

**THE ERWIN BOARD OF COMMISSIONERS
NOVEMBER 2023 REGULAR MEETING
THURSDAY, NOVEMBER 2, 2023 @ 7:00 P.M.
ERWIN MUNICIPAL BUILDING BOARDROOM**

AGENDA

1. **MEETING CALLED TO ORDER**
 - A. Invocation
 - B. Pledge of Allegiance

2. **AGENDA ADJUSTMENTS /APPROVAL OF AGENDA**

3. **CONSENT**

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

 - A. Minutes Regular Workshop on September 25, 2023 **(Page 3)**
 - B. Minutes Regular Meeting on October 5, 2023 **(Page 7)**
 - C. Amended Job Classification and Grade FY 23-24 **(Page 13)**
 - D. Updated Resolution for NC ABC Commission **(Page 15)**
 - E. BOA 2024-03 **(Page 16)**
 - F. Pump Station Road Final Plat **(Page 17)**

4. **PUBLIC COMMENT**

Each speaker is asked to limit comments to 3 minutes, and the requested total comment period will be 15 minutes or less. Citizens should sign up prior to the start of the meeting. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on the subject matter brought up during the Public Comment segment. Thank you for your consideration of the Town Board, staff, and other speakers. §160A-81.1

5. **INDUCTION CEREMONY OF NEW MEMBERS OF THE BOARD**
 - A. Oath of Office for Re-Elected Members of the Board
 1. Ricky Blackmon----Ward 2
 2. Charles Byrd---Ward 4
 3. Billy Turnage----Ward 6

6. **SPECIAL PRESENTATION**

7. **PROCLAMATION RECOGNIZING ANNA JOYNER (Page 24)**

8. **RECESS FOR REFRESHMENTS**

9. **PUBLIC HEARING**
 - A. LED Signs Text Amendment **(Page 25)**
 - B. Subdivision Text Amendment **(Page 29)**

10. **ORGANIZATIONAL MEETING OF THE BOARD OF COMMISSIONERS**
11. **MANAGER'S REPORT**
12. **ATTORNEY'S REPORT**
13. **GOVERNING BODY COMMENTS**
14. **CLOSED SESSION**
 - A. Pursuant to General Statute 143-318.11(a) (6) for the Purpose of Discussing Personnel
15. **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
SEPTEMBER 25, 2023
ERWIN, NORTH CAROLINA

The Board of Commissioners for the Town of Erwin with Mayor Randy Baker presiding held its Regular Workshop in the Erwin Municipal Building Board Room on Monday, September 25, 2023, at 6:00 P.M. in Erwin, North Carolina.

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

Board Member absent was: Commissioner Alvester McKoy

Town Manager Snow Bowden and Town Clerk Lauren Evans were present.

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

Commissioner Nelson gave the invocation.

Commissioner Byrd led the Pledge of Allegiance.

AGENDA ADJUSTMENT/APPROVAL OF AGENDA

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

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

NEW BUSINESS

FAMPO

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

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

MINUTES CONTINUED FROM SEPTEMBER 25, 2023

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

Commissioner Byrd confirmed we would have representation in the organization.

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

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

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

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

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

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

Wex Fuel Cards

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

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

Planning Proposal-MCCOG

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

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

Discussion continued among the Board.

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

MINUTES CONTINUED FROM SEPTEMBER 25, 2023

Bayles Street Subdivision

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

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

Surplus Vehicles

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

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

Erwin Police Cadet Program

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

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

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

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

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

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

MANAGER'S REPORT

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

MINUTES CONTINUED FROM SEPTEMBER 25, 2023

GOVERNING COMMENTS

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

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

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

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

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

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

ADJOURNMENT

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

MINUTES RECORDED AND TYPED BY

LAUREN EVANS TOWN CLERK

ATTEST:

Randy Baker

Mayor

Lauren Evans, NCCMC

Town Clerk

ERWIN BOARD OF COMMISSIONERS

REGULAR MINUTES

OCTOBER 5, 2023

ERWIN, NORTH CAROLINA

The Board of Commissioners for the Town of Erwin with Mayor Baker presiding held its Regular Meeting in the Erwin Municipal Building Board Room on Thursday, October 5, 2023, at 7:00 P.M. in Erwin, North Carolina.

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

Board Member absent was Mayor Pro Tem Ricky Blackmon.

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

Mayor Baker 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

Town Manager Snow Bowden requested to remove the Closed Session for Attorney-Client Privilege from the agenda.

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

CONSENT

Commissioner Byrd made a motion to approve **(ITEM A)** Minutes of Regular Workshop on August 28, 2023 **(ITEM B)** Minutes Regular Meeting on September 7 **(ITEM C)** Wex Fuel Cards **(ITEM D)** Bayles Street Subdivision **(ITEM E)** Surplus Vehicles and was seconded by Commissioner Turnage. **The Board voted unanimously.**

PUBLIC COMMENT

Mayor Baker stated each speaker is asked to limit comments to 3 minutes, and the requested total comment period will be 15 minutes or less. Citizens should sign up prior to the start of the meeting. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is

MINUTES CONTINUED FROM OCTOBER 5, 2023

interested in hearing your concerns, speakers should not expect Board action or deliberation on the subject matter brought up during the Public Comment segment. Thank you for your consideration of the Town Board, staff, and other speakers.

Rebecca Kelly of 209 East F Street came forward and addressed the Board. She stated she really liked our Land Use Plan. She wanted to see Erwin keep a Hometown feel and she thought if we put a three-story apartment building in the commercial area, we would bring in 500-600 people. Two car families which would be one thousand cars. Shops and restaurants are needed and there would be no other place to put them. Shops and restaurants would provide permanent employment. With an influx of 600 people in a dense area, there would be an increase in crime.

**PROCLAMATION OF RECOGNITION OF OUTGOING PLANNING BOARD MEMBERS
JUDY PRICE, PAT CAMERON, ANGELA GUNDERSEN, AND ALAN WEST**

Former Planning/Zoning and Board of Adjustments Member Judy Price was recognized for her distinguished service to the citizens of the Town of Erwin and its Extra-Territorial Jurisdiction during her two consecutive terms, extending from October 2017, through October 2023. Mayor Baker presented her with a Proclamation Plaque.

Former Planning/Zoning and Board of Adjustments Member Angela Gundersen was recognized for her distinguished service to the citizens of the Town of Erwin and its Extra-Territorial Jurisdiction during her one term, extending from October 2020, through October 2023. Mayor Baker presented her with a Proclamation Plaque.

Former Planning/Zoning and Board of Adjustments Member Pat Cameron was unable to attend the meeting due to a prior engagement.

Former Planning/Zoning and Board of Adjustments Member Alan West was recognized for his distinguished service to the citizens of the Town of Erwin and its Extra-Territorial Jurisdiction during his two consecutive terms, extending from October 2017 until his passing in September 2023. Mayor Baker read the Proclamation Plaque and a motion of silence was had in Mr. West's honor. Mayor Baker instructed Town Staff to ensure that Mr. West's family received the Proclamation Plaque.

**PROCLAMATION OF RECOGNITION OF A PROMOTION IN THE POLICE
DEPARTMENT**

The Town Board of Commissioners recognized the promotion of Corporal Lemar Benjamin. Mayor Baker presented him with a Proclamation Plaque.

PRESENTATION OF EMPLOYEE OF THE QUARTER

Lemar Benjamin, Corporal for the Erwin Erwin Police Department, was awarded the Quarter 3 2023 Employee of the Quarter Award for the Town of Erwin. Mayor Baker presented him with a Plaque.

