

ERWIN BOARD OF COMMISSIONERS  
REGULAR MINUTES  
MAY 7, 2020  
ERWIN, NORTH CAROLINA

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The Board of Commissioners for the Town of Erwin with Mayor Carson presiding, held its Regular Meeting in the Town Hall on Thursday, May 7, 2020 at 7:00 P. M. in Erwin, North Carolina.

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

Town Manager Snow Bowden and Town Clerk Cynthia Patterson were present.

Town Attorney Tim Morris was present.

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

Commissioner McKoy gave the invocation.

Those present recited the Pledge of Allegiance.

This meeting was held virtually due to a State of Emergency Declaration from the State of NC due to the COVID-19 pandemic.

### **APPROVAL OF AGENDA**

Commissioner Blackmon made a motion to amend the agenda to add under New Business (Item 5D) PARTF Project Splash Pad and was seconded by Commissioner Turnage. **The Board voted unanimously.**

### **CONSENT ITEMS**

Commissioner Turnage made a motion to approve **(Item A)** Approval of Regular Minutes of 03/05/20, **(Item B)** Financial Report Summary for February 2020, **(Item C)** Financial Report Summary for March 2020, **(Item D)** Proclamation 007: National Day of Prayer **(Item E)** Emergency Paid Sick Leave and **(Item F)** Temporary Teleworking Policy and was seconded by Commissioner Blackmon. **The Board voted unanimously.**

*A copy of the Financial Report Summary for February 2020, March 2020, Proclamation for National Day of Prayer, Emergency Paid Sick Leave, and Temporary Teleworking Policy is incorporated into these minutes as **Attachment #1***

### **PUBLIC COMMENTS**

No one contacted the Town Clerk or Town Manager with Public Comment. This meeting was audio only.

TOWN OF ERWIN  
 FINANCIAL SUMMARY REPORT  
 FOR MONTH ENDING FEB. 2020

	ANNUAL BUDGET	FEB ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
CURRENT YEAR LEVY OF PROPERTY TAXES	1,090,589.00	269,788.42	1,059,742.77	97.17%
CURRENT YEAR MOTOR VEHICLE TAXES	158,309.00	12,832.31	91,514.05	57.81%
PRIOR YEAR TAXES	10,000.00	1,454.79	11,109.31	111.09%
UTILITIES FRANCHISE TAXES	197,000.00		97,666.69	49.58%
ENTRY FEES	20,000.00	6,775.00	18,316.00	91.58%
SALES & USE TAX	650,000.00	60,744.65	484,358.04	74.52%
ZONING PERMITS/APPLICATIONS	10,000.00	575.00	5,580.75	55.81%
REFUSE COLLECTIONS FEES	391,180.00	32,003.07	251,192.44	64.21%
STORM WATER COLLECTION	63,930.00	5,380.00	38,670.00	60.49%
ALL OTHER REVENUES	1,421,204.58	210,434.66	1,447,767.67	101.87%
	<b>4,012,212.58</b>	<b>599,987.90</b>	<b>3,505,917.72</b>	<b>87.38%</b>
GOVERNING BODY	51,815.00	2,026.38	22,253.13	42.95%
ADMINISTRATION	303,034.00	23,722.15	199,259.38	65.75%
NON-DEPARTMENTAL	265,338.00	29,098.24	245,325.81	92.46%
PLANNING & INSPECTIONS	123,741.00	2,588.36	24,652.53	19.92%
POWELL BILL-STREETS	182,000.00	1,000.00	36,347.91	19.97%
POLICE	839,300.00	72,704.26	518,519.89	61.78%
POLICE-SRO	123,797.00	9,156.92	74,902.35	60.50%
CONTRACT SERVICES-FIRE	233,254.00	103,186.84	217,780.94	93.37%
PUBLIC WORKS-ADMIN.	105,647.00	7,525.75	66,534.36	62.98%
PUBLIC WORKS-STREETS	999,364.27	20,382.04	953,999.26	95.46%
PUBLIC WORKS-SANITATION	318,902.00	27,521.43	205,452.87	64.43%
PUBLIC WORKS-STORM WATER	40,000.00	488.07	1,847.78	4.62%
RECREATION	348,464.31	32,832.97	206,680.57	59.31%
LIBRARY	59,256.00	5,339.47	36,825.81	62.15%
COMMUNITY CENTER	18,300.00	447.09	5,906.10	32.27%
	<b>4,012,212.58</b>	<b>338,019.97</b>	<b>2,816,288.69</b>	<b>70.19%</b>
Y-T-D GENERAL FUND BALANCE INCREASE (DECREASE)		<b>261,967.93</b>	<b>689,629.03</b>	

