

**THE ERWIN BOARD OF COMMISSIONERS
NOVEMBER 2021 REGULAR MEETING
THURSDAY, NOVEMBER 4, 2021 @ 7:00 P.M.
ERWIN MUNICIPAL BUILDING BOARD ROOM**

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 of Regular Workshop on September 27, 2021 (**Page 2**)
 - B. Minutes of Regular Meeting on October 7, 2021 (**Page 6**)
 - C. Financial Report for September 2021 (**Page 17**)
 - D. Proclamation Commemorating Town of Erwin School Choice Week (**Page 19**)
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. **PRESENTATION OF NOVEMBER CITIZEN OF THE MONTH**
6. **OLD BUSINESS**
 - A. Community Economic Recovery and Resiliency Initiative (CERRI) (**Page 20**)
 - B. Redistricting (**Page 32**)
7. **NEW BUSINESS**
 - A. Street Sweeper (**Page 35**)
 - B. Erwin Public Library Fine Free Policy (**Page 37**)
8. **CLOSED SESSION**
 - A. Pursuant to General Statute 143-318.11(a) (6) for the Purpose of Discussing Personnel
 - B. Pursuant to General Statute 143-318.11(a) (4) for the Purpose of Discussing Economic Development
9. **MANAGER’S REPORT**
10. **ATTORNEY’S REPORT**
11. **GOVERNING BODY COMMENTS**
12. **ADJOURNMENT**

ERWIN BOARD OF COMMISSIONERS

REGULAR WORKSHOP MINUTES

SEPTEMBER 27, 2021

ERWIN, NORTH CAROLINA

The Board of Commissioners for the Town of Erwin with Mayor Patsy Carson presiding, held its Regular Workshop in the Erwin Municipal Building Board Room on Monday, September 27, 2021, at 6:00 P.M. in Erwin, North Carolina.

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

Board Members absent were: Commissioners Ricky Blackmon, Alvester McKoy, and Melinda Alvarado,

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

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

Mayor Pro Tem Baker gave the invocation.

Commissioner Turnage led the Pledge of Allegiance.

AGENDA ADJUSTMENT/APPROVAL OF AGENDA

Mayor Pro Tem Baker requested to add Upcoming Meeting Agenda Information under New Business as Item A.

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

OLD BUSINESS

DISCUSS LAW ENFORCEMENT SEPARATION ALLOWANCE

Jerry Royal came forward and addressed the Board. He handed out a packet he put together to highlight his case. He thanked the Board for taking the time to hear his case and he thanked the Town Manager and Town Attorney for being compassionate and professional in the process. He

MINUTES CONTINUED FROM SEPTEMBER 27, 2021

expressed to the Board about what he had been through in the last six years since his retirement from the Town and why in his opinion he earned the Separation Pay. He read the G.S. 143-166.42 Special separation allowances for local officers and explained why he felt that the law was ambiguous. He provided a manifest of what occurred the day he got hurt as well as why he retired. He explained to the Board why getting the special separation allowance is a big deal to him. He stated he believed the Town has treated him unfairly and other than helping with Erwin Fire and EMS, he no longer supports the Town of Erwin. His speech in its entirety is included in the packet he provided. He offered to answer any questions the Board may have.

*A copy of the Packet provided by Mr. Royal is incorporated into these minutes as **Attachment #1***

Mayor Carson thanked Mr. Royal for speaking to the Board. She stated he really opened her eyes and asked him to make sure that he leaves the packets for the absent Board Members.

Mayor Pro Tem Baker asked Mr. Royal if at any time during his Worker's Comp claim, they take into consideration the special separation allowance or if it was ever disclosed to him by anyone.

Mr. Royal stated that he asked former HR Director, Debbie Chestnut, about his special separation allowance and she asked former Town Manager Richard Hicks who confirmed he was not eligible for the special separation allowance.

Mayor Pro Tem Baker stated Mr. Royal had said he fought to keep his job, he inquired what brought him to make the decision to end his career.

Mr. Royal informed the Board of his last day on the job. He stated he was on light duty, a car chase came through Erwin and he jumped in his car to help. The chase ended in front of Sports Zone in Lillington and when he got out to help, he could barely walk. He stated the other law enforcement had it under control so he went back to his patrol vehicle. He decided that it was time to stop because he was concerned he may be put in a situation where a citizen or fellow officer's life is on the line and he would not be able to do his job due to his back. If that happened, he wouldn't be able to deal with that.

Mayor Pro Tem Baker asked how he lost his certifications.

Mr. Royal stated the Former Police Chief, Bill Morris, informed him that Former Town Attorney, Mac Hunter, would not allow him to be in the qualifications class while on light duty. It costs him his Instructor's Certification and he could not keep the hours he needed.

MINUTES CONTINUED FROM SEPTEMBER 27, 2021

NEW BUSINESS

UPCOMING MEETING AGENDA INFORMATION

Mayor Pro Tem Baker stated on the October Town Board Meeting Agenda, he saw that we will be discussing the Depot. He asked if the Town received new information showing that we have funding.

Town Manager Snow Bowden stated he does not have any new information at this time. He received a request to have the Depot added to the agenda.

Mayor Pro Tem Baker inquired for what purpose was the Depot added to the agenda. He wanted to know if someone from the public is coming to speak to the Board about the Depot or if there was any news that would help the Town move forward with the Depot.

Commissioner Turnage stated he told Town Manager Snow Bowden to add the Depot to the agenda. There is a lot of interest in Erwin, especially with the Historical Society, about doing something to the Depot. The Depot has been sitting there for five and a half years and everyone on the Board at that time, except Frankie Ballard, voted to move the Depot and agreed that the Town would not let it just sit there. We agreed to use the money we are receiving from the cell tower.

Mayor Pro Tem Baker stated this is something we work out at a retreat or a work session when we go over the budget for the new fiscal year and decide as a Board that this is a project we want to work on for the year. This is not a discussion for an open meeting when we have no new information since the last time we spoke about it. He has visions for the Depot as well but we have to have a way to pay for it. He stated he was eager to hear we had new information but we have to have a plan to move forward.

Town Manager stated that the LGC did say they could probably approve us borrowing money but they are strongly recommending that Towns do not fund any projects that are not completely necessary due to COVID. Also, the UCSA was waiting for our audit to be completed this year before they will even consider looking at our application. They will want to see our budget and audit from last year. Our audit got in late last year.

Commissioner Turnage stated the people of Erwin are doing their part, infrastructure, building houses like crazy. We send a letter to people every week to clean up their houses and the Depot is just as bad sitting in our back yard. He stated it is time to decide whether to fix the depot or just tear it down. He wanted to see numbers of how much we can borrow.

Town Manager Snow Bowden recommended scheduling a special called meeting or having the discussion at our regular schedule workshop in October. Next year is a revaluation year and he

MINUTES CONTINUED FROM SEPTEMBER 27, 2021

will present the Board a net neutral tax rate to show them what the tax rate is now compared to what it will be. We will have to lower the tax rate or justify what we are keeping it at.

CLOSED SESSION

Mayor Pro Tem Baker made a motion to go into Closed Session in Pursuant to General Statute 143-318.11 (a) (6) for the Purpose of Discussing Personnel and General Statute 143-318.11(a) (3) for the Purpose of Preserving the Attorney-Client Privilege at 6:54 PM. and was seconded by Commissioner Whitman. **The Board voted unanimously.**

RECONVENED

Commissioner Turnage made a motion to go back in regular session at 7:18 PM and was seconded by Commissioner Whitman. **The Board voted unanimously.**

ADJOURNMENT

Commissioner Turnage made a motion to adjourn at 7:19 P.M. and was seconded by Mayor Pro Tem Baker. **The Board voted unanimously.**

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

ATTEST:

Patsy M. Carson
Mayor

Lauren Evans
Town Clerk

ERWIN BOARD OF COMMISSIONERS

REGULAR MINUTES

OCTOBER 7, 2021

ERWIN, NORTH CAROLINA

The Board of Commissioners for the Town of Erwin with Mayor Patsy Carson presiding held its Regular Meeting in the Erwin Municipal Building Board Room on Thursday, October 7, 2021, at 7:00 P.M. in Erwin, North Carolina.

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

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

Pastor of First Baptist Church, Rev. Thomas Greene, gave the invocation.

Town Clerk Lauren Evans led the Pledge of Allegiance.

AGENDA ADJUSTMENT/APPROVAL OF AGENDA

Town Manager Snow Bowden requested to remove Special Use Application SU-2021-005 from the agenda on the grounds that the applicant asked her application to be withdrawn without prejudice.

