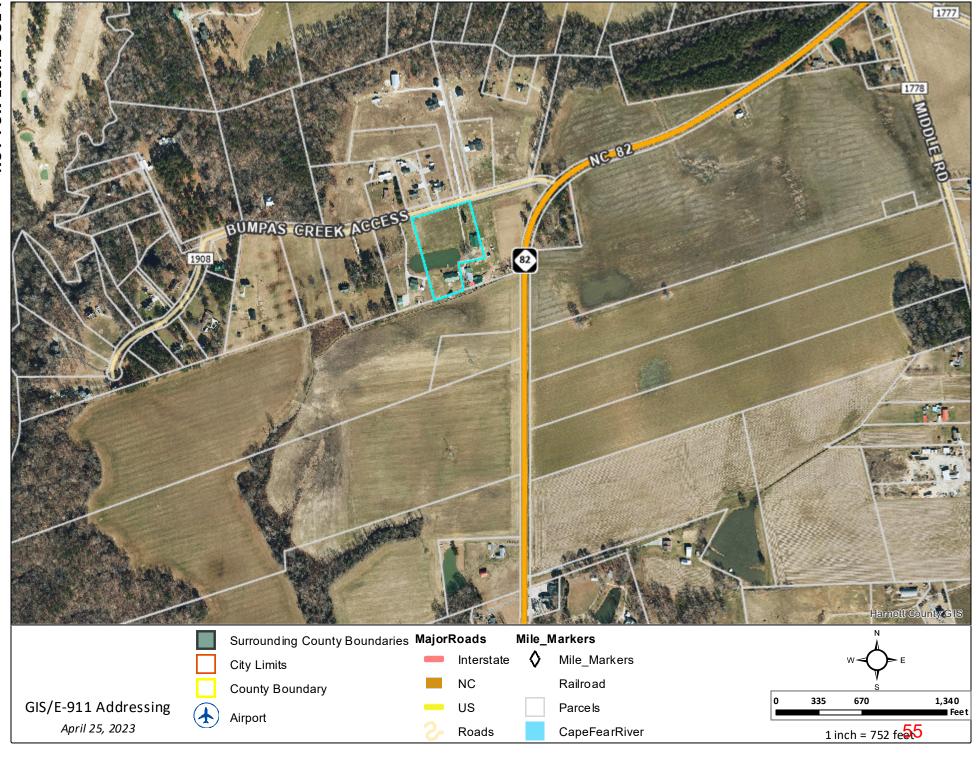
• Reasoning: Yes.

Attachments:

- SU-2023-002 Application SU-2023-002 Staff Report
- SU-2023-002 Site Plan
- SU-2023-002 Harnett County GIS Image with Zoning SU-2023-002 Harnett County GIS Image with no Zoning SU-2023-002 property owners notified



Harnett GIS



W.H. and Gina Morris 129 Bumpas Creek Access Dunn, NC 28334	Black River Properties PO Box 787 Dunn, NC 28335
Kenneth and Julie Pope 199 Bumpas Creek Access Dunn, NC 28334	William and Karen Lamm 172 Bumpas Creek Access Dunn, NC 28334
Keith and Susan Tripp 116 Bumpas Creek Access Dunn, NC 28334	Thomas and Ann Denning 90 Bumpas Creek Access Dunn, NC 28334