RECESSED

Commissioner Byrd made a motion to recess at 7:22 PM for a reception and was seconded by Commissioner Turnage. **Motion Unanimously Approved.**

MINUTES CONTINUED FROM OCTOBER 5, 2023

RECONVENED

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

MANAGER'S REPORT

Town Manager Snow Bowden informed the Board that:

- He wanted to remind everyone that Denim Days would be the upcoming Saturday (10/7). The festival would be held on the lawn in front of the Central Carolina Industrial Park. There would be vendors, food trucks, games for kids, and more. He asked anyone who was free to please come out and support the event.
- He thanked Town Staff members for their help in planning this event. He thanked Mark Byrd and his crew for the additional landscaping to improve the appearance of the festival grounds and downtown Erwin (by coming out late at night after all of our businesses closed), and also bought out the additional trash cans that would be needed, and anything else that he may have forgotten. He also thanked Doug Stevens and his crew for painting the lines for the vendor tents. He thanked Lauren Evans, Linda Williams, and Katelan Blount for answering any questions that might have been asked over the phone or with someone dropping by Town Hall. He thanked Chief Johnson and all of the officers in the Erwin Police Department who would be working the event to ensure the safety of everyone who showed up to check out the event(s). He thanked Chief Blackmon and the members of the Erwin Fire and Rescue Department for their support of this event as well.
- He thanked the former Erwin Area Chamber of Commerce Administrator Sheveil Harmon and the new Administrator Kayla Love for all of their hard work in planning this event. Also, the Chamber President Frank Tooth for stepping up and getting a few last-minute issues solved.
- There was a lot of planning and support that went behind the scenes in order to make Denim Days a successful event that a lot of people do not know about. He thanked all of the volunteers, business owners, vendors, and anyone that he might have missed.
- He informed the Board that he will be helping ECHO (Erwin Churches Helping Others) during their fundraiser from 11 AM till 1 PM at the Pizza House during Denim Days.
- He informed the Board that there would be a concert held the Friday night prior to Denim Days from 6 PM to 10 PM on the lawn in front of the Central Carolina Industrial Park. The band playing was the Dalton Davis Band featuring Justin West. Hopefully, there will be a good turnout.
- The Town of Erwin would be receiving \$500,000 from the State of North Carolina to develop a stormwater management plan. Representative Penny planned to have a booth at Denim Days. He asked that the Board drop by and thank him for his support and for helping the Town get this money from the State of NC.
- As Mayor Baker said at one of our last meetings, there was a big push for improvements to water and sewer infrastructure. The Board may hear that adjacent municipalities received millions of dollars from the State of NC for water and sewer improvements. For better or worse we were not responsible for the water or sewer system in Erwin since we sold our system to Harnett Regional Water back in 2006. The water and sewer system was a stressful and expensive business to be in and was truly a 24/7, 365-day operation as well.
- The work being done next to Zaxby's was a permanently improved parking area (the area that they had as a gravel overflow parking lot). They were making improvements to the site that have
-

MINUTES CONTINUED FROM OCTOBER 5, 2023

been approved by NCDOT. There were no approved plans for any additional businesses on that vacant parcel.

- We were kicking the North Carolina Department of Commerce CORE (Creating Outdoor Recreation Economies) on Tuesday, October 17th. He thought this would be a good program for the Town to be a part of. We needed to find a way to capitalize on our outdoor assets more.
- He sent out a letter of interest to the consultants who were hired by FAMPO to help with the potential expansion of FAMPO. They told him they hoped to reach back out at the end of October with any updates.
- He received another large request that he was still reviewing from Brightspeed to install fiber in Erwin and the surrounding area. He told them that NCDOT would have to approve any NCDOT ROW that they wanted to use. Luckily, it appeared that most of the area they wanted to use would be fiber above ground using existing telephone poles.
- As another reminder, he was expecting a phone call any day from Lumos Fiber. They were planning an expansion in Harnett County and wanted to bury the fiber as well.
- We had a few quotes to fix the damage on West E Street. We were going to have a meeting with V1 Fiber to inform them of these quotes and tell them what needs to be fixed with the road. We were also going to get a timeline from them about fixing all of the potholes in Town. They have been responsive to all of our requests and residential complaints (especially once the Town gets involved).
- We needed to get a few projects that were site-ready that we could send off to Representative Penny and Senator Burgin for potential funding such as park expansion and potential stormwater projects.
- He was working on getting a few quotes to update our Town Code and the 421 HWY overlay district.
- He was working on the grant for the Community Building. We had been pretty busy at Town Hall. He was hoping to be able to focus on this grant soon.
- He had a productive meeting with a firm that he was hoping could help us with our stormwater system. The firm was called KCI Technologies. Chad Sary who used to work for Stewart, INC. worked for this company now and they had a pretty good discussion on what Erwin needed. He felt good about the team he had with KCI. One of the people on the team was familiar with Erwin. He permitted a few of the old Swift water lines when he was with NCDEQ.
- He knew that the Board probably heard a lot about the water in the Town of Erwin and with Harnett Regional Water. He attended the Harnett County Board meeting the prior Monday. There was a line item for discussion about water/sewer lines in Erwin. They mostly discussed the water lines. There was no formal action taken. A few of our residents and business owners (Nancy Jackson, Tim Morris, and Karen Lamm) spoke about their water quality issues. In the past, if someone came to or would call us at Town Hall with a water issue we would just tell them to call HRW but now he had told Town Staff to start documenting these cases so we had a paper trail. This issue was not going away any time soon until the issue was solved. He imagined this might be better discussed in a workshop meeting versus in this manager's report. He just wanted to bring the Board up to speed.
- He shared the originally approved contract with the Board and the only approved amendment to the contract. If anyone had any questions or concerns that they wanted addressed to please let him know.
- The Town of Erwin was going to encourage anyone who wanted to participate in trick or treating to do so on Tuesday, October 31st from 6 PM till 8 PM. If you plan to participate, please leave your porch light on. We will be handing out candy at Town hall from 6-8 PM on the 31st.

MINUTES CONTINUED FROM OCTOBER 5, 2023

- He asked everyone to please not forget that there would be another street dance on Friday, October 20th from 6 PM to 10 PM. Jim Quick and Coastline will be playing. There should be food trucks on-site as well. This concert was sponsored by multiple people/businesses including Commissioner Nelson.
- Ample Storage was still waiting for a few different approvals from the State of NC to get started on their project.
- Just a reminder that the following Tuesday was our election day. The polls will be open from 6:30 AM til 7:30 PM at the gym at Al Woodall Park.
- We will have a Planning Board meeting this October. So far, we had two items on the agenda. One item was a final subdivision plat located off of Pumpstation Road and the other item was a proposed text amendment to our sign ordinance. The text amendment to our sign ordinance should be presented during a public hearing at our November Town Board meeting.
- We were reviewing the updated plans for the PUD off of St. Matthews. We hope to have an update early next week. We were working with them on a plan for the grant we obtained from the State for a new water line.
- We hired Dylan Eure to be our Town Planner. He should get started the following week.
- Our auditors will be here from October 23rd through the 24th to complete the audit on the Fiscal Year 2022-2023.
- If anyone was looking for something to do the following Friday night, he would encourage them to attend the Erwin Lions Club Vision Ball from 6 PM till 10 PM at the event venue Banquets off of Broad. There will be a catered meal by Blackmons Catering Service and a band that a lot of people like around here but he had heard were a tad overrated.