Mayor Pro Tem Baker offered an adjustment to place Item 7A Erwin Depot under consent for the scheduled Workshop.

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

CONSENT

Commissioner McKoy made a motion to approve **(ITEM A)** Minutes of Regular Meeting on September 2, 2021 **(ITEM B)** Financial Report for August 2021 **(ITEM C)** Erwin Depot Scheduled for October Workshop and was seconded by Commissioner Alvarado. **The Board voted unanimously.**

MINUTES CONTINUED FROM OCTOBER 7, 2021

PUBLIC COMMENT

Joey Powell of 600 East E Street came forward and addressed the Board. He thanked the Board for all they do on the behalf of Erwin. He asked the Board to consider funding the Erwin Depot. He felt it could be a great landmark for our Town and have huge benefits. They need the room for their museum, the Historical Artifacts are growing they need somewhere to put them. The Depot could be a showplace and attract visitors.

Si Harrington III of 503 South 11th Street came forward and addressed the Board. He thanked the Board, Police, Fire Department, and staff for all they do for the Town of Erwin. He provided the Board with photographs of the Depot before moving it and now with the leaking roof. He explained the history of the Depot and expressed the urgency of saving the Depot. If we preserve and save to Depot it will show the surrounding Towns that we are proud of our Town and of those who came before us. The benefit of the Depot is that it can provide a larger space for the Chamber of Commerce and the home of the History Museum telling Erwin's story.

Sarah Beitar of 104 1st Street came forward and addressed the Board. She presented the Board a petition with 108 signatures to save the Depot. She asked the Board to consider funding the project. The people deserve to have their history preserved and the longer we wait, the more money it will cost the Town.

PRESENTATION OF CITIZEN OF THE MONTH

James Cooper of 708 East H Street was recognized as the October 2021 Citizen of the Month. Mayor Patsy Carson presented him with a Proclamation Plaque.

PUBLIC COMMENT CONTINUED

Lamar Tart of 716 W J Street came forward and expressed his anger towards the Board for not saving the Depot. He stated the Depot of very important to the Community, it is part of our heritage. He also stated the stop signs all over Town are ridiculous, it is Tax Payers' money going to waste.

PUBLIC HEARING

SU-2021-002

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

MINUTES CONTINUED FROM OCTOBER 7, 2021

Town Manager Snow Bowden informed the Board that the Town received an application to place a Class A Manufactured Home on a vacant lot across the street from 101 Gilbert Street, between 104 and 106 Gilbert Street. The applicant, Ms. Canteen was present to answer any questions.

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

The applicant, Teresa Canteen, came forward and was sworn in by Town Clerk Lauren Evans.

Ms. Canteen addressed the Board and asked if they have any questions.

Commissioner Blackmon asked if the County was going to get the taps set up or if they were already on the parcel.

Town Manager Snow Bowden stated that the property already has Water and Sewer.

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

No one came forward.

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

Mayor Pro Tem Baker made a motion in the affirmative that the use requested is listed among the special uses in the district for which the application is made. Manufactured Class A Homes are permitted as a special use in our R-6 Zoning District and was seconded by Commissioner Alvarado. **The Board voted unanimously.**

Mayor Pro Tem Baker made a motion in the affirmative that the requested use is essential or desirable to the public convenience or welfare. The applicant is requesting a special use permit to place a Manufactured Class A Home on this parcel. It will provide an affordable housing option for this property owner and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

Commissioner Blackmon made a motion in the affirmative that the requested use will not impair the integrity or character of the surrounding or adjoining districts, nor be detrimental to the health, morals, or welfare. This tract of land is surrounded by similar residential uses. If the permit is approved the applicant will have to follow all of our restrictions with the placement of a Manufactured Class A Home. Our Code of Ordinances states "It is the intent of the criteria to ensure that a Class A manufactured home when installed, shall have substantially the appearance of a no-site conventionally built, single-family dwelling, to include landscaping in harmony with surrounding dwellings." Seconded by Mayor Pro Tem Baker. **The Board voted unanimously.**

MINUTES CONTINUED FROM OCTOBER 7, 2021

Commissioner Alvarado made a motion in the affirmative that the requested use will be in conformity with the Land Development Plan. This area of land would be in the area identified for medium-intensity growth. The plan calls for medium to high density mixed residential uses and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

Commissioner McKoy made a motion in the affirmative that adequate utilities, access roads, drainage, sanitation and/or other necessary facilities have been or are being provided. This is an existing lot located off of an existing street. The proposed house site would be accessed from Gilbert Street. There are already Harnett Regional Water and Sewer lines in the area that will be able to provide water and sewer to the proposed new home and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

Commissioner Blackmon made a motion in the affirmative that adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. This is an existing parcel located off of a town street. This would be a single-family dwelling. The impacts to traffic would be minimal and was seconded by Commissioner Alvarado. **The Board voted unanimously.**

Commissioner Blackmon made a motion in the affirmative that the special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the Board of Commissioners and was seconded by Mayor Pro Tem Baker. **The Board voted unanimously.**

Mayor Pro Tem Baker made a motion to recommend that the proposed special use application meets all the Findings of Facts in the affirmative; that the proposed amendment is consistent with those documents that constitute the officially adopted land development plan and other applicable plans; and to recommend the approval of SU-2021-002 to place a Class A Manufactured Home on a vacant parcel located off of Gilbert Street (HC Tax PIN #0597-77-2517.000) and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

SU-2021-003

Mayor Pro Tem Baker made a motion to open the Public Hearing and was seconded by Commissioner Alvarado. **The Board voted unanimously.**

Town Manager Snow Bowden informed the Board that the Town received an application to put apartments on the second floor of the corner building located downtown at 101 East H Street. A few years ago, they were issued a similar permit but it expired. Ms. Toma, the Project Lead, was present at the meeting.

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

Megan Toma came forward and was sworn in by Town Clerk Lauren Evans.

MINUTES CONTINUED FROM OCTOBER 7, 2021

Ms. Toma addressed the Board and informed them that they are planning to put four apartment buildings on the second floor owned by her grandmother. This is a historical building and they plan to renovate and restore the building while keeping the historical nature.

Commissioner Turnage asked about the parking for their tenants.

Ms. Toma stated that there is street parking in front of the building but that is something they still have to figure out.

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

No one came forward.

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

Mayor Pro Tem Baker made a motion in the affirmative that the use requested is listed among the special uses in the district for which the application is made. Multifamily dwellings (on the upper floors in a commercial building) are a special use in the Central Business Zoning District. and was seconded by Commissioner Alvarado. **The Board voted unanimously.**

Mayor Pro Tem Baker made a motion in the affirmative that the requested use is essential or desirable to the public convenience or welfare. These proposed four apartment units would provide another/different housing option for people in Erwin. It would provide an option for someone to live in Erwin that does not necessarily need a single-family dwelling and was seconded by Commissioner Alvarado. **The Board voted unanimously.**

Mayor Pro Tem Baker made a motion in the affirmative that the requested use will not impair the integrity or character of the surrounding or adjoining districts, nor be detrimental to the health, morals, or welfare. This is an existing building located in downtown Erwin. There are no proposed changes to the footprint of the building. The applicant would be fixing the building up to the current code and was seconded by Commissioner Alvarado. **The Board voted unanimously.**

Commissioner Turnage made a motion in the affirmative that the requested use will be in conformity with the Land Development Plan. This building is located in the area identified as our downtown core in the 2014 Land Use Plan. Multifamily dwellings on the upper floors in our downtown businesses are recommended in the 2014 Land Use Plan and was seconded by Mayor Pro Tem Baker. **The Board voted unanimously.**

Commissioner Alvarado made a motion in the affirmative that adequate utilities, access roads, drainage, sanitation and/or other necessary facilities have been or are being provided. This is an existing building that will be served by Harnett Regional Water for water and sewer. The

MINUTES CONTINUED FROM OCTOBER 7, 2021

property owners would be responsible for setting up a dumpster for their trash collection. and was seconded by Mayor Pro Tem Baker. **The Board voted unanimously.**

Commissioner Alvarado made a motion in the affirmative that adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. This is an existing building in our downtown. The parking lot behind the building is owned and maintained by the Town of Erwin and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

Commissioner Alvarado made a motion in the affirmative that the special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the Board of Commissioners and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

Mayor Pro Tem Baker made a motion to recommend that the proposed special use application meets all the Findings of Facts in the affirmative; that the proposed amendment is consistent with those documents that constitute the officially adopted land development plan and other applicable plans; and to recommend the approval of SU-2021-003 to put apartments on the second floor of the building located at 101 East H Street (HC Tax PIN #0597-64-7313.000) and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

SU-2021-004

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

Town Manager Snow Bowden informed the Board that the Town received an application to put a Class A manufactured home on a vacant parcel on the corner of Maynard Lake Road and Porter Drive. This is the property we rezoned a few months ago to R-6.

