

MINUTES  
TOWN OF PITTSBORO  
BOARD OF COMMISSIONERS  
MONDAY, APRIL 9, 2007  
7:00 P.M.

Mayor Randolph Voller called the meeting to order and Eric Cottle, Church of Jesus Christ of Latter-day Saints gave invocation.

**ATTENDANCE**

Members present: Mayor Randolph Voller, Commissioners Max G. Cotten, Pamela Baldwin, Gene T. Brooks and Chris Walker.

Other staff present: Clerk Alice F. Lloyd, Attorney Paul S. Messick, Jr. and Planner David Monroe.

**INSTALLATION OF CLINTON E. BRYAN, III**

Mayor Voller swore in Clinton E. Bryan, III as Commissioner.

The Board welcomed Commissioner Bryan.

**AGENDA APPROVAL**

Motion made by Commissioner Cotten seconded by Commissioner Walker to approve the agenda as presented.                      Vote    Aye-5    Nay-0

**CONSENT AGENDA**

Motion made by Commissioner Walker seconded by Commissioner Cotten to approve the consent agenda as presented.

- Minutes of March 26, 2007 Board of Commissioners regular meeting.
- A request to amend Article III, Section 3.2, and Article V, Section 5.3.3.37 of the Zoning Ordinance relating to Planned Unit Developments.
- A request to rezone a tract of land at the north end of Masonic Street from R-12M to R-12 CU (Conditional Use).
- Resolution honoring Clyde Jones.

**RESOLUTION HONORING CLYDE JONES**

WHEREAS Mr. Clyde Jones of Bynum, N.C. has been recognized as a Chatham County Cultural Treasure, and

WHEREAS his original Clyde Critters have been displayed across Chatham County and around the world, and

WHEREAS his exceptional work brings special pleasure to our residents and their children and extraordinary honor to our entire community, and

WHEREAS we believe that public art and Chatham Arts' Public Art Project are critical components of economic development for our town and our county, and

WHEREAS the Chatham Arts' Annual ClydeFest brings visitors to the Town of Pittsboro from far and wide,

NOW, THEREFORE BE IT RESOLVED, that the Town of Pittsboro Board of Commissioners, do hereby declare April 28, 2007 as

**CLYDE JONES DAY**

in the Town of Pittsboro and encourage our citizens to celebrate with him at ClydeFest on this day from 11 a.m. to 4 p.m. at Chatham County Fairgrounds.

- Resolution regarding Shakori Hills Festival.

**A RESOLUTION CONCERNING SHAKORI HILLS FESTIVAL**

WHEREAS, the Shakori Hills Grassroots Festival of Music and Dance has been recognized as a Chatham County Cultural Treasure, and

WHEREAS, the festival brings special musical pleasure to our residents and their children and extraordinary honor to our entire community, and

WHEREAS, we believe this music festival is a critical component of economic development for our town and our county, and

WHEREAS, the Shakori Hills Grassroots Festival brings visitors to the Town of Pittsboro and Chatham County from far and wide,

NOW, THEREFORE BE IT RESOLVED, that the Town of Pittsboro Board of Commissioners, does hereby endorse the Festival of Music and Dance to be held April 19, 2007 through April 22, 2007.

Vote Aye-5 Nay-0

**CITIZENS MATTERS**

Efrain Ramirez – 250 Town Lake Drive – stated he was under the impression the board had decided not to fill the seat created by the death of Clinton Bryan. He stated if he had been appointed to the vacant seat, his first action would have been to propose naming the Pittsboro Town Hall for the late Clinton E. Bryan, Jr. He asked the board to consider this. He stated Commissioner Bryan served the town well for 19 years.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **2008 CENSUS DRESS REHEARSAL**

**Ms. Laura S. McClettie will be speaking about the “2008 Census Dress Rehearsal”.**

Ms. McClettie, Partnership and Data Services Specialist, stated that Chatham is one of the nine counties (others are Cumberland, Harnett, Moore, Lee, Scotland, Richmond, Hoke and Montgomery) in North Carolina that will hold a dress rehearsal in April 2008 before the official census in 2010. She said this area was selected for its diversity and this is something to be proud of. She said the dress rehearsal is important for a number of reasons. They will be hiring over 3,000 people and they estimate it will generate \$19 million for the area during the dress rehearsal, which includes training workers this year before collecting data in 2008.

She stated the census is also important for municipalities – to make sure the count is correct so they may receive credit for actual population numbers.

She stated the census forms during the dress rehearsal will be a short form with 10 questions; the long forms will be used in 2010. She said census workers will visit households that do not return a completed questionnaire.