BALANCES AS OF FEB. 28, 2020	
CASH MANAGEMENT	982,914.11
BB&T CASH IN BANK	877,619.07
FIRST FEDERAL BUSINESS MONEY MARKET	135,861.39
FIRST FEDERAL MONEY MARKET	854,299.22
Y-T-D INVESTMENT BALANCE IN GENERAL FUND ACCOUNTS	<b>2,850,693.79</b>
BB&T STATE FORFEITURE	1,583.97
BB & T CAPITAL RESERVE/COMM. ENHANCEMENT	154,877.94
FIRST FEDERAL CAP. RESERVE/GENERAL	2,342,615.86
BB&T HEALTH RESERVE HRA ACCT.	16,809.07
PRIEBE FIELD ACCT.	10,776.72
AL WOODALL PARK IMPROVEMENTS	680,338.75
Y-T-D INVESTMENT BALANCE RESTRICTED FUNDS	<b>3,207,002.31</b>
CUMULATIVE BALANCE FOR TOWN OF ERWIN	<b>6,057,696.10</b>

**POWELL BILL BALANCE 421,394.78**

TOWN OF ERWIN  
 FINANCIAL SUMMARY REPORT  
 YTD COMPARISON OF FY 2020 & FY 2019



REVENUES	YTD		YTD DIFFERENCE
	Feb. 2020	Feb. 2019	
CURRENT YEAR LEVY OF PROPERTY TAXES	1,059,742.77	1,046,641.46	13,101.31
CURRENT YEAR MOTOR VEHICLE TAXES	91,514.05	90,905.46	608.59
PRIOR YEAR TAXES	11,109.31	8,603.12	2,506.19
UTILITIES FRANCHISE TAXES	97,666.69	98,244.30	(577.61)
ENTRY FEES	18,316.00	17,840.00	476.00
SALES & USE TAX	484,358.04	442,839.84	41,518.20
ZONING PERMITS/APPLICATIONS	5,580.75	5,570.00	10.75
PERMITS AND INSPECTION FEES		2,765.00	(2,765.00)
REFUSE COLLECTIONS FEES	251,192.44	257,315.37	(6,122.93)
STORM WATER COLLECTION	38,670.00	25,893.00	12,777.00
ALL OTHER REVENUES	1,447,767.67	438,001.07	1,009,766.60
	3,505,917.72	2,434,618.62	1,071,299.10
			44.00%
EXPENSES	YTD		YTD DIFFERENCE
	Feb. 2020	Feb. 2019	
GOVERNING BODY	22,253.13	16,518.54	5,734.59
ADMINISTRATION	199,259.38	193,973.16	5,286.22
NON-DEPARTMENTAL	245,325.81	235,752.45	9,573.36
PLANNING & INSPECTIONS	24,652.53	21,266.47	3,386.06
POWELL BILL-STREETS	36,347.91	10,825.48	25,522.43
POLICE	518,519.89	541,072.16	(22,552.27)
POLICE-SRO	74,902.35		74,902.35
CONTRACT SERVICES-FIRE	217,780.94	192,996.80	24,784.14
PUBLIC WORKS-ADMIN.	66,534.36	65,889.95	644.41
PUBLIC WORKS-STREETS	953,999.26	255,317.34	698,681.92
PUBLIC WORKS-SANITATION	205,452.87	290,544.81	(85,091.94)
PUBLIC WORKS STORM WATER	1,847.78	4,050.80	(2,203.02)
RECREATION	206,680.57	202,865.03	3,815.54
LIBRARY	36,825.81	30,037.94	6,787.87
COMMUNITY CENTER	5,906.10	4,940.12	965.98
	2,816,288.69	2,066,051.05	750,237.64
Y-T-D GENERAL FUND BALANCE INCREASE (DECREASE)	689,629.03	368,567.57	321,061.46