Public Hearing Item 6B

Erwin Board of Commissioners

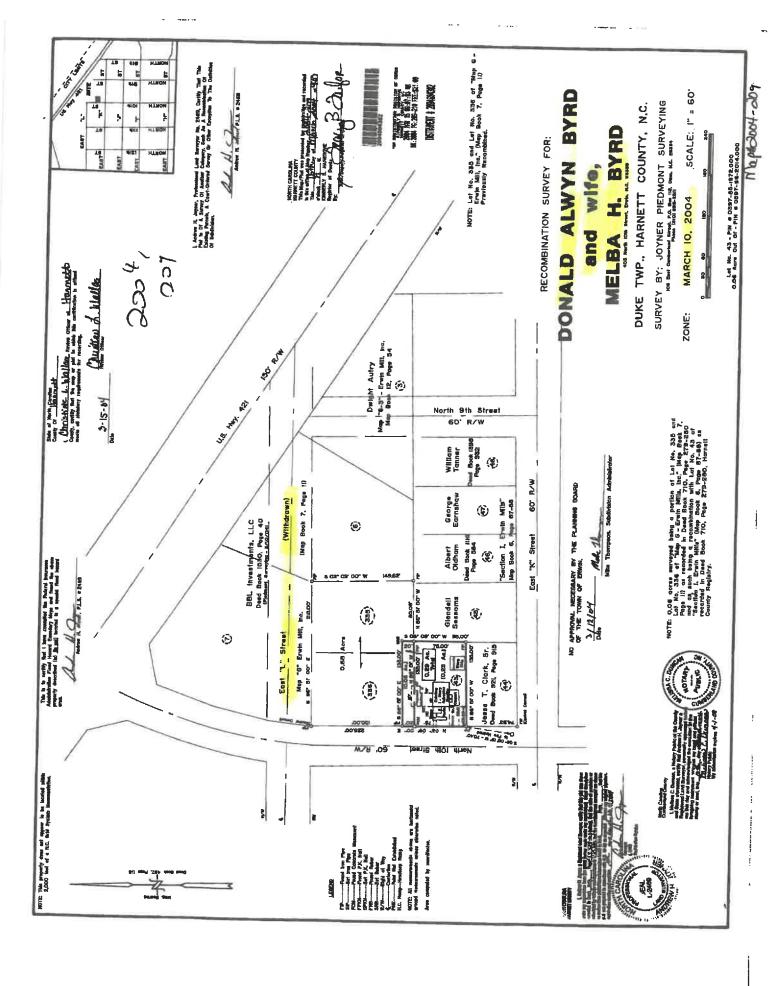
REQUEST FOR CONSIDERATION

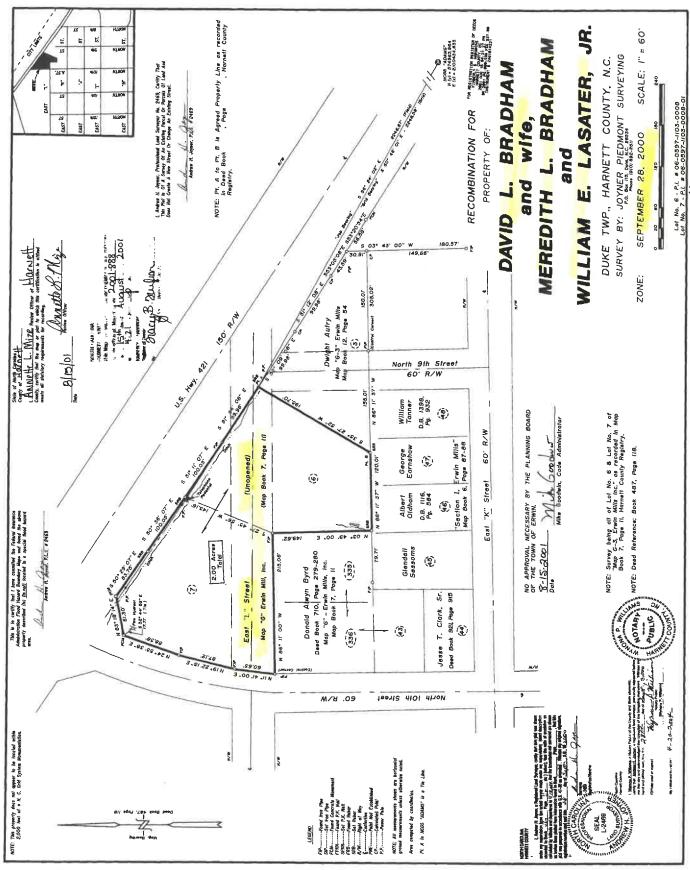
To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