She said they like to hire locally because safety and trust comes with them trying very hard to hire people within the community. The workers will not be required to come into your homes; they can take the information from outside your door. The field workers would use hand-held computers to record data; they would send that information to Washington, DC at the end of the day and then delete the data on the same day.

Mayor Voller asked how much does it pay?

Ms. McClettie stated the enumerator jobs would start at \$11.50 per hour. The field supervisors would make as much as \$18 per hour. Office clerks would make \$8.75 per hour.

Mayor Voller asked how many jobs will be generated in Pittsboro, Siler City and the County. Ms. McClettie stated she was not sure, but that recruiters were already in the area and in the process of calling people now.

Commissioner Walker suggested that she contact the Hispanic Liaison in Siler City.

She invited the Board to attend the opening of the Local Census Office, in Fayetteville on Thursday.

## **MANAGER RECRUITMENT**

### **Anita Badrock of Smither & Associates, Manager Recruitment.**

Anita Badrock, VP Smither & Associates, Inc. stated their process will help the board to agree on the skills, experience, capabilities, and working style you want your next Town Manager to possess in order to help you effectively accomplish your goals for the Town. Once the candidate profile has been developed, it will serve as a guiding document by which to recruit and evaluate quality candidates.

She stated Smither and Associates is an independent, locally owned firm that has worked in the region over 25 years. They recently conducted a successful search for the Town of Chapel Hill's new Town Manager. That search involved a customized process that reflected the Town Council's stated goals for both the process and the outcome. That search yielded over 120 strong candidates from more than 20 states and 1 foreign country.

Ms. Badrock stated that she and Ms. Dru Mooney (also present), Staffing Director, will be assigned to this project. She stated her proposal is before the board tonight and she was present to answer questions.

Commissioner Baldwin asked if they have done searches for any town other than Chapel Hill. Ms. Badrock said they have only done it for Chapel Hill, although they have done the search for a Human Resource Director for Chapel Hill and other municipal jobs (not Managers).

Commissioner Walker asked if they were currently working with any other municipalities. She stated the Town of Chapel Hill was the only one at this time and they would not accept another search. Commissioner Walker stated he read over this briefly because it was faxed to him today. He wanted to know if the fee is negotiable. She stated it depends of what type services you need and what type you don't need, they can talk about that.

Commissioner Walker asked about the cost of the background checks, he said \$200 per candidate seemed a little high to him. He is in the banking business and the credit bureau cost is about \$10. He did check with his human resources department and asked how they normally do this; they said they normally call the University or College and say Mr.

Smith has applied with us, did he graduate and with what degree. He stated a lot of this information is public record. Ms. Badrock stated that to conduct a background check with someone from New York could cost \$400 if you choose out of the area candidates. They will pass the bill to the Town.

Commissioner Brooks asked if they look into any possible civil suits. Ms. Badrock stated what she will do is sit down and talk with each board member about what they would like to do. Commissioner Brooks stated he would be interested in the civil suits.

Commissioner Cotten stated in Section A developing a candidate profile you mentioned that you would desire to meet with the Mayor and Commissioners, he can't speak for anyone but himself but he would prefer to write out what he expected you to look at and then if we need to meet personally okay. Ms. Badrock stated she does have a list of a fifteen questions she would like to ask.

Motion made by Commissioner Cotten seconded by Commissioner Walker to hire the firm of Smither & Associates, Inc. to help with the manager search and to move expeditiously through the process. Vote Aye-5 Nay-0

### **2009-2015 TIP**

#### **A resolution in support of Town of Pittsboro projects for the 2009-2015 Transportation Improvement Program.**

Mayor Voller asked the board if there is anything else they would like to include in the list presented which is as follows:

US 15-501 proposed Pittsboro By-pass, two lanes on a multi lane right of way.

US 15-501N (Hillsboro Street) widening to provide continuous turn lane with curb, gutter and sidewalk on west side from Lanius Street to SR 1599 (Rock Springs Cemetery Road).

NC 87 widening by adding two feet to each lane from US 64 By-pass to SR 1516 (Old Graham Road).

US 15-501S (Sanford Road) widen bridge over Robeson Creek.

US 15-501S (Sanford Road) widen to provide continuous turn land from Robeson Creek to NC 87.

NC 87-NC 902 widen bridge over Robeson Creek.

US 64 Business install traffic signal at JA Farrell Street.

US 15-501 (Hillsboro Street) install traffic light at Park Drive.

Commissioner Cotten stated that regarding the US 15-501 proposed by-pass, NCDOT more or less told us that unless the board took a stand in locating the bypass they would do nothing with it.

Commissioner Brooks stated NCDOT have the experts in the field, we don't.

Planner Monroe stated they came back to us for input.

Commissioner Brooks stated he was not sure a traffic signal needs to be installed at JA Farrell Street since the cost is so high, he feels DOT wouldn't fund it.