ACCOUNT BALANCES		
	YTD Feb. 2020	YTD Feb. 2019
CASH MANAGEMENT	982,914.11	788,971.15
BB&T CASH IN BANK	877,619.07	639,066.70
FIRST FEDERAL BUSINESS MONEY MKT.	135,861.39	134,664.98
FIRST FEDERAL MONEY MARKET	854,299.22	852,259.56
Y-T-D BALANCE IN GENERAL FUND ACCOUNTS	2,850,693.79	2,414,962.39
BB&T STATE FORFEITURE	1,583.97	1,583.97
FIRST FEDERAL CAP. RESERVE/COMM. ENHANCE	154,877.94	130,187.29
FIRST FEDERAL CAP. RESERVE/GENERAL	2,342,615.86	3,014,793.90
BB&T HEALTH RESERVE HRA ACCT.	16,809.07	14,853.66
PRIEBE FIELD ACCT.	10,776.72	6,245.00
AL WOODALL PARK IMPROVEMENTS	680,338.75	
Y-T-D BALANCE RESTRICTED FUNDS	3,207,002.31	3,167,663.82
CUMULATIVE BALANCE FOR TOWN OF ERWIN	6,057,696.10	5,582,626.21

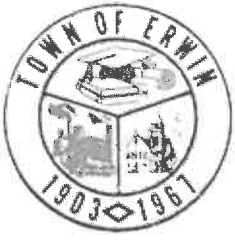


TOWN OF ERWIN  
FINANCIAL SUMMARY REPORT  
YTD COMPARISON OF FY 2020 & FY 2019



REVENUES	YTD		YTD DIFFERENCE
	Mar. 2020	Mar. 2019	
CURRENT YEAR LEVY OF PROPERTY TAXES	1,108,920.92	1,094,971.70	13,949.22
CURRENT YEAR MOTOR VEHICLE TAXES	105,504.28	104,763.10	741.18
PRIOR YEAR TAXES	20,848.78	8,909.08	11,939.70
UTILITIES FRANCHISE TAXES	143,609.80	145,752.22	(2,142.42)
ENTRY FEES	19,031.00	18,810.00	221.00
SALES & USE TAX	549,018.57	506,522.32	42,496.25
ZONING PERMITS/APPLICATIONS	5,830.75	6,400.00	(569.25)
PERMITS AND INSPECTION FEES		2,765.00	(2,765.00)
REFUSE COLLECTIONS FEES	285,064.00	287,329.27	(2,265.27)
STORM WATER COLLECTION	44,037.50	29,124.00	14,913.50
<b>ALL OTHER REVENUES</b>	<b>373,103,171.40</b>	<b>490,647.74</b>	<b>372,612,523.66</b>
	<b>3,753,850.37</b>	<b>2,695,994.43</b>	<b>1,057,855.94</b>
			<b>39.24%</b>
EXPENSES	YTD		YTD DIFFERENCE
	Mar. 2020	Mar. 2019	
GOVERNING BODY	24,029.34	18,317.93	5,711.41
ADMINISTRATION	223,023.95	217,944.73	5,079.22
NON-DEPARTMENTAL	252,528.70	259,250.26	(6,721.56)
PLANNING & INSPECTIONS	24,652.53	29,781.02	(5,128.49)
POWELL BILL-STREETS	36,347.91	11,939.18	24,408.73
POLICE	576,760.83	620,622.25	(43,861.42)
POLICE-SRO	84,059.26		84,059.26
CONTRACT SERVICES-FIRE	217,780.94	203,419.04	14,361.90
PUBLIC WORKS-ADMIN.	73,921.71	73,496.18	425.53
PUBLIC WORKS-STREETS	972,279.49	276,009.71	696,269.78
PUBLIC WORKS-SANITATION	227,925.80	313,252.23	(85,326.43)
PUBLIC WORKS STORM WATER	1,999.81	6,471.45	(4,471.64)
RECREATION	230,085.66	221,188.93	8,896.73
LIBRARY	41,122.67	30,787.26	10,335.41
COMMUNITY CENTER	14,304.69	5,466.01	8,838.68
<b>Y-T-D GENERAL FUND BALANCE INCREASE (DECREASE)</b>	<b>3,000,823.29</b>	<b>2,287,946.18</b>	<b>712,877.11</b>
		<b>408,048.25</b>	<b>(408,048.25)</b>