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

Chris Milligan of Clayton Homes in Fayetteville came forward and was sworn in by Town Clerk Lauren Evans.

Mr. Milligan addressed the Board and stated he has been in the manufactured business for 17-20 years. He was present at the meeting on behalf of the property owner, Richard Lovett.

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

No one came forward.

MINUTES CONTINUED FROM OCTOBER 7, 2021

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

Mayor Pro Tem Baker made a motion in the affirmative that the use requested is listed among the special uses in the district for which the application is made. This Special Use is permitted as a special use in our R-6 Zoning District and was seconded by Commissioner Thurman. **The Board voted unanimously.**

Mayor Pro Tem Baker made a motion in the affirmative that the requested use is essential or desirable to the public convenience or welfare. This new structure will provide a residential structure for a citizen in the Town of Erwin and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

Mayor Pro Tem Baker made a motion in the affirmative that the requested use will not impair the integrity or character of the surrounding or adjoining districts, nor be detrimental to the health, morals, or welfare. This request is similar in nature to other requested uses in the R-6 District where it is located and was seconded by Commissioner Turnage. **The Board voted unanimously.**

Mayor Pro Tem Baker made a motion in the affirmative that the requested use will be in conformity with the Land Development Plan. This use is listed in our 2014 Land Use Plan in the R-6 District where it is located and was seconded by Commissioner Alvarado. **The Board voted unanimously.**

Commissioner Turnage made a motion in the affirmative that adequate utilities, access roads, drainage, sanitation and/or other necessary facilities have been or are being provided. This is an existing building that will be served by Harnett Regional Water for water and sewer. The property owners would be responsible for setting up a dumpster for their trash collection.

Mayor Pro Tem Baker offered an amendment to that proposed motion in the affirmative that adequate utilities, access roads, drainage, sanitation, and/or other necessary facilities have been or are being provided. Adequate utilities are in place and the proposed house site would be accessed from Maynard Lake Road and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

Commissioner Blackmon made a motion in the affirmative that adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. This is an existing parcel located off of a town and North Carolina Department of Transportation street. The impacts to traffic would be minimal and was seconded by Mayor Pro Tem Baker. **The Board voted unanimously.**

Commissioner Blackmon made a motion in the affirmative that the special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as

MINUTES CONTINUED FROM OCTOBER 7, 2021

such regulations may, in each instance, be modified by the Board of Commissioners and was seconded by Mayor Pro Tem Baker. **The Board voted unanimously.**

Mayor Pro Tem Baker made a motion to recommend that the proposed special use application meets all the Findings of Facts in the affirmative; that the proposed amendment is consistent with those documents that constitute the officially adopted land development plan and other applicable plans; and to recommend the approval of SU-2021-004 to place a Manufactured Class A home on a vacant lot located at the corner of Porter Drive and Maynard Lake Rd (HC Tax PIN #0597-97-0748.000) and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

ZT-2021-006

Commissioner Alvarado made a motion to open the Public Hearing and was seconded by Mayor Pro Tem Baker. **The Board voted unanimously.**

Town Manager Snow Bowden informed the Board that this request is to rezone two parcels that are currently mixed zoned RD and B2. They are requesting to make both lots whole tracts of B2. The Planning Board recommended this request for approval.

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

Applicant, Guy Lampee, came forward and was sworn in by Town Clerk Lauren Evans.

Mr. Lampee addressed the Board and introduced himself as well as his colleague, Terry Weatherton from Ample Storage. They are planning to build a 78,000 square foot self-storage building with primarily climate control on the lot they have under contract. There will be an office for the manager as well as gates and cameras along the property. He thanked the Board and stated they are excited to bring business to Erwin.

Owner of Glover Sales located at 406 East Jackson Blvd, Billy Glover, came forward and was sworn in by Town Clerk Lauren Evans.

Mr. Glover stated he is fully for the rezoning request but all the water that comes from this property has to go underneath his property. There is not a ditch on their side of 421. He has a 15-inch drain he installed 35 years ago and they are working with DOT to get a ditch deepened on

MINUTES CONTINUED FROM OCTOBER 7, 2021

south St Matthews. He just wanted to raise awareness for someone to look at it to eliminate runoff in the future.

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

No one came forward.

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

Mayor Pro Tem Baker asked staff whether any proposed development would have to go through the Development Review and be evaluated by our Engineer and any agencies that would be involved with the County.

Town Manager Snow Bowden stated when a commercial development is submitted, there is a site plan review by himself, Town Engineer Bill Dreitzler, and typically a predevelopment meeting with Harnett County.

Mayor Pro Tem Baker made a motion to approve the Statement of Consistency that the requested rezoning to Highway Business (B-2) is compatible with all 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 request be approved and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

Commissioner Blackmon made a motion to approve the Ordinance for map amendment case #ZT-2021-006 amendment to the official zoning map to rezone from RD to B-2 per zoning ordinance article XXIII for Harnett County PIN 1507-24-4207.000 and 1507-24-9301.000 and was seconded by Mayor Pro Tem Baker. **The Board voted unanimously.**

NEW BUSINESS

2021-2022 Street Resurfacing Recommendations

Town Manager Snow Bowden stated Town Engineer Bill Dreitzler was present to present the 2021-2022 Street Resurfacing Recommendations

Town Engineer Bill Dreitzler came forward and presented his recommendations to the Board.

MINUTES CONTINUED FROM OCTOBER 7, 2021

Mayor Pro Tem Baker clarified that the improvement would be within our allotted Powell Bill Funds given to the Town of Erwin.

Town Manager Snow Bowden stated it would be a combination of Powell Bill Funds from this year which is around \$140,000 as well as a fund balance saved from previous years. He stated we have enough money to move forward with Town Engineer Bill Dreitzler's initial recommendation costing \$185,000.

The consensus of the Board was to move forward with the recommendations provided by Town Engineer Bill Dreitzler.

CLOSED SESSION

Mayor Pro Tem Baker made a motion to go into Closed Session in Pursuant to General Statute 143-318.11 (a) (6) for the Purpose of Discussing Personnel and General Statute 143-318.11(a) (3) for the Purpose of Preserving the Attorney-Client Privilege at 8:06 PM. and was seconded by Commissioner Alvarado. **The Board voted unanimously.**

RECONVENED

Commissioner Turnage made a motion to go back in regular session at 8:20 PM and was seconded by Commissioner Whitman. **The Board voted unanimously.**

MANAGER'S REPORT

Town Manager Snow Bowden informed the Board that we have been advised to wait on spending any ARP funds until the final guidelines have been released. The census data has been released and we are making sure everything looks good with our maps, he did not feel we will have to make any changes to our maps.

ATTORNEY'S REPORTS

Town Attorney Tim Morris thanked the Board for allowing him to be their attorney. He asked the Board to be diligent with the new COVID strain. The Town lost a fellow attorney, Chris Munns.

MINUTES CONTINUED FROM OCTOBER 7, 2021

GOVERNING COMMENTS

Commissioner McKoy inquired about the presuming renting the Community Building, he has received questions from multiple people.

Town Manager Snow Bowden stated he has been hesitant to start renting the building again due to COVID, not having enough staff to keep the building sanitized in between people renting it on the weekends and meals on wheels using the Building through the week.

Commissioner Alvarado asked about ECHO.

Town Manager stated he and Mayor Carson have taken turns going to ECHO's first two meetings and they are currently meeting in the old tabernacle. He informed them that the Town Board and Town Staff support the program.

Commissioner Turnage asked to keep Norman Avery's family and Mayor Pro Tem Baker's wife in our prayers.

Mayor Carson informed the Board that the concert and crescent run the first weekend in October for the Chamber turned out wonderful.