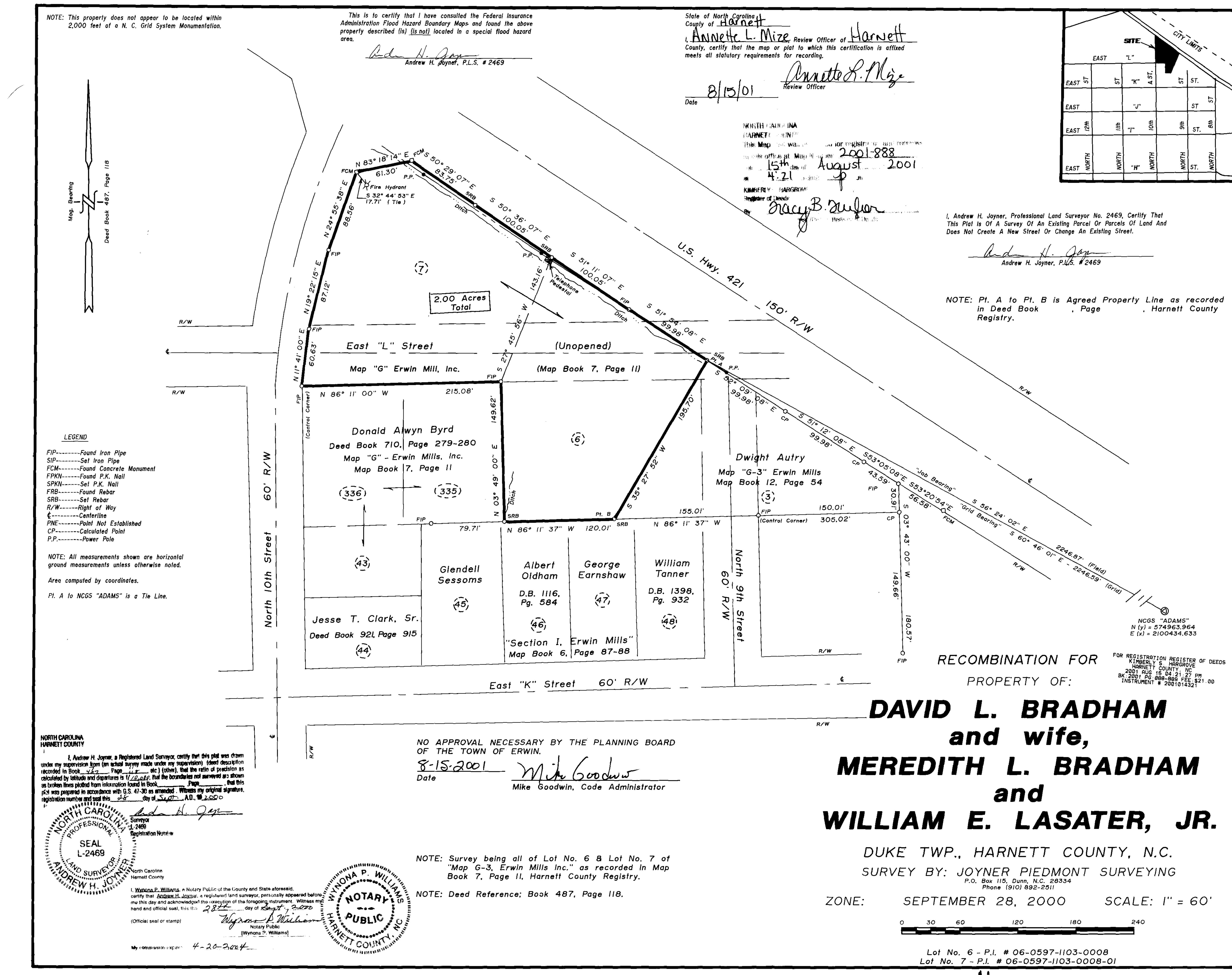
Date: June 1, 2023 Subject: East L Street

The section in question is unopened and it is directly across the street from an open section of East L Street that has never been paved. The request is to close a section of an unopened road easement which would have been an extension of East L Street (the highlighted portion of the survey is included in this packet). If the consensus is to close this unopened portion of the street all of the land in that 60-foot easement would be deeded back to the property owner that the easement is located on. The parcel that is located off of HWY 421 is zoned Highway Business (B-2) and the surrounding parcels are zoned residential. Therefore any commercial land use of the vacant parcel that is zoned B-2 would be required to install a landscape buffer between the parcels. But if the unopened road remained on the map it would require a larger buffer in between the parcels.