After discussion the board agreed to add the following items to the list:

Old NC 87 widening by adding two feet to each lane from NC 87 north to Chicken Bridge Road.

Install sidewalk on NC 87 from US 64W to Camp Drive.

Resurface Thompson Street and add sidewalk from Martin Luther King Blvd. to intersection with business US 64E.

Install handicap ramps on US 15-501 in downtown Pittsboro.

Motion made by Commissioner Baldwin seconded by Commissioner Walker to approve the following Resolution with the above additions and deletion.

Vote Aye-5 Nay-0

**A RESOLUTION IN SUPPORT OF  
PROJECTS TO BE INCLUDED IN THE  
TRANSPORTATION IMPROVEMENT PROGRAM (TIP) 2009-2015  
FOR PROJECTS IN THE TOWN OF PITTSBORO IN THE  
TRIANGLE AREA RURAL PLANNING ORGANIZATION**

**Whereas**, the North Carolina Board of Transportation, every two years develops a Transportation Improvement Program that identifies transportation projects over the next seven years; and

**Whereas**, the North Carolina Board of Transportation requests candidate projects be submitted by local jurisdictions for the 2009-2015 Transportation Improvement Program update; and

**Whereas**, the Town of Pittsboro Board of Commissioners works cooperatively with Chatham County and incorporated municipalities;

**Now, Therefore, Be It Resolved** by the Town of Pittsboro Board of Commissioners that:

1. The attached list of transportation projects is considered for inclusion into the 2009-2015 Transportation Improvement Program.
2. Transportation projects listed in the 2007-2013 Transportation Improvement Program continue to be supported.

#### TOWN OF PITTSBORO PROJECTS

US 15-501 proposed Pittsboro By-pass, two lanes on a multi lane right of way.

US 15-501N (Hillsboro Street) widening to provide continuous turn lane with curb, gutter and sidewalk on west side from Lanius Street to SR 1599 (Rock Springs Cemetery Road).

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Install sidewalk on NC 87 from US 64W to Camp Drive.

Resurface Thompson Street and add sidewalk from Martin Luther King Blvd. to intersection with business US 64E.

Install handicap ramps on US 15-501 in downtown Pittsboro.

**A RESOLUTION IN SUPPORT OF PROJECTS TO BE INCLUDED IN THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP) 2009-20015 FOR PROJECTS IN THE TOWN OF PITTSBORO IN THE TRIANGLE AREA RURAL PLANNING ORGANIZATION IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGES**

## **COMMUNITY BUILDING REQUEST**

### **Request for use of Community Building for census training.**

Attorney Messick reported we have received a request from Helen Slith (Census) requesting use of the Community House April 30<sup>th</sup> through May 4<sup>th</sup>, for training. She is requesting use of the building pro bono. Candy Brooks has a class there on Tuesday starting at 2 pm. Ms. Slith indicated they would work around that day.

The board agreed that they would have to pay the standard fee.

Mayor Voller stated they have also contacted the Chatham County Fairgrounds for use of their facility and were given a price of \$375.00 for the week. He now serves on the fairgrounds board and they can use the funds.

It was the consensus of the board that they not be allowed to use the Community House pro bono.

## **CHAMBER OF COMMERCE REPRESENTATIVE**

### **Appointment of Chamber of Commerce representative.**

Mayor Voller said we have not had a representative since the former town manager left and that we need representation.

Commissioner Brooks stated he had thought about Neil Flynt, since he is a business owner – although he has not contacted him. Commissioner Brooks stated he has also thought about Cindy or Tommy Edwards.

Commissioner Walker asked if it were a requirement that they had to be a board member or could it be a citizen.

Attorney Messick stated he did not think it mattered.

Mayor Voller stated if Mr. Flynt does not accept it we could check with PMA to see if they had anyone that would be interested.

The Board directed Commissioner Brooks to contact Neil Flynt and if he doesn't accept the board would consider someone else.

## **EXPANSION OF BOARD MEETING ROOM**

### **Solicitation of proposals for expansion of board meeting room.**

Commissioner Cotten stated this is not going to solve the space problem we have. He said we need to look at expanding this building or getting a modular building for the Police Department.

Commissioner Brooks suggested that the building plans be looked at to make sure it would not be a problem with taking the wall down.

Commissioner Walker stated he feels that if we know we are going to have a controversial item, that we move the meeting to a different location. He said with all the costs with the water and wastewater treatment plant upgrades he is not sure we can afford another building right now.

Mayor Voller stated we could look at converting the Community Building into a meeting room.

Motion made by Commissioner Cotten seconded by Commissioner Baldwin to authorize Attorney Messick to get quotes to open the room up as a short term solution.