He presented the Board will an Employee of the Quarter Plaque to hang up in the Board Room.

Mayor Baker thanked Town Manager Snow Bowden and Town Clerk Lauren Evans for getting the plaque. He thanked Town Manager Snow Bowden for his three-page detailed report. We have a lot going on in Erwin. He stated he would like to have an update on the bench program.

Town Manager Snow Bowden stated he had spoken with Richard Royal who had been pretty busy but he planned to get together and ask for a quote to get the ball rolling.

ATTORNEY'S REPORT

Attorney Vernon Stewart thanked the Board for allowing Town Attorney Tim Morris to be their Town Attorney.

GOVERNING COMMENTS

Commissioner McKoy reminded everyone to be safe during the upcoming festivities here in Erwin. The Mill may have left but our pride still remained. Erwin was a proud community and we are Front Porch Friends. He was proud to be an Erwinite.

Commissioner Byrd thanked all of our Town Employees and he thanked the citizens for taking the time to come to our meetings.

MINUTES CONTINUED FROM OCTOBER 5, 2023

Commissioner Nelson thanked our Police Department. He had to call Police Chief Jonathan Johnson when he heard gunshots at his house. He thanked Town Staff for all the hard work they do. He asked everyone to remember their colleague, Commissioner Blackmon, as he recovered. He wished everyone to have a good, safe weekend. He informed Town Manager Snow Bowden that people were starting to throw stuff out near his house at the curve again.

Commissioner Turnage stated this was Denim Days week and Tuesday, Wednesday, and Thursday they had 606 kids and teachers that went through the History Museum. It was amazing how many kids were interested in the Town of Erwin. He informed the Board that the Mills Reunion would be at Gentry from 11 AM-2 PM during Denim Days. He stated he wanted to see the Department Reports printed out in writing, not in an email. He expressed that every Board Member needed to take their oaths seriously to uphold the Code of Ordinances and he did not feel like the Board was doing that. He was ashamed to say he was Commissioner of South Erwin. He was embarrassed by the junk for people to see coming through Iris Bryant Road and S 17th Street. If people would not clean up their yards, we need to take them to court.

Mayor Baker inquired about the condemnation of the house on his road.

Town Manager Snow Bowden stated they were working on finding the next of kin.

Mayor Baker thanked everyone for their attendance at the meeting. It was also wonderful to give recognition to our citizens and our employees. He wished everyone a wonderful and safe Denim Days.

ADJOURNMENT

Commissioner Byrd made a motion to adjourn at 7:54 P.M. and was seconded by Commissioner Turnage. **The Board voted unanimously.**

MINUTES RECORDED AND TYPED BY

LAUREN EVANS TOWN CLERK

ATTEST:

Randy Baker

Mayor

Lauren Evans, NCCMC

Town Clerk

Town of Erwin

Job Classification and Grade 2023-2024 AMENDED 11/2/2023

| <u>Departments</u> | <u>Number of Positions</u> | <u>Grade</u> |
|-------------------------------------|----------------------------|--------------|
| <u>Administration</u> | | |
| Town Manager | 1 | 31 |
| Finance Director | 1 | 21 |
| Town Clerk/Human Resources Director | 1 | 18 |
| Finance Officer | 1 | 15 |
| <u>Planning</u> | | |
| Town Planner | 1 | 19 |
| Code Enforcement Officer | 1 | 17 |
| <u>Police</u> | | |
| Police Chief | 1 | 25 |
| Lieutenant | 1 | 19 |
| Investigator/Community Officer | 2 | 18 |
| Patrol Sergeant | 2 | 17 |
| Senior Patrol Officer | 2 | 15 |
| Patrol Officer | 6 | 14 |
| School Resource Officer | 2 | 14 |
| Part-Time Patrol Officers | 6 | 11 |
| Records Clerk | 1 | 12 |
| Cadet | 2 | 11 |

**Public Works (Administration, Streets
Sanitation, Storm Water**

| | | |
|---------------------------------------|--------|----|
| Public Works Director | 1 | 23 |
| Mechanic/Crew Leader | 1 | 12 |
| Maintenance Worker | 1 | 7 |
| Heavy Equipment Operator (Sanitation) | 1 | 12 |
| Heavy Equipment Operator (Street) | 1 | 12 |
| Part-time | Varies | |

Parks and Recreation

| | | |
|-----------------------------|--------|----|
| Parks & Recreation Director | 1 | 21 |
| Athletic Program Director | 1 | 15 |
| Park Maintenance Specialist | 1 | 10 |
| Part-time | Varies | |

**NORTH CAROLINA
ALCOHOLIC BEVERAGE CONTROL COMMISSION**

(919) 779-0700

DESIGNATED OFFICIAL RESOLUTION

RESOLUTION OF THE CITY OF Erwin, COUNTY OF Harnett, REGARDING THE DESIGNATION OF AN OFFICIAL TO MAKE RECOMMENDATIONS TO THE NORTH CAROLINA ALCOHOLIC BEVERAGE CONTROL COMMISSION ON ABC PERMIT APPLICATIONS.

WHEREAS G.S.18B-904(f) authorizes a governing body to designate an official, by name or by position, to make recommendations concerning the suitability of persons or locations for ABC permits; and

WHEREAS the City of Erwin, County of Harnett, wishes to notify the NC ABC Commission of its designation as required by G.S.18B-904(f);

BE IT THEREFORE RESOLVED that Jonathan Johnson, Police Chief,
(Name of Official) (Title or Position)

is hereby designated to notify the North Carolina Alcoholic Beverage Control Commission of the recommendations of the City of Erwin, County of Harnett, regarding the suitability of persons and locations for ABC permits within its jurisdiction.

BE IT FURTHER RESOLVED THAT notices to the City of Erwin, County of Harnett, should be mailed or delivered to the official designated above at the following address:

Mailing address: 100 West F Street

Office location: _____

City: Erwin, NC

Zip Code: 28339 Phone #: (910) 591-4210

This the 2nd day of November, 2023.

(Mayor/Chairman)

Sworn to and subscribed before me this the 2nd day of November, 2023.

(Clerk)

**BUDGET ORDINANCE AMENDMENT
BOA 2024 – 03
FISCAL YEAR 2023-2024**

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, 2024.

Section 1. This Budget Ordinance Amendment seeks to Increase Revenues and Increase Expenditures by \$2,601.00. This amendment is for repairs to the Dodge Charger Police Car hit by an Amazon Truck. Amazon Settled claim with the town.

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

| Account | Description | Current Approp. | Increase/Decrease | Amended Appropriation |
|-------------|---------------|-----------------|-------------------|-----------------------|
| 10-3350-000 | Other Revenue | \$ 0 | (+) \$ 2,601.00 | \$ 2,601.00 |

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

| Account | Description | Current Approp. | Increase/Decrease | Amended Appropriation |
|-------------|----------------------|-----------------|-------------------|-----------------------|
| 10-5100-170 | Maint.& Repair Auto. | \$10,000 | (+) \$2,601.00 | 12,601.00 |

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 ____ day of _____ 2023.