ADJOURNMENT

Commissioner Turnage made a motion to adjourn at 8:28 P.M. and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

MINUTES RECORDED AND TYPED BY

LAUREN EVANS TOWN CLERK

ATTEST:

Patsy Carson
Mayor

Lauren Evans
Town Clerk

TOWN OF ERWIN
 FINANCIAL SUMMARY REPORT
 FOR MONTH OF September 2021



FRONT COVER - 11/11/21

BANK BALANCES AS OF September 2021

CASH MANAGEMENT	2,070,618.89
BB&T CASH IN BANK	79,448.03
FIRST FEDERAL BUSINESS MONEY MARKET #0347	857,918.58
FIRST FEDERAL MONEY MARKET #2661	136,619.49
Y-T-D INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS	3,143,702.99
Resstricted Funds	
BB&T STATE FORFEITURE	4,246.64
BB & T CAPITAL RESERVE/COMM ENHANCEMENT	2,360,072.70
FIRST FEDERAL CAP. RESERVE/GENERAL	195,657.91
BB&T HEALTH RESERVE HRA ACCT	16,530.58
PRIEBE FIELD ACCT	11,248.44
AL WOODHULL PARK IMPROVEMENTS	349,440.85
American Reller Funds	821,602.01
Y-T-D INVESTMENT BALANCE RESTRICTED FUNDS	3,748,699.13
CUMULATIVE BALANCE FOR TOWN OF ERWIN	6,892,402.12

POWELL BILL BALANCE
\$355,698.54

	ANNUAL BUDGET		September 2021 ACTIVITY		ACTUAL TO DATE	Y-T-D % COLLECTED
REVENUES						
CURRENT YEAR LEVY OF PROPERTY TAXES	1,103,866.00	59,594.00	64,043.00	5.80%		
CURRENT YEAR MOTOR VEHICLE TAXES	175,470.00	16,936.00	34,193.00	19.49%		
PRIOR YEAR TAXES / Penalties & Interest	10,000.00	1,034.00	34,816.00	348.16%		
UTILITIES FRANCHISE TAXES	190,000.00	40,498.00	41,358.00	21.77%		
ENTRY FEES	19,000.00	5.00	6,005.00	31.61%		
SALES & USE TAX	700,000.00	78,302.00	224,019.00	32.00%		
ZONING PERMITS/APPLICATIONS	8,000.00	1,495.00	4,335.00	54.19%		
REFUSE COLLECTIONS FEES	410,258.00	40,517.00	119,718.00	29.18%		
STORM WATER COLLECTION	69,930.00	5,349.00	15,715.00	22.47%		
ALL OTHER REVENUES	697,042.00	93,944.00	153,959.00	22.09%		
	3,383,554.00	337,674.00	698,161.00	20.63%		
EXPENDITURES						
GOVERNING BODY	47,945.00	1,776.00	5,385.00	11.23%		
ADMINISTRATION	263,399.00	20,436.00	60,862.00	23.11%		
NON-DEPARTMENTAL	279,319.00	7,339.00	175,714.00	62.91%		
PLANNING & INSPECTIONS	77,369.00	229.00	9,065.00	11.72%		
POWELL BILL-STREETS	157,000.00	1,000.00	4,000.00	2.55%		
POLICE	964,020.00	113,313.00	242,966.00	25.20%		
POLICE-SRO	64,030.00	5,367.00	16,125.00	25.18%		
CONTRACT SERVICES-FIRE	238,307.00	14,413.00	24,504.00	10.28%		
PUBLIC WORKS-ADMIN.	109,004.00	9,134.00	28,667.00	26.30%		
PUBLIC WORKS-STREETS	396,994.00	24,765.00	77,842.00	19.61%		
PUBLIC WORKS-SANITATION	345,343.00	23,961.00	68,480.00	19.83%		
PUBLIC WORKS-STORM WATER	15,000.00	0.00	3,549.00	23.66%		
RECREATION	349,119.00	25,737.00	89,986.00	25.76%		
LIBRARY	69,405.00	5,145.00	16,567.00	23.87%		
COMMUNITY CENTER	7,300.00	401.00	1,016.00	13.92%		
	3,383,554.00	253,016.00	824,728.00	24.37%		
Y-T-D GENERAL FUND BALANCE INCREASE (DECREASE)		84,658.00	(126,567.00)			

Town Of Erwin
Financial Summary Report
YTD Comparison of September FY 2020 & FY 2021



	YTD September 2021	YTD Sept. 2020	YTD DIFFERENCE
Revenues			
CURRENT YEAR LEVY OF PROPERTY TAXES	64,043.00	31,212.00	32,831.00
CURRENT YEAR MOTOR VEHICLE TAXES	34,193.00	41,176.00	(6,983.00)
PRIOR YEAR TAXES / Penalties & Interest	34,816.00	6,307.00	28,509.00
UTILITIES FRANCHISE TAXES	41,358.00	38,897.00	2,461.00
ENTRY FEES	6,005.00	0.00	6,005.00
SALES & USE TAX	224,019.00	191,777.00	32,242.00
ZONING PERMITS/APPLICATIONS	4,335.00	3,020.00	1,315.00
REFUSE COLLECTIONS FEES	119,718.00	92,926.00	26,792.00
STORM WATER COLLECTION	15,715.00	14,244.00	1,471.00
ALL OTHER REVENUES	153,959.00	289,821.00	(135,862.00)
	\$ 698,161.00	\$ 709,380.00	(11,219.00)
Expenditures			
GOVERNING BODY	5,385.00	5,709.00	(324.00)
ADMINISTRATION	60,862.00	66,847.00	(5,985.00)
NON-DEPARTMENTAL	175,714.00	141,346.00	34,368.00
PLANNING & INSPECTIONS	9,065.00	15,934.00	(6,869.00)
POWELL BILL-STREETS	4,000.00	4,000.00	0.00
POLICE	242,866.00	190,156.00	52,810.00
POLICE-SRO	16,125.00	30,131.00	(14,006.00)
CONTRACT SERVICES-FIRE	24,504.00	15,425.00	9,079.00
PUBLIC WORKS-ADMIN.	28,667.00	25,977.00	2,690.00
PUBLIC WORKS-STREETS	77,842.00	61,878.00	15,964.00
PUBLIC WORKS-SANITATION	68,480.00	61,788.00	6,692.00
PUBLIC WORKS-STORM WATER	3,549.00	0.00	3,549.00
RECREATION	89,986.00	60,655.00	29,331.00
LIBRARY	16,567.00	14,419.00	2,148.00
COMMUNITY CENTER	1,016.00	1,101.00	(85.00)
	\$ 824,728.00	\$ 695,366.00	129,362.00

BANK ACCOUNT BALANCES			
	YTD September 2021	YTD September 2020	YTD September 2020
CASH MANAGEMENT	2,070,616.89	1,304,560.70	
BB&T CASH IN BANK	79,448.03	288,245.14	
FIRST FEDERAL BUSINESS MONEY MARKET #0347	857,018.58	855,306.25	
FIRST FEDERAL MONEY MARKET #2481	136,619.49	136,231.89	
Y-T-D INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS	\$ 3,143,702.99	\$ 2,584,343.98	
Restricted Funds			
BB&T STATE FORFEITURE	4,246.64	3,691.32	
BB & T CAPITAL RESERVE/COMM. ENHANCEMENT	2,350,072.70	169,679.25	
FIRST FEDERAL CAP. RESERVE/GENERAL	195,557.91	2,345,377.27	
BB&T HEALTH RESERVE HRA ACCT.	16,530.58	11,552.38	
PRIEBE FIELD ACCT.	11,248.44	8,297.94	
AL WOODBALL PARK IMPROVEMENTS	349,440.85	263,948.09	
American Rescue Funds	821,602.01	0	
Y-T-D BALANCE RESTRICTED FUNDS	\$ 3,748,699.13	\$ 2,802,546.25	
CUMULATIVE BALANCE FOR TOWN OF ERWIN	\$ 6,892,402.12	\$ 5,386,890.23	



TOWN OF ERWIN

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

Mayor
Patsy M. Carson
Mayor Pro Tem
Randy L. Baker
Commissioners
William R. Turnage
Thurman E. Whitman
Alvester L. McKoy
Ricky W. Blackmon
Melinda Alvarado

A Proclamation Commemorating Town of Erwin School Choice Week 2021-2022-006

WHEREAS all children in the Town of Erwin should have access to the highest-quality education possible; and,

WHEREAS the Town of Erwin recognizes the important role that an effective education plays in preparing all students in the Town of Erwin to be successful adults; and,

WHEREAS quality education is critically important to the economic vitality of the Town of Erwin; and,

WHEREAS the Town of Erwin is home to a multitude of excellent education options from which parents can choose for their children; and,

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS our area has many high-quality teaching professionals who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools, and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE, I, Patsy M. Carson, Mayor of the Town of Erwin, and the Town of Erwin Board of Commissioners, do hereby proclaim January 23-29 2022 as the **TOWN OF ERWIN SCHOOL CHOICE WEEK** and call this observance to the attention of all of our citizens.

DULY ADOPTED, this the 4th day of November 2021.

