

MINUTES  
TOWN OF PITTSBORO  
BOARD OF COMMISSIONERS  
MONDAY, JANUARY 8, 2007  
7:00 P.M.

Mayor Randolph Voller called the meeting to order. Rev. Barry Gray and Vance Remick gave invocation. Mayor Voller read a proverb.

**ATTENDANCE**

Members present: Mayor Randolph Voller, Commissioners Max G. Cotten, Pamela Baldwin, and Gene T. Brooks. Commissioner Chris Walker and Clinton E. Bryan, Jr. were absent.

Other staff present: Town Manager Sam Misenheimer, Clerk Alice F. Lloyd, Attorney Paul S. Messick, Jr., Planner David Monroe, ORC Water Treatment Frank Efird and John Poteat Public Utilities Director.

**AGENDA APPROVAL**

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

Vote Aye-3 Nay-0

**CONSENT AGENDA**

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

- Minutes of December 11, 2006 Board of Commissioners regular meeting.
- A request by Phillip Culpepper to rezone 62.59 acres of land on each side of Eubanks Road between Highway 64 By-pass and Highway 64 Business from R-A and R-A2 to C-2 (Highway Commercial).

**Action required: Set a public hearing for January 22, 2007.**

- A petition to annex 152.5 acres of land owned by Ricky Spoon and situated between the south side of Bellemont Station (Lowe's Home Improvement) and the north side of Chatham Forest subdivision.

**Action required: Authorize Town Clerk to certify the sufficiency of the petition.**

- A petition to annex 98.965 acres of land owned by the Steele family; the property is immediately west of Central Carolina Community College.

**Action required: Authorize Town Clerk to certify the sufficiency of the petition.**

- A request by Bradshaw & Robinson to amend Section 5.3.3.37C of the Zoning Ordinance pertaining to Planned Unit Developments.

**Action required: Set a public hearing for January 22, 2007.**

- Jim Anderson requests postponement of consideration of a Special Use Permit on the Gaines property pending plan revision.
- Audit proposal with Bobby S. Wood to provide services for year end June 30, 2007.

**Action required: Approve contract for FY 06-07 audit.**

Vote Aye-3 Nay-0

## **CITIZENS MATTERS**

None

## **OLD BUSINESS**

### **FY 2006-2007 AUDIT REPORT**

**Audit report presentation – year end June 30, 2006 – Bobby S. Wood, Certified Public Accountant.**

Mr. Bobby Wood gave an overview of the Town's finances as of June 30, 2006.

Motion made by Commissioner Brooks seconded by Commissioner Baldwin to approve the audit for FY 2005-2006. Vote Aye-3 Nay-0

### **CAPITAL PROJECT BUDGET CREDLE STREET SEWER IMPROVEMENT PHASE II**

**Ordinance adopting a Capital Project Budget – Credle Street Sewer Improvement Project – Phase II.**

Motion made by Commissioner Brooks seconded by Commissioner Cotten to approve the Capital Project Budget for the Credle Street Sewer Improvement Project Phase II.

Vote Aye-3 Nay-0

**CAPITAL PROJECT BUDGET ORDINANCE IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGE 1**

## **REVISED 2007 MEETING SCHEDULE**

### **2007 revised Board of Commissioners Meeting Schedule and 2007 Holiday Schedule.**

Motion made by Commissioner Cotten seconded by Commissioner Brooks to schedule the meetings that fall on a town holiday for Tuesday of that week (May 29, and November 13).  
Vote Aye-3 Nay-0

### **A COPY OF THE REVISED 2007 MEETING SCHEDULE IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 1**

## **NEW BUSINESS**

### **WASTE MANAGEMENT PRESENTATION**

#### **Presentation by Waste Management/Recycle By Mail Program – Chip Dodd and Kathy McNish.**

Manager Misenheimer stated that he would like to receive the opinion of the board on the new program they are implementing. He would like to place the information in a mailing that we will be doing at the end of the month.

Ms. Chip Dodd and Ms. Kathy McNish were present to make a presentation about a new program Waste Management is implementing recycling ink cartridges and cell phones. They will provide envelopes to place the items in to be returned postage paid to a site in California where they will be credited to the Town of Pittsboro's account (each bag is encoded with Town of Pittsboro information). They have also prepared an updated list of the items Pittsboro residents can recycle.

Commissioner Cotten stated he was concerned about recycling cell phones.

Ms. McNish invited the Board to tour Recycle America in Raleigh. She stated that Pittsboro has a good recycling rate.

Motion made by Commissioner Brooks seconded by Commissioner Baldwin to approve the new recycling program.  
Vote Aye-3 Nay-0

## **SCADA IMPROVEMENTS**

#### **Proposal to provide improvements/update to Horton Water Tank SCADA, Horton BPS SCADA and Motor Control – Custom Controls Unlimited, Inc. by Frank Efirid and Sam Misenheimer.**

Mr. Efird stated this will help out tremendously at the water plant because the plant can not be left unattended while it is running. Currently they have to turn the plant off and go check the tanks or call the on-call public works person.

