

MINUTES
TOWN OF PITTSBORO
BOARD OF COMMISSIONERS
FEBRUARY 10, 2003
7:00 P.M.

Mayor Nancy R. May called the meeting to order and gave invocation.

ATTENDANCE

Members present: Mayor Nancy R. May, Commissioner Max G. Cotten, Burnice Griffin, Jr., Gene T. Brooks, Chris Walker and Clinton E. Bryan, Jr.

Others present: Interim Manager/Attorney Paul S. Messick, Jr. and Town Clerk Alice F. Lloyd.

DISPOSITION OF MINUTES

Motion made by Commissioner Bryan seconded by Commissioner Walker to approve the minutes of the January 27, 2003 meeting.

Vote Aye-5 Nay-0

CITIZENS MATTER

Steve Bolejack was present appealing his water and sewer bill – he wanted relief from the bill. He had a water leak but stated it was no way he could have used this much water. A copy of Mr. Bolejack's request is attached to the minutes of this meeting.

Commissioner Cotten said he did not know what we can do about this bill since the adjustment has been made for sewer.

Frank Foushee – landlord – stated the leak in the line was about 3 feet in diameter when they found the leak.

The Board directed Interim Manager Messick to get a six month history and have the meter tested.

LAND USE IMPLEMENTATION COMMITTEE REPORT

Mayor May stated we have received a report from the Chatham County Land Use Implementation Committee as to Compact Community Considerations/Recommendations. There are representatives present tonight.

The committee is requesting a response from the Town by February 25, 2003.

Members of the committee present were: Allen Baddour, Michael Burke, John Delafield and Hal House.

Allen Baddour stated the Compact Community Considerations/Recommendations would not apply to Pittsboro, but they want to make sure to communicate, they realize the Town has put a lot into their Land Use Plan.

If any member of the Board has any comments they will e-mail them to Paul Spruill, Chatham County Assistant Manager.

SEWER SYSTEM EVALUATION STUDY

Hydrostructures, P.A. performed an Inflow and Infiltration Study for the Town last spring. It was followed up by a Sewer System Evaluation Study that was presented to the Town in August 2002.

After discussion the Board agreed that something has to be done.

Commissioner Cotten suggested Priority 1 & 2 manhole projects and asked Mr. Johnston if this would be his recommendation.

Mr. Johnston said yes, he would do priority 1 & 2 manholes first but that the lines would need to be TV'd also.

Motion made by Commissioner Cotten seconded by Commissioner Walker to authorized Hydrostructures to prepare specifications and advertisement for bids to perform Priority 1 & 2 manholes and to pay for the project from Capital Reserve.

Commissioner Bryan suggested that it include easement improvement project to see if staff can start working on that.

Mr. Johnston stated he has been working with John on some of these issues and they are going to be working on that.

Vote Aye-5 Nay-0

MANAGER SELECTION PROCESS

Attorney Messick stated the Board needs to consider the process it wishes to follow to select a Manager.

Commissioner Cotten stated he came up with three ideas:

1. Develop a job description
2. Develop formal application - all applications will be reviewed and rated and that the top candidates be interviewed

3. After interview with candidate - visit site where they are currently employed after the interview.

Attorney Messick asked about how long they would like to advertise.

Commissioner Cotten stated he felt we needed to set a deadline for initial submission.

Motion made by Commissioner Walker seconded by Commissioner Bryan to set April 15, 2003 as the deadline for accepting application.

Vote Aye-5 Nay-0

Commissioner Walker suggested that we contact the Institute of Government for recommendation of a job description.

Commissioner Brooks asked do we want citizen input from the community at large, he asked this by a citizen.

Motion made by Commissioner Brooks seconded by Commissioner Griffin to advertise for the public input through written suggestions.

Vote Aye-5 Nay-0

CHARTER REVIEW

Motion by Commissioner Bryan seconded by Commissioner Brooks to leave the Charter as it is and that Attorney Messick's comments are made available with the Charter.