Randy L. Baker, Mayor

ATTEST:

Lauren Evans, Town Clerk

GENERAL NOTES:

1. AREA MEASUREMENTS CALCULATED BY COORDINATE METHOD UNLESS STATED OTHERWISE.
2. ALL MEASUREMENTS ARE HORIZONTAL GROUND MEASUREMENTS, U.S. SURVEY FEET UNLESS STATED OTHERWISE.
3. EXISTING MONUMENTATION WAS FOUND AT PROPERTY CORNERS AS SHOWN HEREON.
4. NO NC GEODETIC MONUMENTS WERE FOUND AND/OR RECOVERED WITHIN 2,000 FT OF THE SITE.
5. NO TITLE SEARCH HAS BEEN CONDUCTED ON THIS PROPERTY BY THIS OFFICE. NO RESPONSIBILITY IS ASSUMED BY THIS SURVEYOR FOR ANY CONDITIONS THAT MAY EXIST BUT ARE UNKNOWN OR REFERENCED HEREON.
6. THE EXISTENCE OF UTILITIES MAY IMPLY THE EXISTENCE OF EASEMENTS OF RECORD.
7. THE NORTH CAROLINA STATE PLANE COORDINATES FOR THIS SURVEY WERE REALIZED WITH A SURVEY GRADE TOPCON HYBRID SYSTEM INCLUDING A HiPer SR RECEIVER AND ROBOTIC TOTAL STATION.
8. HORIZONTAL AND VERTICAL POSITIONS ARE REFERENCED TO NORTH CAROLINA GEODETIC SURVEY (NCGS) VIRTUAL REFERENCE STATION (VRS).
9. HORIZONTAL POSITIONAL DATA WERE OBTAINED BY REAL TIME KINEMATIC AND ROBOTIC OBSERVATIONS WITH 0.05" AVERAGE POSITIONAL ACCURACY.
10. VERTICAL POSITIONAL DATA WERE OBTAINED BY ROBOTIC SYSTEM WITH 0.05" AVERAGE POSITIONAL ACCURACY.

CERTIFICATE OF FLOODWAY INFORMATION:

PROPERTY SHOWN HEREON (---) IS (---X---) IS NOT LOCATED IN A FEMA DESIGNATED FLOOD ZONE 'AE'.

FLOOD HAZARD MAP NUMBER 3720058700J ZONE X, HARNETT COUNTY EFFECTIVE DATE: OCTOBER 3, 2006

PROFESSIONAL LAND SURVEYOR _____ DATE _____

CERTIFICATE OF SURVEY ACCURACY:

I, JASON E. GODWIN, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN DEED BOOK ___SEE___, PAGE ___REF___); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS BROKEN(DASHED) LINES (DRAWN FROM INFORMATION FOUND IN MAP BOOK 2010, PAGE 572); THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000+; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH N.C.G.S. 47-30 AS AMENDED.

WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS _____

DAY OF _____ A.D., 2023

JASON E. GODWIN
NUMBER _____ LICENSE _____ L-5080

I, JASON E. GODWIN, PROFESSIONAL LAND SURVEYOR NO. L-5080, CERTIFY TO ONE OR MORE THE FOLLOWING AS INDICATED THUS X OR:

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

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

- ___C. ANY ONE OF THE FOLLOWING:
- (1) THAT THE FOLLOWING IS OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE OF EXISTING STREET.
 - (2) THAT THE SURVEY IS OF AN EXISTING BUILDING OR OTHER STRUCTURE, OR NATURAL FEATURE, SUCH AS WATERCOURSE; OR
 - (3) THAT THIS SURVEY IS A CONTROL SURVEY.

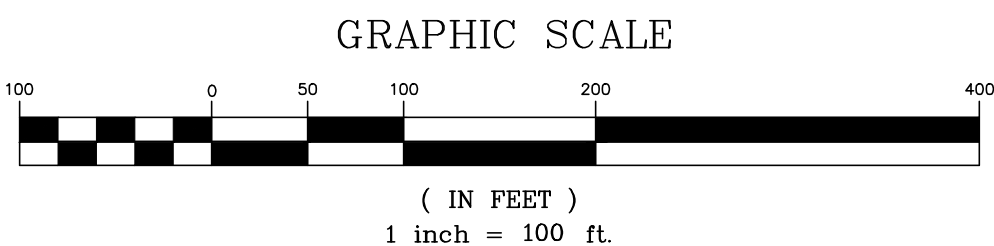
___D. THAT THIS PLAT IS OF A SURVEY OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION.

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

JASON E. GODWIN, PROFESSIONAL LAND SURVEYOR LICENSE NO. L-5080

SURVEYOR'S DECLARATION TO WHOM IT MAY CONCERN:

THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED. A NORTH CAROLINA LICENSED ATTORNEY AT LAW SHOULD BE CONSULTED CONCERNING CORRECT OWNERSHIP, WIDTH, AND LOCATIONS OF EASEMENTS, ANY CEMETERIES OR FAMILY BURYING GROUNDS NOT SHOWN ON RECORDED MAPS OR DEEDS MADE AVAILABLE TO THE SURVEYOR BY PRESENT OWNERS AT THE TIME OF THIS SURVEY AND OTHER TITLE QUESTIONS REVEALED BY TITLE EXAMINATION. NO RESPONSIBILITY OF ANY NATURE IS ASSUMED BY THE SURVEYOR FOR ANY CONDITIONS WHICH MAY PRESENTLY EXIST BUT ARE UNKNOWN SUCH AS: CEMETERIES, FAMILY BURYING GROUNDS, TOXIC OR HAZARDOUS WASTE MATERIAL, ETC.



REGISTER OF DEEDS CERTIFICATE:

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

REGISTER OF DEEDS
BY: _____

CERTIFICATE OF REVIEW OFFICER:

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

REVIEW OFFICER _____ DATE _____

STATE OF NORTH CAROLINA, TOWN OF ERWIN

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

NOTARY PUBLIC _____ DATE _____

SUBDIVISION ADMINISTRATOR'S CERTIFICATE:

STATE OF NORTH CAROLINA, TOWN OF ERWIN
I, _____
SUBDIVISION ADMINISTRATOR FOR THE TOWN OF ERWIN,
HEREBY CERTIFY THAT ALL STREETS, UTILITIES, AND OTHER
REQUIRED IMPROVEMENTS HAVE BEEN INSTALLED IN A
MANNER APPROVED BY THE APPROPRIATE STATE OR LOCAL
AUTHORITY AND ACCORDING TO TOWN SPECIFICATIONS IN
THE _____ SUBDIVISION OR THAT GUARENTEES THE
INSTALLATION OF THE REQUIRED IMPROVEMENTS IN AN
AMOUNT AND MANNER SATISFACTORY TO THE TOWN OF
ERWIN HAS BEEN RECEIVED AND THAT THE FILING FEE FOR
THIS PLAT, IN THE AMOUNT OF \$ _____ HAS BEEN PAID

SUBDIVISION ADMINISTRATOR DATE _____
ERWIN, NORTH CAROLINA

CERTIFICATION OF OWNERSHIP, DEDICATION, AND JURISDICTION:

I (We) herby certify that I am (we are) the owners or agent of the
property shown and described hereon which is located in the subdivision
jurisdiction of the Town of Erwin and that I (we) hereby adopt this
plan of subdivision with my (our) free consent, establish the minimum
building setback lines as noted, and dedicate all streets, rights-of-way,
and easements to public or private use as noted. I (We) further
acknowledge that I (we), nor any subsequent owners, CAN NOT use the
minor subdivision provision within 3-years on this property or any other
property located within 1,500 feet of the boundaries of this property.

