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

AGENDA

1. MEETING CALLED TO ORDER

- A. Invocation
- B. Pledge of Allegiance

2. APPROVAL OF AGENDA

3. **NEW BUSINESS**

- A. Stormwater Policy (Page 7)
- B. Community Building Sign (Page 2)
- C. Employee Health Insurance (Page 4)
- D. 2022-2023 Proposed Budget Information (Page 15)
- E. Erwin Depot (Page 18)
- F.. Erwin Business Complex Site (Page 19)

4. **ADJOURNMENT**

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: May 23, 2022

Subject: Community Building Sign

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

Town of Erwin Community Center

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

Price = \$1525 + tax

Install = \$400 + tax + permits

Brickwork and Footing

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

Price = \$3900 + tax

TOTAL ESTIMATED COSTS- \$6,000



36.00 in

111



-72.00 in

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: May 23, 2022

Subject: Employee Health Insurance

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

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

Town of Erwin Prepared By: Andy Hester

BENEFLI COMPARISON	In Network	Out of Network	In Network	Out of Network
Lifetime Maximum	Unlimited (Value 1-2-3)	Unlimited	Unlimited	Unlimited
Individual Deductible	\$2,500	\$10,000	\$2,500	\$5,000
Family Deductible	\$7,500	\$30,000	\$5,000	\$10,000
Individual Co-Insurance Percent	70% / 50%	40%	20%	40%
Individual Out-of-Pocket Maximum	\$5,000	\$20,000	\$8,550	\$17.100
Family Out-of-Pocket Maximum	\$10,000	\$60,000	\$17,100	\$34,200
Office Co-Pay	\$25 Level 1 / 100% Prev	Ded / 40% No Prev	3 Free PCP / \$30	Ded / 40%
Specialist Co-Pay	Ded / 50%	Ded / 40% No Prev	\$150	Ded / 40%
Hospital In-Patient	Ded / 70%	\$500 copay/ Ded / 40%	Ded / 70%	Ded / 40%
Hospital Out-Patient	Ded / 50%	Ded /40%	Ded / 70%	Ded / 40%
Emergency Room	Ded / 50%	Ded / 40%	\$1.500	\$1.500
Urgent Care	Ded / 50%	Ded / 40 %	\$150	\$300
RX - Generic	\$10 Generic / \$25 Non-Preferred Generic		\$10 Generic / \$35 Non-Preferred Generic	
RX - Formulary	\$40		\$45	
RX - Non Formulary	\$80		06\$	
RX - Tier Four	75%		75%	
Eye Exams	Ded / 50% (100% Routine Exam)	Not Available	Pediatric dental and vision	Not Available

RATES		Table Rates			Table Rates	St
	Counts	Description	Monthly Premium	Counts	Description	Monthly Premium
	25	EE Only	\$497.25	25	EE Only	\$561.48
	0	EE + Spouse	\$991.62	0	EE + Spouse	\$1.122.96
	0	EE + Child(ren)	\$1,139.90	0	EE + Child(ren)	\$1 038 74
	0	EE + Family	\$1,709.44	0	EE + Family	\$1740.59

COST COMPARISON		
Total Monthly Premium	\$12,431.25	\$14.037.00
Total Annualized Premium	\$149,175.00	\$168,444,00
6 Difference	0.00%	7 40%

-

Insurance Solutions

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	/ Hester
Ervin	By: Andy
Town of	Prepared

	Option A	A	Option B	
Group Medical - All	Blue Cross Blue Shield Blue Options Bronze	le Shield Bronze	Blue Cross Blue Shield Blue Options HSA	e Shield : HSA
BENEFIT COMPARISON	In Network	Out of Network	In Network	Out of Network
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited
Individual Deductible	\$8,550	\$17,100	\$6,000	\$12.000
Family Deductible	\$17,100	\$34,200	\$12,000	\$24,000
Individual Co-Insurance Percent	100%	20%	70%	40%
Individual Out-of-Pocket Maximum	\$8,550	\$17,100	\$7,000	\$14,000
Family Out-of-Pocket Maximum	\$17,100	\$34,200	\$14,000	\$28,000
Office Co-Pay	Ded / 100%	Ded / 70%	Ded / 70%	Ded / 40%
Specialist Co-Pay	Ded / 100%	Ded / 70%	Ded / 70%	Ded / 40%
Hospital In-Patient	Ded / 100%	Ded / 70%	Ded / 70%	Ded / 40%
Hospital Out-Patient	Ded / 100%	Ded / 70%	Ded / 70%	Ded / 40%
Emergency Room	Ded / 100%	Ded / 100%	Ded / 70%	Ded / 40%
Urgent Care	Ded / 100%	Ded / 70%	Ded / 70%	Ded / 40 %
RX - Generic	Ded / 100%		Ded / 70%	
RX - Formulary	Ded / 100%		Ded / 70%	
RX - Non Formulary	Ded / 100%		Ded / 70%	
RX - Tier Four	Ded / 100%		Ded / 70%	
Eye Exams	Pediatric dental and vision	Not Available	Pediatric dental and vision	Not Available