Patsy M. Carson
Mayor

ATTEST:

Lauren Evans
Town Clerk

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: November 4, 2021

Subject: Community Economic Recovery and Resiliency Initiative (CERRI)

The application that I submitted to the North Carolina Department of Commerce to be a part of the Community Economic Recovery and Resiliency Initiative (CERRI) was accepted by the State. Bruce Naegelen is the Community Economic Development Planner for the North Carolina Department of Commerce he is here to explain a bit more about this program. The primary services of this project include a community assessment, the development of a recovery plan of work, and a plan of action for the future.

Attachments:

- CERRI Resolution
- CERRI MOU
- CERRI Presentation



TOWN OF ERWIN

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

**A Resolution Requesting Participation in the
Community Economic Recovery and Resiliency
Initiative (CERRI) and the Associated Services from
the North Carolina Department of Commerce,
Rural Economic Development Division, NC Main Street
& Rural Planning Center - Planning Program
2021-2022-002**

Mayor
Patsy M. Carson
Mayor Pro Tem
Randy L. Baker
Commissioners
William R. Turnage
Thurman E. Whitman
Alvester L. McKoy
Ricky W. Blackmon
Melinda Alvarado

WHEREAS, in response to the economic challenges small towns and rural communities have been facing due to the COVID-19 pandemic, the NC Main Street & Rural Planning Center Planning Program (“Program”) developed the Community Economic Recovery and Resiliency Initiative (“CERRI”); and

WHEREAS, the CERRI provides a planning process to help communities develop strategies to recover from the economic impacts of COVID-19 and build local economies that are more resilient to future crises and also includes technical services to assist communities with implementing those strategies; and

WHEREAS, the Town of Erwin Board of Commissioners would like to participate in the CERRI (“Project”); and

WHEREAS, the Board would like assistance with the Project from the Program; and

WHEREAS, the Board and the Program have reached a mutually agreeable scope of work for the Project (Memorandum of Understanding attached), which outlines the tasks to be performed by the Center and those to be performed by the Town of Erwin and/or by other Project partners (if applicable), as well as the projected timeframe within which the Project will be completed.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby requests that the Program assist the Town of Erwin with the Project and expresses its commitment to the planning process and the implementation of the Project when work is completed.

Adopted this 4th day of November 2021.

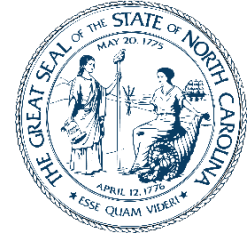
ATTEST:

Patsy Carson
Mayor

Lauren Evans
Town Clerk

MEMORANDUM OF UNDERSTANDING

N.C. Department of Commerce
Rural Economic Development Division
NC Main Street & Rural Planning Center
Rural Planning Program
November 4, 2021



Assistance to Town of Erwin, NC: Community Economic Recovery and Resiliency Initiative (CERRI)

As part of the North Carolina Department of Commerce, the state's lead agency for promoting economic development and prosperity, the NC Main Street & Rural Planning Center ("Center") provides services and assistance to add value to local community economic development efforts. In response to the economic challenges small towns and rural communities have been facing due to the COVID-19 pandemic, the Center developed the *Community Economic Recovery and Resiliency Initiative* ("CERRI"). The CERRI provides a planning process to help communities develop strategies to recover from the economic impacts of COVID-19 and build local economies that are more resilient to future crises. It also includes technical services to assist communities with implementing those strategies.

To supplement the Town of Erwin resolution requesting CERRI services from the Center, below is an outline of the project and services to be provided, including roles and responsibilities of those to be involved, and several conditions pertaining to the services. Please review, sign, and return, as indicated below, to signify agreement.

1. The primary services for the CERRI project include the following:

A. *Community Assessment*

The Center will facilitate one or more assessment meeting(s) with a local work group that will include:

- 1) Presentation of local economic data relative to the current situation, economic diversity, and related information.
- 2) Presentation of survey data relative to the local government's support of the small business community.
- 3) Discussion of the impacts of COVID-19 on the local economy, identification of economic assets and drivers, and a SWOT (strengths, weaknesses, opportunities, and threats) analysis.
- 4) Stakeholder interviews.

B. *Development of Recovery Plan of Work*

Following the Community Assessment, the Center will prepare an *Economic Recovery Plan of Work* with guidance from Town staff and the local work group. Plan development meeting(s) will include the presentation of findings from stakeholder interviews, the identification and prioritization of action items from the Community Assessment, and the development of strategies to help the local economy recover and become more resilient to future crises.

C. *Delivery of Implementation Services*

Following the drafting of the *Economic Recovery Plan of Work*, the Center will work with Town staff, the local work group, and other partners (if applicable) to determine which implementation services and resources will be most beneficial for the community's recovery and resiliency efforts and within what timeframe(s) they should be pursued.

2. The mission of the Center is to work in regions, counties, cities, towns, downtown districts, and designated North Carolina Main Street communities to inspire placemaking through building asset-based economic development strategies that achieve measurable results such as investment, business growth, and jobs. To further that mission, the Center may share successful "best practices" with other communities when appropriate. In this context, relevant materials produced from the project and economic outcomes may be shared with other communities, as needed.
3. If this project (or part of) needs to be conducted virtually, the Town (the client) will be responsible for assuring all participants of the project have access to internet capabilities as needed. Interviews, meetings, etc. can be conducted via online platform or by phone. The client will also share agendas, relevant maps, documents, and plans electronically to the Center and all participants.
4. For assistance with the CERRI, the Town will be responsible for assembling a local work group and identifying stakeholders to participate in the project. The local work group may include, but is not limited to, elected officials, municipal or county staff, local business owners/operators, representatives of civic organizations with an interest in the community, and/or active citizens.
5. The Center currently has a staff with various skill sets in economic and community development planning and is responsible for delivering services throughout the state. When the Center accepts a project, its goal is to complete the project in a timely and responsible manner. In the event of staff turnover, budget reductions, or other unforeseeable events, however, the Center may be compelled to place a project in an indefinite "hold" status until replacement staff resources can be secured. In rare cases, where very specialized staff skills are unable to be replaced, the project commitment may be terminated. Projects may also be re-prioritized consistent with department or division policies.

The CERRI project is planned to begin in **February 2022** to be completed by **June 2022**. The Center staff member assigned to lead the project will be Bruce Naegelen, Community Economic Development Planner for the North Central Region, with assistance from other staff as needed.

I have reviewed this Memorandum of Understanding regarding Community Economic Recovery and Resiliency Initiative project services to be provided to Town of Erwin by the NC Main Street & Rural Planning Center and accept its terms and conditions.

Signed:


MacDonald Snow Bowden, Jr., Town Administrator
Town of Erwin, NC
100 West F Street
Erwin, NC 28339
(910) 592-4200

Date

Please sign, date, and return to:
Darren Rhodes, Rural Planning Program Manager
drhodes@nccommerce.com
(336) 618-5117

N.C. Department of Commerce
Rural Economic Development Division
NC Main Street & Rural Planning Center
525 Vine Street
Winston-Salem, NC 27101

The Community Economic Recovery and Resiliency Initiative (CERRI)



Town of Erwin
November 4, 2021

1

Community Economic Recovery and Resiliency Initiative (CERRI)

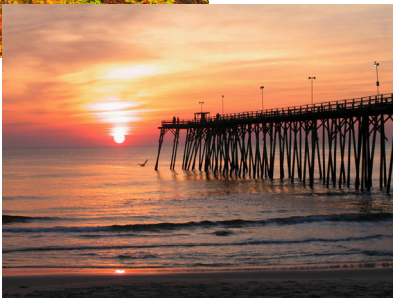
Economic Resiliency is:

- The ability to **recover** quickly from a shock
- The ability to **withstand** a shock
- The ability to **avoid** the shock altogether

NORTH CAROLINA DEPARTMENT OF COMMERCE

2

Community Economic Recovery and Resiliency Initiative (CERRI)



CERRI was developed by the NC Commerce Rural Planning Program

Outreach to communities in all 100 NC counties informed the initiative

CERRI is offered to small towns and rural areas statewide

NORTH CAROLINA DEPARTMENT OF COMMERCE

3

Need for an Economic Recovery Plan



Helps a community focus on the goal of recovery



Identifies ways to better support the small business community

NORTH CAROLINA DEPARTMENT OF COMMERCE

4

Need for an Economic Recovery Plan



Identifies opportunities to grow the local economy and build resiliency to future economic disruptions

Measures progress and celebrates success

NORTH CAROLINA DEPARTMENT OF COMMERCE

5

CERRI Made for Small Communities and Rural Areas



Rural Planning Program primarily works with smaller and rural local governments

The planning process is asset based

NORTH CAROLINA DEPARTMENT OF COMMERCE

6

CERRI Made for Small Communities and Rural Areas



Implementation strategies are based on local capacity

Adds to or updates previous planning, considers local conditions and COVID-19 impacts

Offers services and economic analysis not usually extended to smaller/rural local governments

NORTH CAROLINA DEPARTMENT OF COMMERCE

7


CERRI Project Outline

- First Meeting – Presentation of local economic data relative to the current situation, economic diversity, and analysis of Strengths, Weaknesses, Opportunities, and Threats. Also, the business survey will be presented and discussed at this meeting.
- Second Meeting – Presentation of survey data relative to the local government support of the small business community and stakeholder interviews that will focus on impacts of COVID-19 on the local economy.
- Third Meeting (if needed) – A Recovery Plan of Work will be completed with guidance from staff and workgroup. This phase will lean heavily on the first two meetings' findings.