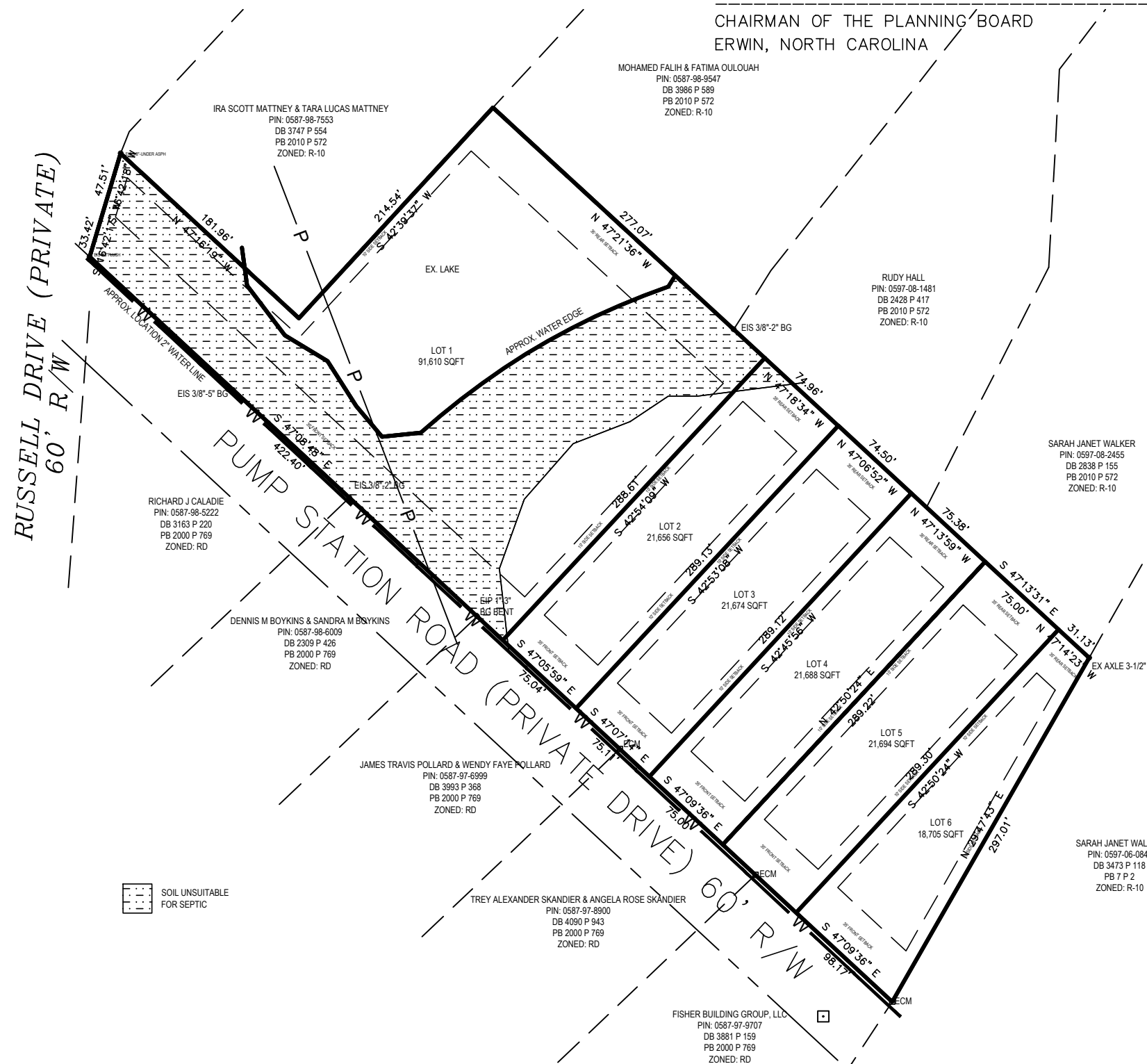
Date _____ Signature of Owner or Agent _____

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

CHAIRMAN OF THE PLANNING BOARD DATE _____
ERWIN, NORTH CAROLINA

ROAD MAINTENANCE AGREEMENT

PUMP STATION ROAD IS PRIVATELY OWNED AND MAINTAINED. THEREFORE, THE RESPONSIBILITY OF MAINTAINING THE ROAD FALLS ON THE OWNERS OF THE PROPERTIES WHICH ABUT THE ROAD. THE OWNERS OF THE ABUTTING PROPERTIES WILL CONTRIBUTE FUNDS AND, IF THE OWNER IS PHYSICALLY CAPABLE, LABOR TO MAINTAIN THE ROAD. THE AMOUNT OF FUNDS AND LABOR EACH PROPERTY OWNER PROVIDES WILL BE PROPORTIONATE TO THE FREQUENCY OF WHICH THEY USE THE ROAD, THE CLASS OF VEHICLE USED ON THE ROAD, AND THE DISTANCE DRIVEN ON THE ROAD. THE WEIGHT CLASS OF THE VEHICLE WILL BE DETERMINED BY THE FEDERAL HIGHWAY ADMINISTRATION STANDARDS FOUND AT https://connect.ncdot.gov/resources/safety/TrafficDataResources/FHWA_and_NC_VC_scheme.pdf. NEW AND EXISTING PROPERTY OWNERS WHO UTILIZE PUMP STATION ROAD SHOULD MEET TO DETERMINE THE SPECIFIC CONTRIBUTIONS AND FREQUENCY OF ROAD MAINTENANCE.

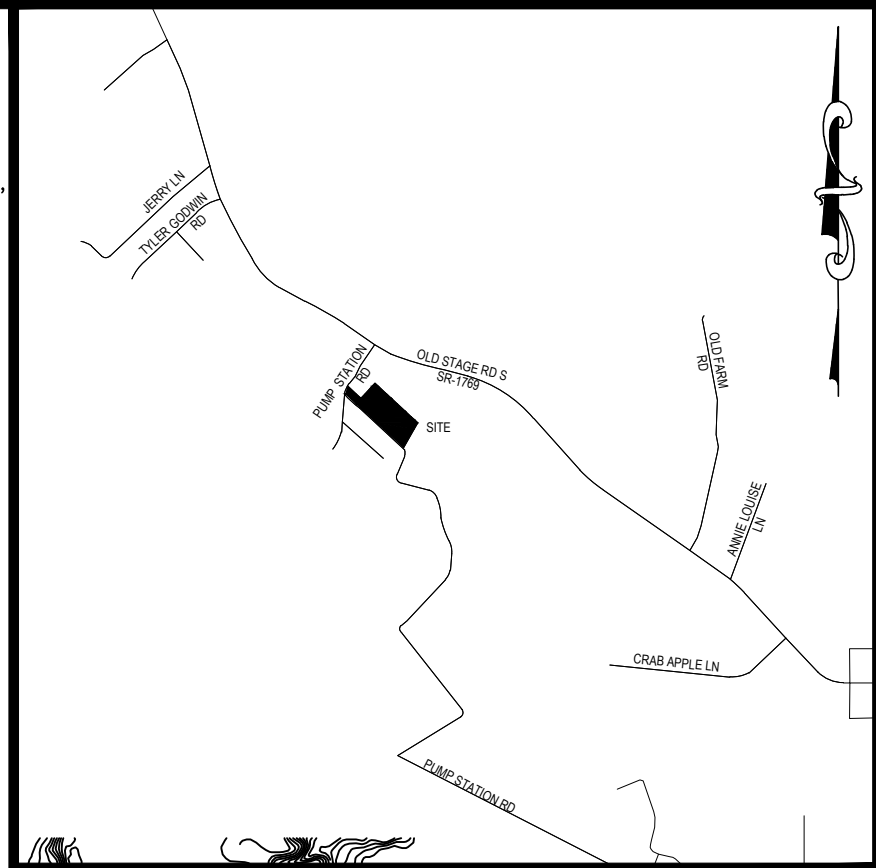


REFERENCES:

1. DEED BOOK 3111, PAGE 98
2. DEED BOOK 722, PAGE 428
3. MAP BOOK 2000, PAGE 514
4. MAP BOOK 2001, PAGE 261
5. MAP BOOK 2016, PAGE 245
6. MAP BOOK 2017, PAGE 19
7. MAP BOOK 2001, PAGE 1210
8. OTHERS REFERENCED HEREON

SITE DATA:

- | | |
|--------------------|-------|
| 1. MIN FRONT YARD: | 35 FT |
| 2. MIN REAR YARD: | 35 FT |
| 3. MIN SIDE YARD: | 10 FT |



OWNER: JSJ PROPERTY SERVICES LLC
SITE ADDRESS: 1746 NC 27 E
LILLINGTON, NC 27546

NC PIN: 0587-98-9110
DEED BOOK 4156, PAGE 501
197,013.52 SQFT
4.52 AC

WATERSHED DISTRICT: NOT WS-IV-P
FLOOD ZONE: ZONE X
ZONING: R-10

SURVEY LEGEND:

- AG ABOVE GROUND
- AL AREA LIGHT
- AXLE AXLE IRON
- BC BELOW GROUND
- BO BOLLARD
- CB CATCH BASIN
- CO CLEAN OUT
- CP COMPUTED POINT
- C/L CENTERLINE
- CPP CORRUGATED PLASTIC PIPE
- CMP CORRUGATED METAL PIPE
- ECM EXISTING CONCRETE MONUMENT
- EIP EXISTING IRON PIPE
- EIPC EXISTING IRON PIPE CRIMP
- EIPD EXISTING IRON PIPE DISTURBED
- EIS EXISTING IRON STAKE
- EISD EXISTING IRON STAKE DISTURBED
- ECS EXISTING COTTON SPINDLE
- ERRS EXISTING RAILROAD SPIKE
- EPKN EXISTING PK NAIL
- FWG FLUSH WITH GROUND
- FH FIRE HYDRANT
- GV GAS VALVE
- GP GUY POLE
- ISS IRONS STAKE SET
- IPS IRON PIPE SET
- SPKN SET PK NAIL
- SSMH SANITARY SEWER MAIN HOLE
- TP TELEPHONE PEDESTAL
- TB TRAFFIC BOX
- R/W RIGHT-OF-WAY
- ROW RIGHT-OF-WAY MONUMENT
- UP UTILITY POLE
- OHPL OVERHEAD POWERLINE
- WM WATER METER
- WV WATER VALVE
- F FOUND
- PVMT PAVEMENT
- PVC POLYVINYL CHLORIDE PIPE
- W WATER
- AC ACRES
- SQ FT SQUARE FEET
- MON MONUMENT

- LINES SURVEYED
- - - LINES ADJOINING (NOT SURVEYED)
- RIGHT OF WAY
- CENTERLINE ROADWAY

Enoch Engineers, P.A.
& PROFESSIONAL LAND SURVEYORS
1403 NC Highway 50 South - Benson, NC 27504
Phone: (919) 894-7765 Fax: (919) 894-8190
Firm License: C-2061

| | |
|--|--|
| SUBDIVISION and MAP for: JSJ PROPERTY SERVICES LLC | |
| LOCATION: RUSSELL DR & PUMP STATION RD ERWIN, NC 28339 | PROPERTY OWNER(S): JSJ PROPERTY SERVICES LLC 117 E STONEYBROOK CT BENSON, NC 27504-6595 |
| TOWNSHIP: DUKE COUNTY: HARNETT | |
| SURVEYED BY: BP, JEG | SCALE: 1" = 80' |
| SURV. DATE: 03-14-2023 | EE PROJECT: 5220 |
| DRAWN BY: EE, PA | SHEET: 1 OF 1 |

NC GRID-DATUM: NAD83 (2011)
GNSS RTK NETWORK

Prepared By: Lynn A. Matthews
Matthews Law Group, P.C.
1103 W Cumberland Street
Dunn, NC 28334

NORTH CAROLINA

ROAD MAINTENANCE AGREEMENT

HARNETT COUNTY

THIS AGREEMENT is made this the ____ day of October, 2023, by **JSJ PROPERTY SERVICES, LLC** of Harnett County, North Carolina, hereinafter referred to as "Owner";

WITNESSETH:

WHEREAS, the Owner holds title to a certain tract of land as recorded in Deed Book 4156, Page 501 and as shown on that Map recorded in Map Number 2023, Page _____, Harnett County Registry. Said lots are adjacent to that 60' foot private drive identified as Pump Station Road, Erwin, Harnett County, North Carolina, which private drive is shown on that duly recorded map recorded in Map Book 2023, Page _____, Harnett County Registry (the "Private Drive" or "Private Road").

IT IS MUTUALLY AGREED as follows:

1. Said Roadway shall be maintained by the Owner and its successors in title to the properties described in the preambles until such time as the State of North Carolina agrees to take over and maintain the streets within the subdivision.

2. The undersigned Owner agrees that it is its intention to maintain said Roadway as a private roadway for the mutual use and benefit of the Owner and its successors in title.

3. In furtherance of the mutual objective, the undersigned hereby agrees to the obligations herein set forth, as running with the land, and binding on it, its successors and assigns.

4. The Owner and its successors in title agree to be responsible for their pro rata share of the annual cost of maintaining said private roadway in a fashion suitable for vehicular traffic and in as good as condition as presently exists on said Roadway.

5. In the event Owner sells any or all of the lots, then the successors in title shall be equally responsible for the annual cost of maintaining said private roadway in a fashion suitable for vehicular traffic and in as good as condition as presently exists on said Roadway.

IN WITNESS WHEREOF the undersigned owners have set their hand and seal the day and year first above written.

JSJ PROPERTY SERVICES, LLC

By: _____
Tracy L. Johnson, Manager

NORTH CAROLINA

HARNETT COUNTY

I, _____, a Notary Public, do hereby certify that **Tracy L. Johnson, Manager of JSJ Property Services LLC** a North Carolina limited liability company, personally appeared before me this day and acknowledged the execution of the foregoing instrument on behalf of said company.

Witness my hand and seal this ____ day of October, 2023.

Notary Public
My Commission Expires: _____



TOWN OF ERWIN

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

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

O A I H

NORTH CAROLINA

HARNETT COUNTY

TOWN OF ERWIN

"I, RICKY W. BLACKMON, DO SOLEMNLY SWEAR (AFFIRM) THAT I WILL SUPPORT AND MAINTAIN THE CONSTITUTION AND LAWS OF THE UNITED STATES; AND THE CONSTITUTION AND LAWS OF NORTH CAROLINA NOT INCONSISTENT THEREWITH; AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF MY OFFICE AS COMMISSIONER OF THE TOWN OF ERWIN, ON WHICH I AM ABOUT TO ENTER; SO HELP ME GOD. "

RICKY W. BLACKMON, COMMISSIONER

SWORN TO AND SUBSCRIBED BEFORE ME
THIS THE 2ND DAY OF NOVEMBER 2023.