ACCOUNT BALANCES	YTD	
	Mar. 2020	Mar. 2019
CASH MANAGEMENT	1,080,751.97	889,898.45
BB&T CASH IN BANK	701,131.94	557,117.01
FIRST FEDERAL BUSINESS MONEY MKT.	135,927.48	134,772.02
FIRST FEDERAL MONEY MARKET	854,449.03	852,428.86
<b>Y-T-D BALANCE IN GENERAL FUND ACCOUNTS</b>	<b>2,772,260.42</b>	<b>2,434,216.34</b>
BB&T STATE FORFEITURE	1,583.97	1,583.97
FIRST FEDERAL CAP. RESERVE/COMMUNITY ENHANCE	156,992.38	132,239.97
FIRST FEDERAL CAP. RESERVE/GENERAL	2,343,026.65	3,015,392.79
BB&T HEALTH RESERVE HRA ACCT.	15,485.17	13,223.81
PRIEBE FIELD ACCT.	10,776.72	6,429.68
AL WOODALL PARK IMPROVEMENTS	337,738.75	
<b>Y-T-D BALANCE RESTRICTED FUNDS</b>	<b>2,865,603.64</b>	<b>3,168,870.22</b>
<b>CUMULATIVE BALANCE FOR TOWN OF ERWIN</b>	<b>5,637,864.06</b>	<b>5,603,086.56</b>



# TOWN OF ERWIN

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

## Town of Erwin Proclamation National Day of Prayer 2020

Proclamation: 2020-007

**WHEREAS:** The 69th observance of the National Day of Prayer will be held on Thursday, May 7, 2020 with the theme "Pray God's Glory Across the Earth" based on Habakkuk 2:14

**WHEREAS:** A National Day of Prayer has been part of our national heritage since it was declared by the First Continental Congress in 1775 and the United States Congress in 1952 approved as a Joint Resolution, "That the President shall set aside and proclaim a suitable day each year, other than a Sunday, as a National Day of Prayer, on which the people of the United States may turn to God in prayer and meditation at churches, in groups and as individuals" and

**WHEREAS:** The United States Congress, in 1988 by Public Law 100-307, as amended, establishes, "An act to provide for setting aside the first Thursday in May as the date on which the National Day of Prayer is celebrated," and

**WHEREAS:** Leaders and citizens of our communities, cities, states and nation are afforded the privilege of prayer with the joy of seeking divine guidance, strength, protection and comfort from Almighty God; and

**WHEREAS:** Recognizing the love of God, we, citizens of Erwin, treasure the freedom to gather in prayer, exercising reliance on God's power in the face of present challenges and threats, asking for His blessing on every individual of our city; and

**NOW, THEREFORE,** I, Patsy M. Carson, Mayor of the Town of Erwin and the Board of Commissioners hereby proclaim Thursday, May 7, 2020, to be designated as "A DAY OF PRAYER IN THE TOWN OF ERWIN" and encourage the citizens of the Town of Erwin to observe the day in ways appropriate to its importance and significance.

Proclaimed this the 7<sup>TH</sup> day of May, 2020.

Patsy M. Carson  
Mayor

**ATTEST:**

Cynthia B. Patterson, CMC  
Town Clerk

## Emergency Paid Sick Leave Act

The Town of Erwin is exempt from the Family Medical Leave Act due to the fact the number of employees that we have are less than 50 employees. The Emergency Paid Sick Leave Act applies to all governmental organizations regardless of the number of employees. Due to concerns with COVID-19 the Town of Erwin will offer up to 80 hours of emergency sick leave if an employee cannot work for one of the five reasons below:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by their healthcare provider to self-quarantine because they are infected with or have been exposed to COVID-19 or because they are at high risk of complications from COVID-19;
3. The employee is showing symptoms of COVID-19 and is seeking but has not yet received a medical diagnosis;
4. The employee is caring for someone subject to a federal, state, or local quarantine or isolation order related to COVID-19 or who has been advised by their healthcare provider to self-quarantine for COVID-19 related reasons; or
5. The employee is caring for his or her son or daughter because the child's school or childcare facility has been closed or the childcare provider is no longer available because of a COVID-19 related reason.

Emergency Paid Sick Leave will be independent of any sick leave you have currently accrued. The Emergency Paid Sick Leave Act also prohibits employers from requiring employees to use ordinary accrued paid leave before using emergency paid sick leave.