NORTH CAROLINA DEPARTMENT OF COMMERCE

8

Erwin CERRI Meeting Process	
Preliminary Work	<ul style="list-style-type: none"> Establish Local Work Group Community/Town Tour Distribute work group Survey Send Local Government Survey to Point of Contact
Develop Information Base and Analyze Economic Opportunities	
1 st meeting February 2022	<ul style="list-style-type: none"> Review CERRI and roles of work group Review and present data and analysis- send to work group prior to meeting via email Review format of work plan – describe focus of plan. Present work group’s Survey results Explain SWOT analysis Explain Asset analysis Stakeholder identification: Work group will create a list with 5-10 community members to survey by email. These community members can represent business leaders, community leaders, civic and church groups. Due within 10 days from meeting. Explain Business Survey: To be distributed to all businesses in Dallas
	<ul style="list-style-type: none"> Distribute (and ask others to distribute) Business Survey Request stakeholder names & email from Workgroup 10 days after 1st meeting
2 nd meeting March 2022	<ul style="list-style-type: none"> Present summary of Stakeholder Interviews Present summary of Business Survey Conduct SWOT and Asset Analysis Review format of Recovery Work Plan
Recovery Work Planning	
3 rd meeting April 2022	<ul style="list-style-type: none"> Review work plan foundation – a summary of what has been learned as well as action steps/recommendations to be implemented Present draft Work Plan to work group and discuss Review draft recommendations – assign recommendations to parties responsible and identify resources to implement recommendations
4 th meeting	<ul style="list-style-type: none"> If needed
*One year later	<ul style="list-style-type: none"> Review plan accomplishments and update as needed.



MS&RP
MAIN STREET & RURAL PLANNING CENTER
NORTH CAROLINA DEPARTMENT OF COMMERCE

9

Small Business Survey

As part of the Initiative, we need to determine how and to what extent the pandemic has had on the local business community.

7. Currently, how many people are employed by your business, including yourself? (Select one option)

Less than 5 employees

5-25 employees

More than 25 employees

8. Did your business close during the onset of COVID-19 (March - June 2020)? (Select one option)

Yes

No

Other (Please specify) _____

NOTE: Answer the below question only if answer to Q#8 is Yes

9. How long was your business closed? (Select one option)

Less than 1 month

1-5 months

6-9 months

10-12 months

13+ months (or still closed)

10. Because of the pandemic, have you changed your business model? (Select one option)

Yes

No

NOTE: Answer the below question only if answer to Q#10 is Yes

11. Please describe the changes to your business model.

12. How did your business get its information during the pandemic? (select all that apply)

Local newspapers

Local radio stations

Local TV news (Broadcast and cable)

Social Media (Facebook, Twitter)

The Warren County website

Local business associations/chamber of commerce

Word of mouth

Other (Please specify) _____

NORTH CAROLINA DEPARTMENT OF COMMERCE

10

MEMORANDUM OF UNDERSTANDING
 N.C. Department of Commerce
 Rural Economic Development Division
 NC Main Street & Rural Planning Center
 Rural Planning Program
 November 4, 2021



**Assistance to Town of Erwin, NC:
 Community Economic Recovery and Resiliency Initiative (CERRI)**

As part of the North Carolina Department of Commerce, the state's lead agency for promoting economic development and prosperity, the NC Main Street & Rural Planning Center ("Center") provides services and assistance to add value to local community economic development efforts. In response to the economic challenges small towns and rural communities have been facing due to the COVID-19 pandemic, the Center developed the *Community Economic Recovery and Resiliency Initiative* ("CERRI"). The CERRI provides a planning process to help communities develop strategies to recover from the economic impacts of COVID-19 and build local economies that are more resilient to future crises. It also includes technical services to assist communities with implementing those strategies.

To supplement the Town of Erwin resolution requesting CERRI services from the Center, below is an outline of the project and services to be provided, including roles and responsibilities of those to be involved, and several conditions pertaining to the services. Please review, sign, and return, as indicated below, to signify agreement.

1. The primary services for the CERRI project include the following:
 - A. *Community Assessment*
 The Center will facilitate one or more assessment meeting(s) with a local work group that will include:
 - 1) Presentation of local economic data relative to the current situation, economic diversity, and related information.
 - 2) Presentation of survey data relative to the local government's support of the small business community.
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 - 4) Stakeholder interviews.
 - B. *Development of Recovery Plan of Work*
 Following the Community Assessment, the Center will prepare an *Economic Recovery Plan of Work* with guidance from Town staff and the local work group. Plan development meeting(s) will include the presentation of findings from stakeholder interviews, the identification and prioritization of action items from the Community Assessment, and the development of strategies to help the local economy recover and become more resilient to future crises.

11

Memorandum of Understanding for CERRI Services

November 1, 2021

C. Delivery of Implementation Services

Following the drafting of the *Economic Recovery Plan of Work*, the Center will work with Town staff, the local work group, and other partners (if applicable) to determine which implementation services and resources will be most beneficial for the community's recovery and resiliency efforts and within what timeframe(s) they should be pursued.

2. The mission of the Center is to work in regions, counties, cities, towns, downtown districts, and designated North Carolina Main Street communities to inspire placemaking through building asset-based economic development strategies that achieve measurable results such as investment, business growth, and jobs. To further that mission, the Center may share successful "best practices" with other communities when appropriate. In this context, relevant materials produced from the project and economic outcomes may be shared with other communities, as needed.
3. If this project (or part of) needs to be conducted virtually, the Town (the client) will be responsible for assuring all participants of the project have access to internet capabilities as needed. Interviews, meetings, etc. can be conducted via online platform or by phone. The client will also share agendas, relevant maps, documents, and plans electronically to the Center and all participants.
4. For assistance with the CERRI, the Town will be responsible for assembling a local work group and identifying stakeholders to participate in the project. The local work group may include, but is not limited to, elected officials, municipal or county staff, local business owners/operators, representatives of civic organizations with an interest in the community, and/or active citizens.
5. The Center currently has a staff with various skill sets in economic and community development planning and is responsible for delivering services throughout the state. When the Center accepts a project, its goal is to complete the project in a timely and responsible manner. In the event of staff turnover, budget reductions, or other unforeseeable events, however, the Center may be compelled to place a project in an indefinite "hold" status until replacement staff resources can be secured. In rare cases, where very specialized staff skills are unable to be replaced, the project commitment may be terminated. Projects may also be re-prioritized consistent with department or division policies.

The CERRI project is planned to begin in February 2022 to be completed by June 2022. The Center staff member assigned to lead the project will be Bruce Naegelen, Community Economic Development Planner for the North Central Region, with assistance from other staff as needed.

12

**A Resolution Requesting Participation in the
Community Economic Recovery and Resiliency Initiative (CERRI) and the
Associated Services from the North Carolina Department of Commerce,
Rural Economic Development Division, NC Main Street & Rural Planning Center -
Planning Program**

WHEREAS, in response to the economic challenges small towns and rural communities have been facing due to the COVID-19 pandemic, the NC Main Street & Rural Planning Center Planning Program ("Program") developed the *Community Economic Recovery and Resiliency Initiative* ("CERRI"); and

WHEREAS, the CERRI provides a planning process to help communities develop strategies to recover from the economic impacts of COVID-19 and build local economies that are more resilient to future crises and also includes technical services to assist communities with implementing those strategies; and

WHEREAS, the Town Council of Town of Erwin NC ("Board"), would like to participate in the CERRI ("Project"); and

WHEREAS, the Board would like assistance with the Project from the Program; and

WHEREAS, the Board and the Program have reached a mutually agreeable scope of work for the Project (*Memorandum of Understanding* attached), which outlines the tasks to be performed by the Center and those to be performed by the Town of Erwin and/or by other Project partners (if applicable), as well as the projected timeframe within which the Project will be completed.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby requests that the Program assist the Town of Erwin with the Project and expresses its commitment to the planning process and the implementation of the Project when work is completed.