JUDGE RESSON O. FAIRCLOTH

ATTEST:

LAUREN EVANS, TOWN CLERK



TOWN OF ERWIN

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David L. Nelson
William R. Turnage

O A I H

NORTH CAROLINA

HARNETT COUNTY

TOWN OF ERWIN

"I, CHARLES BYRD, DO SOLEMNLY SWEAR (AFFIRM) THAT I WILL SUPPORT AND MAINTAIN THE CONSTITUTION AND LAWS OF THE UNITED STATES; AND THE CONSTITUTION AND LAWS OF NORTH CAROLINA NOT INCONSISTENT THEREWITH; AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF MY OFFICE AS COMMISSIONER OF THE TOWN OF ERWIN, ON WHICH I AM ABOUT TO ENTER; SO HELP ME GOD. "

CHARLES BYRD, COMMISSIONER

SWORN TO AND SUBSCRIBED BEFORE ME
THIS THE 2ND DAY OF NOVEMBER 2023.

JUDGE RESSON O. FAIRCLOTH

ATTEST:

LAUREN EVANS, TOWN CLERK



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William R. Turnage

O A I H

NORTH CAROLINA

HARNETT COUNTY

TOWN OF ERWIN

"I, WILLIAM TURNAGE, DO SOLEMNLY SWEAR (AFFIRM) THAT I WILL SUPPORT AND MAINTAIN THE CONSTITUTION AND LAWS OF THE UNITED STATES; AND THE CONSTITUTION AND LAWS OF NORTH CAROLINA NOT INCONSISTENT THEREWITH; AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF MY OFFICE AS COMMISSIONER OF THE TOWN OF ERWIN, ON WHICH I AM ABOUT TO ENTER; SO HELP ME GOD. "

WILLIAM TURNAGE, COMMISSIONER

SWORN TO AND SUBSCRIBED BEFORE ME
THIS THE 2ND DAY OF NOVEMBER 2023.

JUDGE RESSON O. FAIRCLOTH

ATTEST:

LAUREN EVANS, TOWN CLERK



TOWN OF ERWIN

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TOWN OF ERWIN PROCLAMATION RECOGNIZING ANNA JOYNER 2023-2024-008

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

WHEREAS, “Leadership, Experience, and Opportunity” is what makes a Leo. Members of Leo clubs embody the best qualities of the incredible organization. They are devoted young people who realize the power of action. Together, Leos and Lions form a powerful partnership — one of mutual respect where Lions learn from the innovative insights of Leos, and where Leos gain access to the proven strategies of those who’ve successfully served the world for decades; and

WHEREAS, Ms. Anna Joyner is an honor student at Triton High School and is involved in activities such as food drives and packing meals for kids. Ms. Joyner is the District 31 Lion Liaison for the Triton High School Leo Club. She is the first Leo from the Triton High School Leo Club to be appointed to a cabinet seat; and

WHEREAS, Ms. Joyner is the youngest Certified eye screener for the Lion’s KidSight USA screening kids 6 months to 7 years of age. Ms. Joyner has been a Charter Member for almost 3 years. She is an outstanding, go-getter with a giving heart, and under the leadership of the Leo Club’s Advisor, Lion TJ Morrison, has achieved great things; and

NOW THEREFORE, I, Randy Baker, Mayor of the Town of Erwin, and on behalf of the Town of Erwin Board of Commissioners, do hereby recognize and congratulate Anna Joyner for her accomplishments and unselfish contribution to aid in the well-being of our community.

PROCLAIMED this 2nd day of November 2023.

Randy Baker
Mayor

ATTEST:

Lauren Evans NCCMC
Town Clerk

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: November 2, 2023

Subject: LED Signs Text Amendment

Town Staff has prepared a proposed text amendment to our sign ordinance. This proposed text amendment would allow for “LED digital message signs” in our B-1 Neighborhood Business and CB Central Business Zoning Districts Our current Town Code only allows for these signs in our Highway District (B-2) Zoning District and for churches, schools, community centers, and other public institutional uses. We just allowed these LED signs in our B-2 Zoning District for a while. In July 2021 the Town approved a text amendment to our ordinance that allowed LED signs to be located at churches, schools, community centers, and other public institutional uses. If approved, this text amendment would allow LED signs in our downtown district.

Current language:

Changeable copy, electronic reader board, and LED signs are permitted only in the B-2 Highway Business Zoning District and for churches, schools, community centers, and other public institutional uses under the following conditions:

- a. If changeable copy, electronic reader board, or LED (also referred to as "electronic display") signs are utilized as a part of a permitted freestanding sign, then the total electronic display area of such freestanding sign shall be a minimum of 30 percent and a maximum of 50 percent changeable copy, electronic reader board, or LED signage.
- b. Electronic reader board or LED signs that display anything other than the time and temperature shall not change messages or images more often than every ten seconds.
- c. Electronic display signs shall be comparable in composition, durability, and workmanship to the existing sign.
- d. Display lighting shall be shielded, or dimmed so as to prevent direct rays of light from being cast into a residential area or district and/or vehicles approaching on a public right-of-way from any direction.

Recommended change

Changeable copy, electronic reader board, and LED signs are permitted ~~only~~ in the B-2 Highway Business Zoning District, **B-1 Neighborhood Business Zoning District, Central Business District (CB)** and for churches, schools, community centers, and other public institutional uses under the following conditions:

- a. If changeable copy, electronic reader board, or LED (also referred to as "electronic display") signs are utilized as a part of a permitted freestanding sign, then the total electronic display area of such freestanding sign shall be a minimum of 30 percent and a maximum of 50 percent changeable copy, electronic reader board, or LED signage.
- b. Electronic reader board or LED signs that display anything other than the time and temperature shall not change messages or images more often than every ten seconds.
- c. Electronic display signs shall be comparable in composition, durability, and workmanship to the existing sign.
- d. Display lighting shall be shielded, or dimmed so as to prevent direct rays of light from being cast into a residential area or district and/or vehicles approaching on a public right-of-way from any direction.



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William R. Turnage

ORDINANCE OF THE TOWN OF ERWIN, NORTH CAROLINA AMENDING SECTION 36-549 BUSINESS SIGNS ORD 2023-2024: 002

WHEREAS, the current language of Section 36-549 Business Signs reads:

Section 36-549

(7) Changeable copy, electronic reader board, and LED signs are permitted only in the B-2 Highway Business Zoning District and for churches, schools, community centers, and other public institutional uses under the following conditions:

- a. If changeable copy, electronic reader board, or LED (also referred to as "electronic display") signs are utilized as a part of a permitted freestanding sign, then the total electronic display area of such freestanding sign shall be a minimum of 30 percent and a maximum of 50 percent changeable copy, electronic reader board, or LED signage.
- b. Electronic reader board or LED signs that display anything other than the time and temperature shall not change messages or images more often than every ten seconds.
- c. Electronic display signs shall be comparable in composition, durability, and workmanship to the existing sign.
- d. Display lighting shall be shielded, or dimmed so as to prevent direct rays of light from being cast into a residential area or district and/or vehicles approaching on a public right-of-way from any direction.