### How it is paid out:

For each employee entitled to emergency paid sick leave for reasons 1, 2, or 3 you will be paid your regular hourly rate up to a maximum of 80 hours. For employees entitled to emergency paid sick leave for reasons 4 or 5 you will be paid your regular hourly rate (with the exception that your hourly rate exceeds \$200/day, if your hourly rate exceeds \$200/day you are entitled to \$200/day up to \$2,000/total). This form of leave is not subject to all of the normal tax deductions your normal pay check is subject to. \*Any employee that decides/qualifies for emergency paid sick leave will need to consult with HR/Finance Director Debbie Chestnut upon his or her return to work to discuss the payment of this sick leave.

\*Emergency Paid Sick Leave does not apply to employees that are considered first responders.

\*Emergency Paid Sick Leave is only available for as long as a federal, state or local COVID-19 state of emergency is in effect and in any event only through 12/21/2020. If for any reason, this leave is extended due to another COVID-19 outbreak this policy will be amended.

## **Town of Erwin Temporary Teleworking Policy**

### **I. Policy Overview**

The Town's offices have set standard operating hours when they are open to the public. (Generally 8:00 am – 5:00 pm, Monday through Friday.) This policy provides guidelines for work schedules and work to be performed by employees whose position allows for periods of Teleworking during a situation as authorized by the Town Manager.

### **II. Purpose**

The purpose of the Temporary Teleworking policy is to provide a means to continue necessary Town business during a situation as authorized by the Town Manager.

### **III. Temporary Teleworking**

Temporary teleworking options may be available to employees when the department head determines work that should continue to be performed during a situation as authorized by the Town Manager. For teleworking to be approved, the employee must submit a written request to their supervisor or department head. The supervisor or department head shall deny or approve the request unless the Town Manager retains authority to do so based on the situation prompting the telework request. The supervisor or department head must determine the work to be performed and accomplished during the temporary teleworking situation. Teleworking is not an entitlement for any position and participation in a teleworking arrangement may be ended at any time by the employee, the department head, or the Town Manager. Before teleworking begins, Harnett County Information Technology must verify availability of IT resources (including both approved hardware/software and infrastructure capacity).

Any temporary teleworking arrangement should adhere to the following standards:

- All teleworking arrangements are temporary in nature in order to cover the necessary work of the Town during an emergency situation;
- The department head will establish the length of the teleworking opportunity;
- The employee must sign a teleworking agreement prior to beginning the teleworking arrangement. The agreement will be maintained in the employee's personnel file and will outline the responsibilities the employee and Town have for expectations in accounting for work hours, liabilities, and any other special requirements;
- The employee must agree to pay for and use personal internet/phone services as needed for work purposes;
- Town employees working from a remote site may use a remote desktop (either a dedicated virtual PC or remote desktop server session) to access Town resources from any computer, anywhere.
- Town employees working from a remote site shall not use a direct access VPN client on a device that is not provided by the Town unless approved by the IT Director, or the IT Director's designee, to perform their duties;
- At any time, no work-related material shall be saved on personal devices.
- Teleworking employees must record their time on the telework timesheet issued by the Town.

Temporary teleworking arrangements may be allowed for employees on a short-term basis only during situations as authorized by the Town Manager



MINUTES CONTINUED FROM MAY 7, 2020NEW BUSINESSRECOMMENDATION FOR STREET PAVING

Town Manager Snow Bowden informed the board that on Wednesday, March 25, 2020 at 1:00 PM bids were received for the 2019-2020 Street Resurfacing project. The following bids were received:

Highland Paving Company, LLC: \$ 99,505.80  
Johnson Brothers Utility & Paving: \$ 86,209.96  
Barnhill Contracting Company: \$ 94,000.00  
Patterson Paving Co., Inc.: \$97,689.75

Bids were received for the following locations (3,695 linear feet):

Cemetery Streets (2,225 LF)  
Marion Drive (970 LF)  
Pandora Circle (350 LF)  
N 15th Street (unpaved section of approximately 150 LF)

Commissioner Turnage made a motion to accept the lowest bidder Johnson Brothers Utility & Paving with a cost of \$86,209.96 and was seconded by Commissioner Whitman. **The Board voted unanimously.**

AMERICAN CELL TOWER

Mr. Bowden informed the board that he received an email from our American Tower lease consultant. They have offered \$325,000.00 as a lump sum payment in lieu of rent payments or 120 monthly payments of \$3,279.54 a total value of \$393,544.22 for a permanent easement.