Adopted this ____ day of _____, 2021.

Patsy M. Carson, Mayor
Town of Erwin, NC

ATTEST:

Lauren Evans, Town Clerk
Town of Erwin, NC

13



Bruce Naegelen
Community Economic Development Planner
North Central Prosperity Zone
NC Main Street & Rural Planning Center
bruce.naegelen@nccommerce.com
984-365-0279

14

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: November 4, 2021

Subject: Redistricting

At our September Town Board meeting, I presented the data from the US Census. Our population increased by 137 residents. We were supposed to receive more detailed data from the US Census in October. We have not received any data directly. Town Staff has spent a lot of time trying to dissect data from the US Census website. Based on what we have found it does not look like we need to make any changes to our voting districts. We have reached out to a number of the towns that were impacted by Senate Bill 722 that caused our election to be delayed until March 2022. A number of municipalities have had similar issues with trying to get detailed information. Some of them have hired private companies and some are using resources with the Council of Governments (COG). I should have more detailed information for you by our meeting next Thursday.

Attachments:

- US Census data summary
- Information about our election

2020 Census Data			
Category	2020	2010	Difference
Total Population	4,542	4,405	137
Hispanic	612	324	288
White	2,900	3,194	-294
African American	794	756	38
American Indian/Alaska Native	28	31	-3
Asian and Pacific Islander	15	14	1
Other	193	86	107

2021 Local Election Update

Senate Bill 722 became law last Friday (June 25th) without the Governor's signature. This new legislation will delay our local 2021 election till 2022. The election this year included the following seats: Mayor, Ward 1, Ward 3, and Ward 5. If the Town Board chooses to do so we can still hold the election for the Mayor seat on its originally scheduled date. If we want to do that we will have to send the Harnett County Board of Elections a letter stating that is our desire by July 19, 2021. There would be an additional costs to do this instead of just having one election.

Timeline:

- The filing period for the delayed election depends on how quickly the municipality can adopt a new redistricting plan. The affected municipalities must notify their county board of elections by November 12, 2021, as to whether the municipality will be able to revise their electoral districts by November 17, 2021.
 - If they can revise the districts by November 17, 2021, the filing period is noon on December 6, 2021, through noon on December 17, 2021.
 - If they cannot revise the districts by November 17, 2021, the municipality must provide the new districts to the county board by December 17, 2021, and the filing period is noon on January 3, 2022, through noon on January 7, 2022.
 - Election on March 8, 2022
 - Runoff on April 26, 2022, or May 17, 2022 if a federal second primary is held

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: November 4, 2021

Subject: Street Sweeper

Our current street sweeper is a 2008 Isuzu Street Sweeper. We have had a lot of issues with it and it would be considered in poor condition. The funds from the American Rescue Plan can be used to purchase a new street sweeper. Town staff is requesting approval to solicit formal bids for a new street sweeper to be purchased with funds from the American Rescue Plan. We will have to obtain formal bids because a new street sweeper will cost more than \$90,000. A new street sweeper will probably be in the range of \$220,000.

Attachments:

- Clean Water Revolving Fund page stormwater

Stormwater

Eligible stormwater projects include gray and green infrastructure. Stormwater harvesting and use (see *Water Conservation*) and land conservation/easements (see *Surface Water Protection and Restoration*) are also eligible (see *Water Conservation*). Stormwater projects must have a water quality benefit.

Gray Infrastructure	Green Infrastructure
<ul style="list-style-type: none">• Traditional pipe, storage, and treatment systems• Real-time control systems for CSO management• Sediment controls including:<ul style="list-style-type: none">○ Filter fences○ Storm drain inlet protection○ Street sweepers○ Vacuum trucks	<ul style="list-style-type: none">• Green roofs, green streets, and green walls• Rainwater harvesting collection, storage, management, and distribution systems• Real-time control systems for harvested rainwater• Infiltration basins• Constructed wetlands, including surface flow and subsurface flow (e.g., gravel) wetlands• Bioretention/bioswales (e.g., rain gardens, tree boxes)• Permeable pavement• Wetland/riparian/shoreline creation, protection, and restoration• Establishment/restoration of urban tree canopy• Replacement of gray infrastructure with green infrastructure including purchase and demolition costs

Assistance may be provided:

- to any municipality or intermunicipal, interstate, or State agency for publicly owned stormwater projects. *Section 603(c)(1)*
- to any borrower for stormwater projects that implement a Section 319 NPS management program. *Section 603(c)(2)*
- to any borrower for stormwater projects that implement a Section 320 CCMP. *Section 603(c)(3)*
- to any borrower for projects that manage, reduce, treat, or recapture stormwater or subsurface drainage water. *Section 603(c)(5)*
- to any municipality or municipal entity for management of municipal wet weather discharges on an integrated watershed or subwatershed basis for the purpose of demonstrating the effectiveness of a unified wet weather approach. *Section 603(c)(7)*
- to any municipality or municipal entity for stormwater BMPs in municipal separate storm sewers (MS4s) for the purpose of demonstrating and determining controls that are cost-effective and use innovative technologies. *Section 603(c)(7)*
- to any municipality or municipal entity for efforts of municipalities and property owners to develop or implement watershed partnerships to address nonpoint sources of pollution. *Section 603(c)(7)*
- to any municipality or municipal entity for the development and implementation of a municipality-wide stormwater management plan. *Section 603(c)(7)*
- to any borrower for projects to reuse stormwater or subsurface drainage water. *Section 603(c)(9)*

Erwin Board of Commissioners

REQUEST FOR CONSIDERATION

To: The Honorable Mayor and Board of Commissioners

From: Snow Bowden, Town Manager

Date: November 4, 2021

Subject: Erwin Public Library Fine Free Policy

Our Library Director Kimberly Van Beck is here to make a policy recommendation for the Erwin Public Library. The requested policy change is to eliminate late fines for materials checked out by customers. There would still be fines for lost or damaged equipment/books, etc. There are a number of library systems in the State of North Carolina that are fine-free. The Harnett County Board of County Commissioners approved this policy change at the County level on 10/18/2021. In order for it to be effective for the whole County, it needs to be approved by each municipality as well.

Attachments:

- Memo from Library Director Kimberly Van Beck



RECOMMENDATION FOR THE ELIMINATION OF LATE FINES FOR MATERIALS AT THE ERWIN PUBLIC LIBRARY

Presented by: Kimberly VanBeck, Library Director

The Harnett County Public Library requested approval from the Harnett County Board of Commissioners to eliminate late fines for materials checked out by customers and the measure was approved on the county level October 18, 2021. Erwin Public Library now seeks to gain approval from the municipality to further approve this measure county wide and throughout the library partnership. This would include historical, currently outstanding, and all future late fines. The library will continue to bill for the cost of lost items, and to block patron card access if items are not returned in a reasonable amount time.

BACKGROUND

Going “Fine Free” is a policy change that has been gaining momentum state and nation-wide for the past few years. Libraries that have chosen to eliminate overdue fines have overwhelmingly found that fines are not an effective incentive for customers to return materials. Furthermore, overdue fines have been shown to create unnecessary barriers to library services, and to disproportionately affect community members in the most financially distressed areas of the library service area. Overdue fines account for a negligible amount of library revenue, they weaken the library’s return on investment, and they do not align with the library’s core values to encourage personal and economic growth and to create exemplary customer experiences in our community.

CURRENT FINE STRUCTURE

The Erwin Public Library currently charges overdue fines as follows:

Books/Audiobooks	\$0.10/day	9 day grace period	1 automatic renewal	\$10 fine limit
DVDs	\$0.50/day	No grace period	No renewals	\$20 fine limit
Board Games	\$0.10/day	No grace period	No renewals	\$10 fine limit

Library accounts are blocked when total fines reach \$10 or when fines of any amount are 90 days past due.

The library also observes lost and damaged item fines. An item is considered “lost” when it is 30 days past due. A library account with a lost item will be blocked until the responsible party either returns the item or pays the retail price of the item. Damaged item fees are assessed situationally and vary depending on the severity of the damage. Damage fees in excess of \$10 will block a customer account. **The library would continue to observe these penalties for lost and damaged items if it were to adopt a Fine Free policy.**

FISCAL IMPACT

In FY2018, our last fiscal year that was not impacted by COVID-19, the library’s budget estimated \$300 in revenue for overdue fines from the library. In reality, the library has collected overdue fines at a lower rate than projected for the past several years. In fact, revenue from overdue fines has been steadily declining. From March 2020 to September 2021 the library waived all overdue fines to help ease the financial burden on community members during the pandemic. In FY2019 the library collected \$176 in overdue fines, and in FY2020 overdue revenue was \$86 a decrease from the expected amount for that year. **Even if COVID-19 had not been a factor, based on the current rate of decline, the library would have likely collected less money in overdue fines in FY2020.**

Overdue fine revenue is insignificant in comparison to the overall revenue collected for the library. Most of Erwin’s library revenue is from copy/print services.