RATES		Table Rates	ites		Table Rates	ates
	Counts	Description	Monthly Premium	tount	Description	Monthly Premium
	25	EE Only	\$455.19	25	EE Only	\$465.67
	0	EE + Spouse	\$910.38	0	EE + Spouse	\$931.34
	0	EE + Child(ren)	\$842.10	0	EE + Child(ren)	\$861.49
	0	EE + Family	\$1,411.09	0	EE + Family	\$1.443.58

COST COMPARISON		
Total Monthly Premium	\$11,379.75	\$11.641.75
Total Annualized Premium	\$136,557.00	\$139.701.00
	-9.20%	-6,80%

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REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: May 23, 2022

Subject: Stormwater Management Policy

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

Attachments:

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

TOWN OF ERWIN, NC



STORMWATER MANAGEMENT POLICY

ADOPTED: April 25, 2022

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4.1 – Right-of-Way

4.2 - Recorded Drainage Easements

4.3 – Private Property

Section 5.0 – Annual Reporting

Section 1.0 – General Description

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

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

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

Section 2.0 – Purpose and Intent

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

Section 3.0 – Open Ditches

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

3.1 – Right-of-Way

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

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

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

3.2 – Recorded Drainage Easements

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

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

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

3.3 – Private Property

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

Section 4.0 – Storm Drainage Pipes and Structures

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

4.1 – Right-of-Way

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

4.2 – Recorded Drainage Easements

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

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

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

4.3 – Private Property

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

Section 5.0 – Annual Reporting

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

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

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

END STORMWATER MANAGEMENT POLICY

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

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

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: May 23, 2022

Subject: 2022-2023 Proposed Budget Information

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

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

Attachments:

• Tax data

Highest Case

Jan	uary 1, 2023	and 2018						
Fiscal year		Assessed Valuation as of June 30	Annexation (Deannexation)		Total Adjusted for Annexation or Deannexation	Valuation Increase (Decrease)	Percentage change	
2021-2022	Revaluation	267,024,269	-	21-22	267,024,269			
	1/1/2022			20-21	263,880,373			
2020-2021		202,000,272		20.24	202 000 272	4 777 000	1.0.40/	
2020-2021		263,880,373	-	20-21	263,880,373 259,103,007	4,777,366	1.84%	
2019-2020		250 102 007	-	19-20		2 548 000	0.99%	
2019-2020		259,103,007	-	19-20	259,103,007 256,554,098	2,548,909	0.99%	
2018-2019		256,554,098	-	18-19	256,554,098	1,407,962	0.55%	
2010-2013		230,334,090	-	17-18	255,146,136	1,407,302	0.55%	
				17-10	233, 140, 130			
2017-2018	Revaluation	255,146,136						
	1/1/2018						1.13%	Average growth %
								Doesn't include
								revaluation increase (decrease)
Last vear pric	r to revaluatio	n				Tax rate	Estimated tax	
2021-2022		267,024,269				0.5100		
First year of r	evaluation					Tax rate to produce equivalent levy		
2022-2023		365,274,580				0.3728		
Increase (dec	rease) tax rate	for average growth ra	ate			Revenue neutral tax rate, to be included in budget ordinance, adjusted for growth		
2022-2023		365,274,580				0.3770		
					Increase (F	Decrease) in Tax Levy	15,385	
						je Increase (Decrease)		

Lowest Case

Jar	uary 1, 2023	and 2018			-			
Fiscal year		Assessed Valuation as of June 30	Annexation (Deannexation)		Total Adjusted for Annexation or Deannexation	Valuation Increase (Decrease)	Percentage change	
2021-2022	Revaluation	267,024,269	-	21-22	267,024,269			
	1/1/2022			20-21	263,880,373			
2020-2021		263,880,373	-	20-21	263,880,373	4,777,366	1.84%	
				20-21	259,103,007			
2019-2020		259,103,007	-	19-20	259,103,007	2,548,909	0.99%	
				19-20	F			
2018-2019		256,554,098	-	18-19	256,554,098	1,407,962	0.55%	
				17-18	255,146,136			
2017-2018	Revaluation	255,146,136						
	1/1/2018	, -,					1.13%	Average growth %
								Doesn't include
								revaluation increase
Loct voor prie		n					Estimated tax	(decrease)
2021-2022	or to revaluatio	267,024,269				0.5100		levy
		201,021,200				0.0100	1,001,021	
						Tax rate to produce		
First year of r	evaluation					equivalent levy		
2022-2023		357,688,758				0.3807	1,361,824	
						Revenue neutral tax rate, to be included		
In ana ana (-l		for our of one				in budget ordinance,		
Increase (dec 2022-2023	rease) tax rate	for average growth ra 357,688,758	ate			adjusted for growth 0.3850		
2022-2023		557,000,750				0.3650	1,377,209	
					Increase (D) Decrease) in Tax Levy	15,385	
					Average Percentag	e Increase (Decrease)	1.13%	

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: May 23, 2022

Subject: Erwin Depot

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

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: May 23, 2022

Subject: Erwin Business Complex Site

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

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

Attachments:

• Summary of Notice to Redevelop a Brownfields Property

SUMMARY OF NOTICE OF INTENT TO REDEVELOP A BROWNFIELDS PROPERTY Brownfields Property Name: Erwin Mill Brownfields Project Number: 22058-18-043

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

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

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

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

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

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