Motion made by Commissioner Brooks seconded by Commissioner Cotten to approve the contract with Custom Control Unlimited in the amount of \$24,950.00.

Commissioner Cotten asked how we are going to fund this.

Manager Misenheimer stated he hopes to find it in the existing budget. Commissioner Cotten stated if we need a budget amendment present it at the next meeting.

Commissioner Brooks asked Mr. Efird if he was aware of any piping belonging to the Town that have copper or lead soldering at the water plant. Mr. Efird said at the water plant there is PVC, old galvanized pipe and ductile iron coming out of the plant. Commissioner Brooks said before we go to ammonia we should be checking the tanks.

**CONTRACT WITH CUSTOM CONTROLS UNLIMITED INC IS RECORDED  
IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 2**

**REQUEST FROM WILLIAM & MELISSA HUGHES**

**Request from William and Melissa Hughes to remove storm water easement.**

Planner Monroe reported that Billy Hughes has requested that the town remove the twenty foot stormwater easement that is a part of the sixty foot easement described in his deed. The easement described in that document refers to a thirty foot combined water and sanitary sewer easement and a sixty foot easement for ingress/egress. The document does not refer to a twenty foot stormwater easement.

Mr. Hughes submitted the following letter:

Mr. Sam Misenheimer  
Pittsboro Town Manager  
PO Box 759 635 East Street  
Pittsboro, NC 27312

Re: 60' easement Churchwood Lane, Pittsboro, NC

Dear Mr. Misenheimer:

I would like to have the 20' storm water easement taken off of the 60' easement on Churchwood Lane. The 60' easement is described in deed book 672 page 40. This easement is with William D. Hughes Jr. and Melissa Y. Hughes and the owner of Lot #1 in the Willow Springs development.

After your viewing you should agree this easement was planned in the wrong place. I await your decision in this matter.

Mr. Hughes was present and stated that he would like a meeting of the Mayor, Board of Commissioners, Planner, Town Manager and Town Attorney to discuss the issues he has with the sewer easement.

Planner Monroe stated he would arrange the meeting.

## **REQUEST – CHATHAM COUNTY APPEARANCE COMMISSION**

### **Request from Chatham County Appearance Commission – Sue Schwartz, Chairman.**

Manager Misenheimer said we have received a request for complimentary use of the conference room at Town Hall for regular monthly meetings of the Chatham County Appearance Commission.

Commissioner Cotten stated he has a concern about this request. The conference room does not have a separate access and would require an employee to come open and close the building. He would recommend the CCCC meeting room.

Mayor Voller stated he had met with Carolina Living and Learning officials and they have a nice meeting room. They want to get more involved in the Community and had said their room could be used (when available) for meetings.

It was recommended that Ms. Schwartz contact CCCC or Carolina Living Center for use of their facilities.

FYI

- Pittsboro recycling reports – July thru October 2006 – Waste Management

## **COMMISSIONER CONCERNS**

Commissioner Baldwin stated when we extended the permit for the couple that owns the property in front of Horton School they indicated they would put a sign up letting people know what was coming.... it has not been done yet. She would like for staff to contact them about this.

Commissioner Brooks stated he would like to thank the people involved with the Christmas Appreciation luncheon for Town Employees. He would like to authorize Ms. Lloyd to get a caterer for next year and that it be held here at Town Hall (where everyone can be together – when a couple of the employees got there almost everyone else was gone).

Motion made by Commissioner Brooks seconded by Commissioner Cotten to authorize Ms. Lloyd to set a date for and organize the annual Christmas Luncheon to be held at Town Hall.  
Vote Aye-3 Nay-0

Commissioner Brooks stated he didn't know the terms of the ABC Board members, Karen Allen, Harry Sugg and Ellen Brooks and he feels they have expired. How do we go about re-appointment?

Attorney Messick stated they are three years terms and members continue to serve until a successor is appointed.

The Board asked staff to check on the reappointments.

Mayor Voller asked the number of members on the board and suggested that maybe we could increase the number. Attorney Messick was to check on this, but he thought it was 3 members by state statute.

Mayor Voller asked Mr. Monroe how things were going regarding the technical review committee. Mr. Monroe stated he has been working on the flood damage ordinance and once that is completed he will begin work on the technical review committee.

#### **ADJOURNMENT**

Motion made by Commissioner Brooks seconded by Commissioner Baldwin to adjourn.  
Vote Aye-3 Nay-0

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Randolph Voller, Mayor

ATTEST:

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Alice F. Lloyd, CMC, Town Clerk