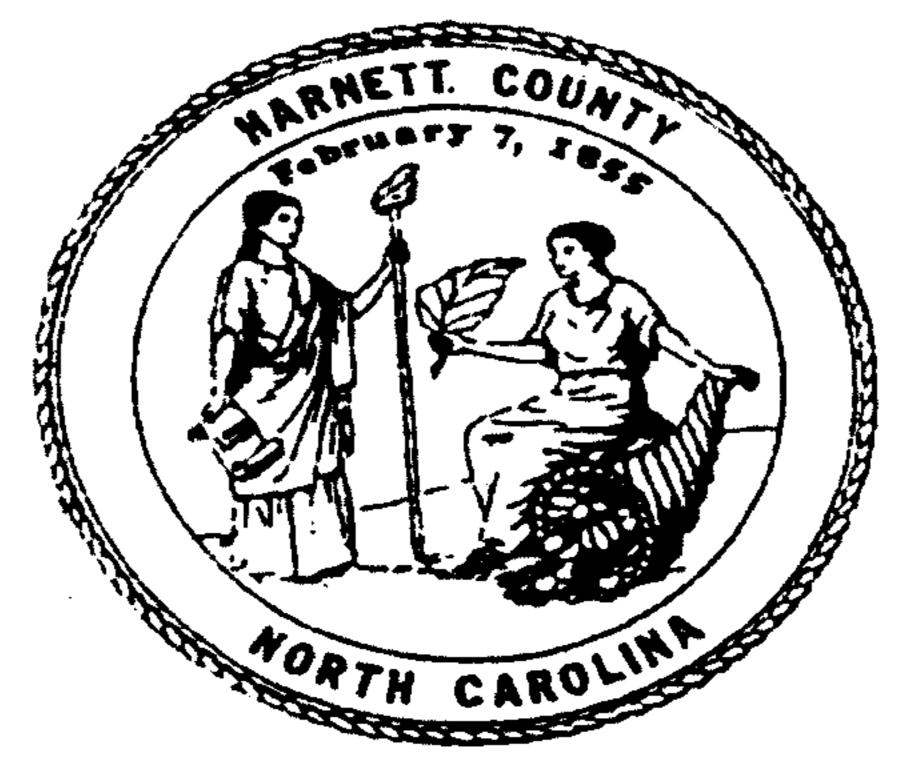




Nr # 2001 - 888



Mar# 2001-888



KIMBERLY S. HARGROVE REGISTER OF DEEDS, HARNETT COURTHOUSE P.O. BOX 279 LILLINGTON, NC 27546

Filed For Registration:

08/15/2001 04:21:27 PM

Book:

PLAT 2001 Page: 888-889

Document No.:

2001014321

MAP 2 PGS \$21.00

Recorder:

FRUDI C SMITH

State of North Carolina, County of Harnett

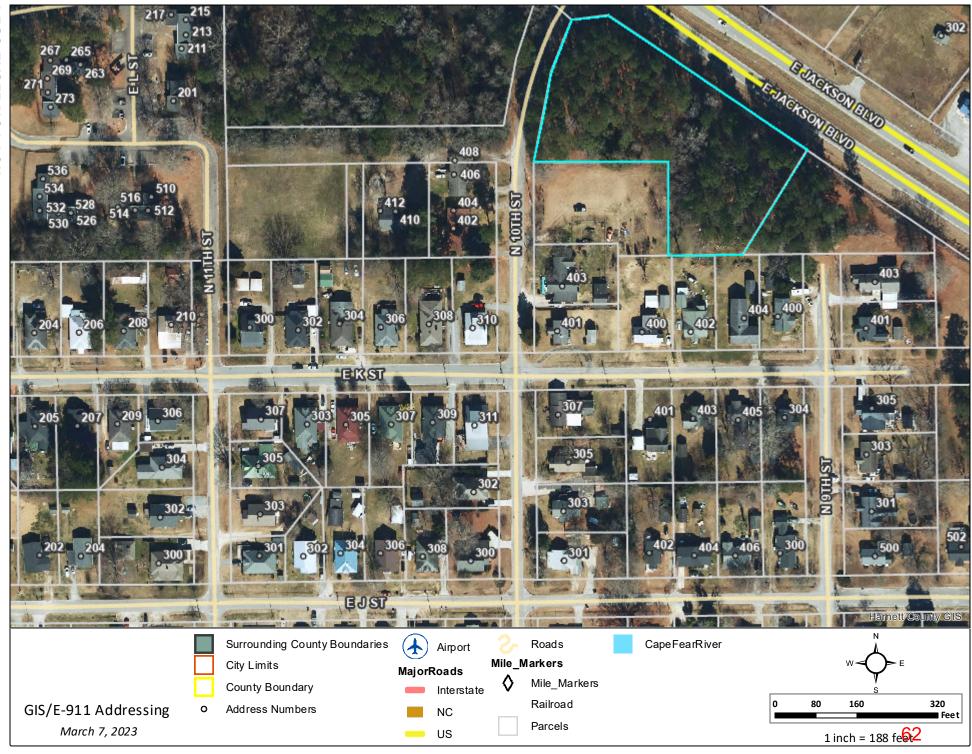
KIMBERLY S. HARGROVE , REGISTER OF DEEDS By: _