Vote Aye-5 Nay-0

### **TOWN INTERNET WEB PAGE**

#### **Discussion of Town internet web page.**

Mayor Voller stated the Town needs help with our web page, the county has offered to help us. He would like for us to communicate with the County about helping us.

Motion made by Commissioner Baldwin seconded by Commissioner Cotten to authorize Attorney Messick to explore this matter with the County and to get proposals from local IT persons.

Vote Aye-5 Nay-0

### **SECURITY SYSTEM REPORT**

#### **Security system report.**

Interim Manager Messick wanted to let the board know the security system has been installed and is working.

Commissioner Cotten stated he feels only the police officers and key people here at Town Hall should have access to the building.

Motion made by Commissioner Brooks seconded by Commissioner Cotten that staff housed in Town Hall, the interim Manager, Water Treatment Plant Superintendent and the Public Utilities Director are the only ones to have access to the facility and that a list of all the individuals with access is kept in the Town Clerk's Office.

Vote Aye-5 Nay-0

## Staff Reports/Manager updates

Public Utilities Director submitted the following project updates:

### 1. BASKETBALL COURTS

Copies of the change order and one diagram is included. The change order is to rotate layout of courts, install two (2) additional basketball goals, add out-of-bounds lines, half-court line, two (2) simple 'keys', two (2) NCAA 3-point lines and delete center jump circles (2).

Motion made by Commissioner Walker seconded by Commissioner Brooks to approve the change order in the amount of \$3,854.00. Vote Aye-5 Nay-0

Karen Hall from NC State wants to work with us to solve the drainage issue between the basketball and tennis courts. They want to protect the wetland area behind the RAFI building.

Commissioner Cotten stated run off from the Basketball/Tennis Courts culvert also drains all the run off from the Board of Education, McClenahan St., and the Elementary School Building. In a heavy rain, in his opinion, it is a false problem.

### 2. CENSUS COMMUNITY BUILDING (HELEN SLITH) Request To use the Community House.

She would like to request the use of the Community building to train local people for the census training. They need it pro bono. She needs the building April 30<sup>th</sup> through May 4<sup>th</sup>. I've checked the schedule and it's available with the exception of Tuesday. Candy Brooks has a class there on that day starting at 3pm. (This items has already been discussed)

### 3. DRAINAGE AT THE CHURCH

We will have a catch basin installed at the cemetery to catch the runoff. It should be installed by the end of the week.

### 4. ASPHALT RESURFACING (Starting by the week of the 23<sup>rd</sup>)

Horton School Rd and Hillcrest will be paved by the 23<sup>rd</sup> by ST Wooten.

### 5. TENNIS COURTS

A decision needs to be made about parking so we can determine landscape options.

6. LIGHTS AT THE BASKETBALL COURTS.

To change the lights at the basketball courts we would need to pay a termination charge of \$1,662, because the lights were installed in November. The lights that are there cannot be adjusted in any way.

7. CHATHAM FOREST VALVE OPERATIONAL

8. KIWANIS TREES (NEXT WEEK)

Resolution from Chatham County Board of Education asking to be included in the approval of housing subdivisions.

The Board agreed to have Attorney Messick prepare a letter to send to them that by ordinance if a subdivision has 50 lots or more the Town is required to contact them.

Mayor Updates

- EDC – Potential business expanding in Town.
- RPO – He will be taking the Resolution the Board approved tonight to the next RPO meeting.
- Solid Waste – Will be making a presentation to the Board soon.
- Fairground Association
- Clyde Fest – Will be held on April 28<sup>th</sup>. Commissioner Brooks stated at a past meeting he asked that cones be put on the cemetery side to avoid what happened last time. Mayor Voller stated the school bus garage is going to let them park in their parking lot this year.
- PMA/Downtown – While the land use public input session was held a working tour was done downtown.

Commissioner Bryan thanked the board for appointing him to fill his dad's seat. He said he would do his best.

**COMMISSIONER CONCERNS**

Commissioner Baldwin asked what was the delay with finishing the project where the old Pittsboro Ice and Fuel was.

Planner Monroe stated Mr. Williamson has run into some difficulties.

The board requested that Mr. Monroe contact Mr. Williamson to get the fence put back up and to get it cleaned up around there.

FYI

- Tax collections percentage report
- Letters sent to Senator Atwater and Speaker Hackney

- Invitation from Marty Clayton, Progress Energy

**ADJOURNMENT**

Motion made by Commissioner Brooks seconded by Commissioner Cotten to adjourn.  
Vote Aye-5 Nay-0

\_\_\_\_\_  
Randolph Voller, Mayor

ATTEST:

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Alice F. Lloyd, CMC, Town Clerk