WHEREAS, the Town of Erwin wishes to amend the current language of the same in order to better reflect the desired development within the Town's Planning Jurisdiction; and

WHEREAS, the Town of Erwin wishes to amend the current language of the same to read:

Section 36-549

(7) Changeable copy, electronic reader board, and LED signs are permitted only in the B-2 Highway Business Zoning District, **B-1 Neighborhood Business Zoning District**, **Central Business District (CB)** and for churches, schools, community centers, and other public institutional uses under the following conditions:

a. If changeable copy, electronic reader board, or LED (also referred to as "electronic display") signs are utilized as a part of a permitted freestanding sign, then the total electronic display area of such freestanding sign shall be a minimum of 30 percent and a maximum of 50 percent changeable copy, electronic reader board, or LED signage.

b. Electronic reader board or LED signs that display anything other than the time and temperature shall not change messages or images more often than every ten seconds.

c. Electronic display signs shall be comparable in composition, durability, and workmanship to the existing sign.

d. Display lighting shall be shielded, or dimmed so as to prevent direct rays of light from being cast into a residential area or district and/or vehicles approaching on a public right-of-way from any direction.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Erwin, North Carolina that the current language as herein found with respect to Section 36-549 Business Signs of the Town Code includes such language as herein indicated by bold print.

Adopted this 2nd day of November 2023.

ATTEST:

Randy Baker
Mayor

Lauren Evans, NCCMC
Town Clerk

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: November 2, 2023

Subject: Subdivision Text Amendment

Town Staff has prepared a proposed text amendment to our subdivision memo. At the moment, any subdivision that creates three (3) or more lots is automatically considered a major subdivision. If you have to extend any infrastructure (ie. water and/or sewer lines) or build a new road the proposed subdivision automatically becomes a major subdivision. Minor subdivisions are considered subdivisions that are three (3) lots or less that front a town-maintained or state-maintained road. This proposed text amendment would allow for the creation of ten (10) lots if they all front a town-maintained road. The proposed text amendment does not increase the number of lots for any roads that front a North Carolina Department of Transportation (NCDOT) road. The reasoning behind this is in order to connect a driveway to an NCDOT road you have to obtain an NCDOT driveway permit. NCDOT has been requiring shared driveways as of late. I think we can address this when we start looking at our entire Town Code update.

Sec. 30-75. Procedure for review of major or minor subdivisions.

- (a) All subdivisions shall be considered major subdivisions except those defined as minor subdivisions in this section. Major subdivisions shall be reviewed in accordance with the procedures in sections 30-77 through 30-80. Minor subdivisions shall be reviewed in accordance with the provisions in section 30-76.
- (b) A minor subdivision is defined as one involving no new public or private streets or roads, or right-of-way dedication, and no utility extension.
- (c) Minor subdivisions shall be further defined as:
 - (1) Any subdivision which creates a maximum of three lots ten lots each of which front on a state- ~~or town-~~ maintained road; or **ten lots each of which front a town-maintained road**; or
 - (2) Any subdivision which allows a maximum of three lots to be created on a 50-foot easement abutting a state- or town-maintained road which meets the following requirements:
 - a. Each lot shall meet the minimum zoning requirements in regards to lot size, use and frontage at time of the subdivision.
 - b. An easement cannot be created off of an existing easement or privately maintained road. In addition, all new easements must have a road maintenance agreement approved and recorded alongside the subdivision plat.
 - c. Easements must be no longer than 1,000 feet in length total.
 - d. Accessways for minor subdivisions which allow more than one lot to be created on any easement, shall be required to meet the following road construction standards:
 - 1. There shall be an access travel way width of a minimum of 20 feet.
 - 2. The travel way shall extend the entire length of the easement.
 - 3. The travel way shall be clear of all obstruction and debris.
 - 4. The travel way shall be compacted and layered with three inches of aggregate base course or improved according to the NCDOT Subdivision Manual, latest edition.

(Code 1977, § 9-3027; Ord. of 2-3-1994; Amd. of 5-7-2009; Amd. of 2-3-2011)



TOWN OF ERWIN

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

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

ORDINANCE OF THE TOWN OF ERWIN, NORTH CAROLINA AMENDING SECTION 30-75 PROCEDURE FOR REVIEW OF MAJOR AND MINOR SUBDIVISIONS ORD 2023-2024: 003

WHEREAS, the current language of Section 30-75 Procedure for Review of Major and Minor Subdivisions reads:

Sec. 30-75. Procedure for review of major or minor subdivisions.

- (a) All subdivisions shall be considered major subdivisions except those defined as minor subdivisions in this section. Major subdivisions shall be reviewed in accordance with the procedures in sections 30-77 through 30-80. Minor subdivisions shall be reviewed in accordance with the provisions in section 30-76.
- (b) A minor subdivision is defined as one involving no new public or private streets or roads, or right-of-way dedication, and no utility extension.
- (c) Minor subdivisions shall be further defined as:
 - (1) Any subdivision which creates a maximum of three lots each of which front on a state- or town-maintained road; or
 - (2) Any subdivision which allows a maximum of three lots to be created on a 50-foot easement abutting a state- or town-maintained road which meets the following requirements:
 - a. Each lot shall meet the minimum zoning requirements in regards to lot size, use and frontage at time of the subdivision.
 - b. An easement cannot be created off of an existing easement or privately maintained road. In addition, all new easements must have a road maintenance agreement approved and recorded alongside the subdivision plat.
 - c. Easements must be no longer than 1,000 feet in length total.
 - d. Accessways for minor subdivisions which allow more than one lot to be created on any easement, shall be required to meet the following road construction standards:
 - 1. There shall be an access travel way width of a minimum of 20 feet.

2. The travel way shall extend the entire length of the easement.
3. The travel way shall be clear of all obstruction and debris.
4. The travel way shall be compacted and layered with three inches of aggregate base course or improved according to the NCDOT Subdivision Manual, latest edition.

WHEREAS, the Town of Erwin wishes to amend the current language of the same in order to better reflect the desired development within the Town's Planning Jurisdiction; and

WHEREAS, the Town of Erwin wishes to amend the current language of the same to read:

Sec. 30-75. Procedure for review of major or minor subdivisions.

- (a) All subdivisions shall be considered major subdivisions except those defined as minor subdivisions in this section. Major subdivisions shall be reviewed in accordance with the procedures in sections 30-77 through 30-80. Minor subdivisions shall be reviewed in accordance with the provisions in section 30-76.
- (b) A minor subdivision is defined as one involving no new public or private streets or roads, or right-of-way dedication, and no utility extension.
- (c) Minor subdivisions shall be further defined as:
 - (1) Any subdivision which creates a maximum of three lots each of which front on a state- ~~or town-~~ maintained road; or **ten lots each of which front a town-maintained road**; or
 - (2) Any subdivision which allows a maximum of three lots to be created on a 50-foot easement abutting a state- or town-maintained road which meets the following requirements:
 - a. Each lot shall meet the minimum zoning requirements in regards to lot size, use and frontage at time of the subdivision.
 - b. An easement cannot be created off of an existing easement or privately maintained road. In addition, all new easements must have a road maintenance agreement approved and recorded alongside the subdivision plat.
 - c. Easements must be no longer than 1,000 feet in length total.
 - d. Accessways for minor subdivisions which allow more than one lot to be created on any easement, shall be required to meet the following road construction standards:
 1. There shall be an access travel way width of a minimum of 20 feet.

2. The travel way shall extend the entire length of the easement.
3. The travel way shall be clear of all obstruction and debris.
4. The travel way shall be compacted and layered with three inches of aggregate base course or improved according to the NCDOT Subdivision Manual, latest edition.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Erwin, North Carolina that the current language as herein found with respect to Section 30-75 Procedure for Review of Major and Minor Subdivisions of the Town Code is stricken where indicated by strikethrough lines and includes such language as herein indicated by bold print.

Adopted this 2nd day of November 2023.

ATTEST:

Randy Baker
Mayor

Lauren Evans, NCCMC
Town Clerk