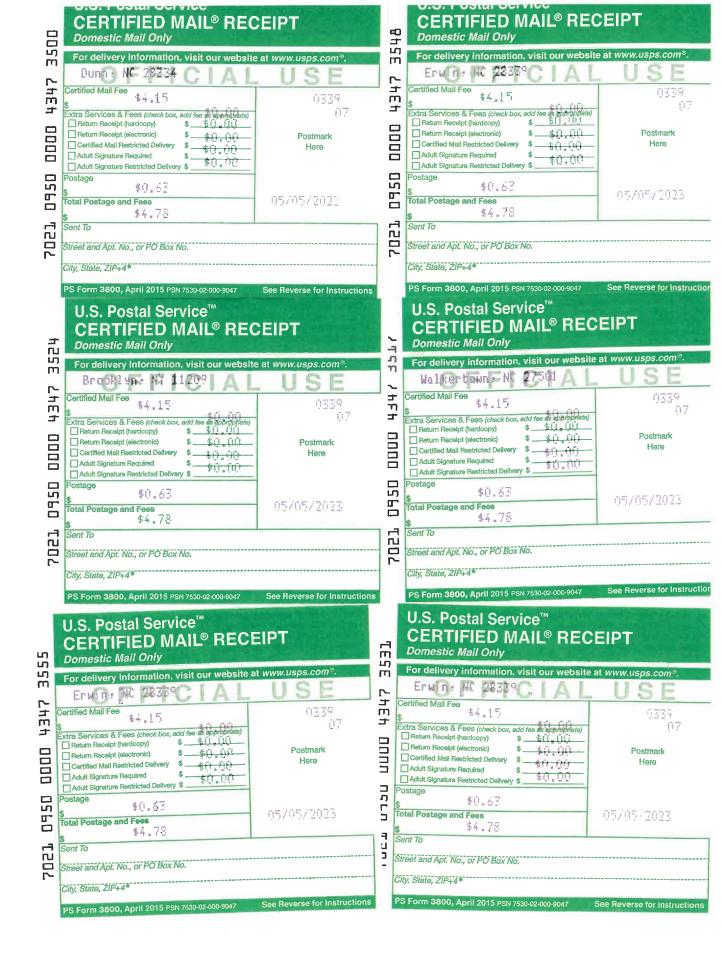
Deputy/Assistant Register of Deeds

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Harnett GIS





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CERTIFIED MAIL® RECEIPT Domestic Mail Only Domestic Mail Only Domestic Mail Tonly Domestic Mail Tonly Domestic Mail Tonly Rolle Park Par	PS Form 3800, April 2015 PSN 7530-02-000-9047

NOTICE OF PUBLIC HEARING The Town of Erwin Board of Commissioners will conduct a Public

Hearing on the following item pursuant to NC General Statute 160D-406, on Thursday, June 1, 2023, at 7:00 P.M. in the Erwin Municipal Building Board Room located at 100 West F Street, Erwin, NC 28339. Questions can be addressed to the Town Manager Snow Bowden at 910-591-4200 or by email at townmanager@erwin-

nc.org. A request has been made of the Erwin Town Board to consider permanently closing the unused portion of East L Street, that ex-

tends from North 10th Street to U.S. 421. This case is available for review at the Erwin Town Hall. All persons desiring to be heard either for or against the proposed items set forth above are requested to be present at the above-mentioned time and place. 5/16,23/2023