Vote Aye-5 Nay-0

A COPY OF ATTORNEY MESSICK'S COMMENTS IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGES

POLICY FOR PREPARATION OF MINUTES OF OFFICIAL MEETINGS

Commissioner Cotten stated the reason for this is that we can use the tapes to remember/recall what developer say doing the public hearing, need to address the issue, it would be wise to keep the tapes – but for what period of time? Six months/year/ two years?

Commissioner Brooks stated keeping tapes of the meetings was originally his idea and he think they should be kept for a long period of time.

Commissioner Cotten stated he listened to the tape on Friday from Wednesday meeting – since he was not able to attend Wednesday night meeting because of a Solid Waste Committee Meeting.

Attorney Messick stated it has been the Town's policy to tape over previous tapes once the minutes have been approved. Keeping the tapes may cause controversy; the approved

minutes are the official records of the meeting. The only other way would be to require verbatim minutes and he do not know if the Town can afford it. The Board should pay attention to the minutes because they are the official records.

Commissioner Cotten stated we could require written copies of statement from presenters.

Commissioner Brooks stated the tapes might be helpful sometime when the Board reviews discussion regarding planning and zoning.

Commissioner Brooks stated the meeting that we had with the State regarding 15-501 – the tape would help to refresh you with what happens – the tapes will be of some assistance to the Board.

Motion made by Commissioner Brooks seconded by Commissioner Cotten that the tapes of the board meeting are kept as a reference aid available to the public indefinitely.

Vote Aye-5 Nay-0

PERSONNEL

Commissioner Cotten stated his intention was to have:

1. Police Support Specialist/Customer Service Assistant to be one position – not two – to assist at the front when needed, during vacation, sickness - so that the person could easily move next door to cover during lunch and whenever needed.
2. Water meter reader (part time)
3. Planning/Zoning Administrator

Commissioner Walker maybe we could look at contracting with a company to do the meter readings.

Commissioner Brooks thinks that is a good idea but we still need some help in the street/public works department.

Commissioner Brooks feels we should put another person on at the water plant and fill Mr. Brownie's position until he returns.

The Board asked that Attorney Messick get Mr. Poteat's comment on this matter.

CONTRACT WITH DAN DEACON

Motion made by Commissioner Brooks seconded by Commissioner Walker to approve a contract with Dan Deacon for the use of property adjacent to Community Building.

Vote Aye-5 Nay-0

AGREEMENT WITH JOHN BLAIR

Motion made by Commissioner Brooks seconded by Commissioner Walker to approve the agreement with John Blair.

Vote Aye-5 Nay-0

A COPY OF THE AGREEMENT WITH JOHN BLAIR IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGES

COMMISSIONER CONCERNS

Commissioner Brooks stated that Mr. Ricky Spoon need to be encouraged to have the Pittsboro Station South/North property annexed on or before April 1, 2003 and that the Mayor signs the letter, seconded by Commissioner Walker.

Vote Aye-5 Nay-0

Mayor May stated Ms. Jenny Megginson has requested that if any Board member would like to go to inspect the playground before final payment is made for the equipment, to do so and let her know as soon as possible.

CLOSED SESSION

Motion made by Commissioner Brooks seconded by Commissioner Cotten to go into closed session for the following reasons:

- a. GS 143-318.11(5) to instruct the Town staff concerning the position to be taken by or on behalf of the Town in negotiating the material terms of a proposed employment contract;
- b. GS 143-318.11(6) to consider the qualifications, and conditions of employment of individual public employee(s); and
- c. GS 143-318.11(4) to discuss matters relating to the location or expansion of businesses in the area served by the Town.

Motion made by Commissioner Cotten seconded by Commissioner Brooks to go out of closed session.

Vote Aye-5 Nay-0

Motion made by Commissioner Brooks seconded by Commissioner Bryan to adjourn.

Vote Aye-5 Nay-0

Mayor

ATTEST:

Clerk