Current monthly payments- We currently receive \$2,113.12. There is a 3% rent escalator on a yearly basis.

After some discussion, it was Consensus of the Board to leave this contract as is.

DUNN-ERWIN RAIL TRAIL RULES

Mr. Bowden informed the board that the Dunn-Erwin Rail Trail Board has put together a list of rules for the trail. In order for them to be enforceable they require approval from the Erwin Board of Commissioners and the Dunn Board of Commissioners. They have already been approved by the Harnett County Board of County Commissioners. The main thing these rules address is ATV's on the trail. We have received numerous complaints on this matter. We will not be able to catch everyone but if these rules are approved it is something that could be enforced when necessary. To the best of my knowledge the Harnett County Recreation

Department would be purchasing the signs and installing them. There could be a delay in obtaining the signs due to COVID-19.

## MINUTES CONTINUED FROM MAY 7, 2020

After some discussion, it was the Consensus of the Board to ask the Dunn Erwin Rail Trail Board for a better definition of what a motorized vehicle is.

### PART F PROJECT SPLASH PAD

Mr. Bowden informed the board that we are making a lot of progress on the PART-F project at Al Woodall Park. We received three bids for the splash pad installation. The lowest bidder was Carolina Recreation and Design. Their bid was \$114,358.41. Taking into account this bid for installation with the expenditures already spent we are estimating the total cost of this project to be \$163,030.03. We are still under the total estimated costs of the project which was \$171,444.

For the record the following are the submitted bids received:

APR Restoration Bid----\$145,685.23

Stewart Group Bid----\$118,796.00

Carolina Recreation and Design Bid----\$114,358.41

Commissioner Baker made a motion to the Splash Pad Project and accept lowest bidder Carolina Recreation and Design for \$114,358.41 and was seconded by Commissioner Turnage. **The Board voted unanimously.**

### CLOSED SESSION

Commissioner Baker made a motion to go into a closed session at 7:21pm for the purpose of G.S. 143-318.11 Pursuant to General Statute 143-318.11(a) (6) for Discussion of Personnel Matter and was seconded by Commissioner Turnage. **The Board voted unanimously.**

### RECONVENED

Commissioner Whitman made a motion to go back into regular meeting at 8:27pm and was seconded by Commissioner Turnage. **The Board voted unanimously.**

### MANAGER REPORT

- New General Statute 160D has been extended until August 2021 due to COVID-19
- June's meeting will be a virtual meeting. Will hold a public hearing to approve 2020-2021 budget however will need to recess for at least 24 hours before adopting new budget.
- Public Works is working hard to pick up limbs/debris due to the stay at home order. More people are working in their yards.

MINUTES CONTINUED FROM MAY 7, 2020ATTORNEY'S REPORT

No report

GOVERNING COMMENTS

Commissioner Turnage discussed field #4 with his fellow board members.

Commissioner Alvarado made fellow board members and manager aware of over grown grass at 406 South 13<sup>th</sup> Street.

Commissioner Whitman asked about the property across from Millers Landscaping on Hwy 421. Mr. Bowden stated that N-Focus has found a way to enforce the property owner to clean up the property. Will keep you updated.

Commissioner McKoy congratulated the Town Clerk on upcoming retirement. Also expressed concern with an issue on the corner of North 13<sup>th</sup>/West N. Street. Getting complaints from neighbors in that area. Also expressed concern with the property on the corner of West M. and North 14<sup>th</sup> Street. Since house has been torn down, now problems with over grown grass.

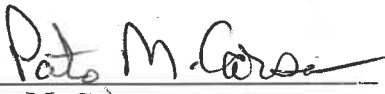
Commissioner Blackmon congratulated the Town Clerk on upcoming retirement.

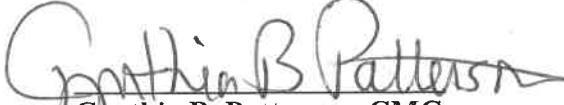
Mayor Carson congratulated the Town Clerk on upcoming retirement.

ADJOURNMENT

Commissioner Baker made a motion to adjourn at 8:42pm and was seconded by Commissioner McKoy. **The Board voted unanimously.**

MINUTES RECORDED AND TYPED BY  
CYNTHIA B PATTERSON TOWN CLERK

  
Patsy M. Carson,  
Mayor

  
Cynthia B. Patterson, CMC  
Town Clerk