	Overall Revenue Collected	Overdue Revenue
FY2018	\$ 1,598.79	\$ 300.83
FY2019	\$ 615	\$ 176.16**
FY2020	\$ 1,124.23	\$ 86.50*

** Library not fully open this year

*Overdue fines accrued between March 2020 and September 2021 were waived due to COVID-19.

Many libraries that have gone Fine Free have found that the loss of revenue from overdue fines is offset by other potential savings. The value of staff time involved in assessing, reconciling, explaining and processing overdue fines often exceeds the overdue amount collected. Overdue fine transactions can take anywhere between 5-15 minutes per patron. If contested fines are escalated to management, the transaction will require additional time from full-time staff members.

COMMUNITY IMPACT

In 2019 the American Library Association passed a resolution urging libraries to remove fines and expand access. The resolution declared that “monetary fines present an economic barrier to access of library materials and services.” [1]

Of the 16,519 account holders who currently have overdue fines charged to their accounts, at least 8,300 live within zip codes in Harnett county that are considered “distressed” or “at risk” according to the Distressed Communities Index (DCI), a report that examines the economic well-being of American communities. [2]

A comparison of overdue fines owed to the library by zip codes in Harnett county demonstrates how fine policies particularly impact socially and economically distressed areas of the community. For example, zip code 27526 has one of the lowest number of residents with outstanding late fines. 910 customers in this area owe overdue fines, and of those customers less than 300 owe \$10 or more in overdues. Census data for 27526 shows that the average household income is 41% higher than the state average; the poverty rate is one of the lowest in the county, at 9%. [3]

In comparison, zip code 28334 has 3,170 customers who owe overdue fines to the library, and of those customers almost 1,000 owe \$10 or more in overdues. Census data shows that the average household income in the 28334 area is almost 35% less than the state average. The poverty rate in 28334 is the highest in the county at 24.7%, and employment and education levels are low in comparison to county and state averages. Furthermore, 92% of residents in 27526 have a high school diploma, compared to 79.9% in 28334. The unemployment rate in 27526 is also lower compared to 28334 at 17.7% versus 28.7%. [4]

These trends are present all across the economic spectrum of Harnett county. **The data shows that overdue fines overwhelming affect the most impoverished and under-educated members of our community, and they disproportionately impede access to library materials and services for the community members who need them the most.**

When customers lose access to the library, they can no longer benefit from resources like:

- Library collections – including books, audiobooks and DVDs for early literacy, information, education and leisure.
- Public computers – provide free internet access and can be used for school work, job applications, resume writing and more.
- E-resources – including safe, private home access to over 73,000 e-books, audiobooks, magazines and videos for users of all ages.

The breakdown of the number of customers affected by overdue fines by zip code is:

	Number of Customers that Owe Any Amount of Overdue Fines	Number of Customers that Owe \$10 or More in Overdue Fines
27332	515	134
27501	2328	634
27504	209	62
27505	333	119

27521	840	239
27526	910	260
27540	73	18
27546	2769	784
28323	567	163
28326	638	190
28334	3173	996
28339	1018	308
28526	241	72
28390	1075	325

BENEFITS REPORTED FROM OTHER LIBRARY SYSTEMS

An increasing body of research and reports show that when libraries go Fine Free:

- Library usage goes up, including increases in returned items, door counts, circulations, program attendance and account registrations.
- Losses go down. Libraries have seen a massive increase in the return of long-overdue items when they've gone Fine Free, and an overall decrease in items phasing into "lost" status.
- Staff morale is improved, and staff time is redirected to more customer-focused activities like reader's advisory, computer assistance and collection management.
- The library's return on investment goes up as circulation increases and the per capita cost for each user goes down.

Robeson County Public Library was the first North Carolina public library to eliminate overdue fines in 2019. In a presentation on the results of their Fine Free initiative delivered through the State Library of North Carolina in early 2021, Robeson County reported that going Fine Free helped attract and retain new customers, and significantly improved staff morale. [5]

Several other libraries and library systems in North Carolina have recently gone partially or fully Fine Free, including:

Fully Fine Free:

- Alamance County
- Buncombe County
- Cabarrus County
- Carteret County
- Catawba County
- Chapel Hill
- Chatham County
- Durham County

- Farmville
- Gaston County
- Gibsonville
- Guilford County/Greensboro
- Henderson County
- Iredell County
- Madison County
- Mecklenburg County/Charlotte
- Mooresville
- Robeson County
- Wake County

Charge fines for certain items only:

- Cumberland County (laptop and hotspot fines only)
- Northwest Regional Library System (DVD fines only)
 - Alleghany County
 - Stokes County
 - Surry County
 - Yadkin County
- Forsyth County (DVD fines only)

Fine Free for children's items and/or student accounts only

- Ashe County
- Beaufort County
- Bladen County
- Cleveland County
- Granville County
- Green County
- Hyde County
- Jackson County
- Johnston County
- Jones County
- Lee County
- Lenoir County
- Martin County
- McDowell County
- Nash County
- Polk County
- Swain County
- Transylvania County

- Macon County
- Watauga County
- Wilkes County

As this list demonstrates, the elimination of overdue fines is becoming standard practice for public libraries state-wide. There are also over 500 libraries nationwide that are Fully Free.

When the Salt Lake City Public Library went Fine Free in 2017 they saw a 11.33% increase in circulation, an 11.35% increase in borrowers, and a 7% decrease in items returned late in the first year. [6]

In the first few months after they went Fine Free, Chicago Public Library saw an incredible 240% increase in returned items. [7] Within a year they reported a 7% increase in circulations. [8]

In 2016 the Colorado State Library issued a white paper that examined the impact of fines on access to library services for children. The study concluded that public libraries and governing bodies should “eliminate fines, and reconsider fees for lost or damaged items, on children’s materials, and other items deemed appropriate for local service . . . The profession has little empirical evidence that charging fines results in greater circulation of library materials, and indeed the return of items in a timely manner.” [9]

Other findings from the Colorado report include:

- The administrative cost involved in implementing overdue fine policies “often equals or exceeds the revenue earned from library fines and fees.”
- Overdue fines discourage low-income families from checking out library items.
- Eliminating fines increases door counts, and encourages low-income and financially distressed members of the community to utilize library resources.

These libraries are recognizing that fines serve no positive purpose and act as a barrier to equitable library services.

RECOMMENDATION/CONCLUSION

Evidence suggests that overdue fines do not successfully fulfill their intended purpose to encourage the timely return of library materials. Overdue fines are also failing as a viable source of revenue, and they negatively affect the library’s return on investment. They do, however, inflict significant and unnecessary barriers to access and use of the library. These barriers disproportionately affect citizens in low-income and socially distressed areas of the county.

It is the library’s goal to encourage learning, growth and prosperity in the county by providing community resources fairly and equitably. As such, we recommend the consideration of elimination of historical and future overdue fines for the Harnett County Public Library. Thank you for your consideration of this request.

- [1]<https://www.ala.org/aboutala/sites/ala.org.aboutala/files/content/Resolution%20on%20Monetary%20Library%20Fines%20as%20a%20Form%20of%20Social%20Inequity-FINAL.pdf>
- [2]<https://eig.org/dci/interactive-map?path=county/37085&view=county>
- [3]<https://eig.org/dci/interactive-map?path=zip/27526&boundary=cd>
- [4]<https://eig.org/dci/interactive-map?path=zip/28334&boundary=cd>
- [5]<https://www.youtube.com/watch?v=74AdiAJouYU&t=1834s>
- [6]https://www.dropbox.com/sh/pk77n53ujmsi2ec/AADvJVNQnt0hWKZmprErd_9sa?dl=0&preview=FINE+FREE+-+STATISTICS.pdf
- [7]<https://chicago.suntimes.com/news/2019/10/30/20940677/chicago-public-library-no-fines-book-returns-increase-lightfoot>
- [8]<https://chicago.suntimes.com/2020/11/11/21561316/chicago-public-library-overdue-fines-eliminated-books-readers-returned>
- [9]<https://www.cde.state.co.us/cdelib/removingbarrierstoaccess>