

MINUTES  
TOWN OF PITTSBORO  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MONDAY, AUGUST 25, 2014  
7:06 PM

Mayor Terry called the meeting to order and asked for a moment of silence.

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance was led by Commissioner Farrell.

**ATTENDANCE**

Members present: Mayor Bill Terry, Mayor Pro Tem Pamela Baldwin, Commissioners Jay Farrell, Michael Fiocco, Bett Wilson Foley and Beth Turner.

Staff present: Manager Bryan Gruesbeck, Clerk Alice F. Lloyd, Attorney Paul S. Messick, Jr., Finance Officer Nancy Emslie, Chief of Police Percy Crutchfield, Planner Stuart Bass and Engineer Fred Royal.

**CONSENT AGENDA**

Commissioner Foley said she would like to correct her name in the minutes. Commissioner Baldwin asked staff to check with Becky Smith (Hydrostructures) to see if she would be willing to serve as a volunteer on the UDO Technical Advisory Committee and if she will to add her to the list of members. Commissioner Fiocco asked that Item #2 be pulled and placed as Old Business #1. Motion made by Commissioner Fiocco seconded by Commissioner Foley to approve the consent agenda with above mentioned changes. The Consent Agenda contains the following items:

1. Approve minutes of the August 11, 2014 regular meeting changing “Beth Wilson Foley to read Bett Wilson Foley”.
2. Approve Sidewalk Agreement (ER-2971H, WBS 3608.3.07) with NCDOT for sidewalk construction along Pittsboro Elementary School Road. **Moved to Old Business #1.**
3. Appoint Unified Development Ordinance (UDO) Technical Advisory Committee and that staff check with Becky Smith of Hydrostructures to see if she would be willing to serve as a volunteer on this committee if so, to add her.
4. Accept Certificate of Sufficiency for proposed annexation (A-2014-01) from Chatham Park Investors.

Vote Aye-5 Nay-0

**CERTIFICATE OF SUFFICIENCY FOR CHATHAM PARK INVESTORS IS  
RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGES 116-119**

**REGULAR MEETING AGENDA**

Motion made by Commissioner Baldwin seconded by Commissioner Fiocco to approve the regular agenda adding Old Business #1.

Vote Aye-5 Nay-0

**CITIZENS MATTERS**

None

**PUBLIC HEARING**

Motion made by Commissioner Fiocco seconded by Commissioner Turner to go into public hearing for the Board of Adjustment Statutory Changes and Proposed Annexation from Chatham Park Investors, LLC.

Vote Aye-5 Nay-0

**BOARD OF ADJUSTMENT STATUTORY CHANGES (ZTA-14-01) (STUART BASS)**

Planner Bass stated the town must adopt the latest statutory changes for procedures of the Board of Adjustment that were made in 2013.

Mayor Terry asked if the Clerk's Office has received any application. The Clerk stated she has received one application. Commissioner Fiocco and Commissioner Baldwin stated they knew of someone going to submit applications. Planner Bass stated he has also been trying to reach out.

Commissioner Fiocco said he spoke with Attorney Messick earlier and asked if the statute allow for the board to serve as the Board of Adjustment and the answer is yes. Commissioner Fiocco said the ordinance presented states no elected official will serve. Attorney Messick said that is his recommendation – it would be hard to appeal a Board of Adjustment decision if you are a part of the board.

**PUBLIC COMMENTS:**

None

**PROPOSED ANNEXATION (A-2014-01) CHATHAM PARK INVESTORS, LLC.  
(STUART BASS)**

Planner Bass stated this is the current site approved for the medical office building. The requested annexation area is necessary to include the entirety of the proposed office site within the corporate boundaries.

PUBLIC COMMENTS:

None

Motion made by Commissioner Fiocco seconded by Commissioner Baldwin to go out of public hearing.

Vote Aye-5 Nay-0

**NEW BUSINESS**

**CHATHAM COUNTY PLANNING PRESENTATION - "TOOLS FOR DEVELOPMENT" (JASON SULLIVAN)**

County Planner, Jason Sullivan gave a presentation on Chatham County Conservation Subdivision Regulations.

After discussions, Commissioner Foley stated she would love to see the town use the concept as well, Commissioner Baldwin agreed.

**WASTEWATER TREATMENT PLANT MAJOR PERMIT MODIFICATION AND PRELIMINARY ENGINEERING REPORT (PER) PROJECT AWARD (FRED ROYAL)**

Engineer Royal reported on the project and his recommendations to approve the project with AWWA and NC State University for the Preliminary Engineering Report (PER) at no cost to the Town. Staff will be involved to manage the work and review the prepared documents. A draft and final document will be presented to the Town in December.

Mayor Terry advised Mr. Royal that the Board will only be meeting once in December and he may want to pass that on to the students.

Mayor Terry stated he ran into the Mayor Stevens (Hillsborough) and he mentioned they had recently cut ribbon on a new wastewater treatment plant. Mayor Terry asked if Hillsborough would entertain staff from Pittsboro to come and meet with Hillsborough staff to see how the process started and how they funded it, etc. He said he would reach out to them if the board and staff are interested. They agreed to look at doing it in September or October.

Motion made by Commissioner Baldwin seconded by Commissioner Fiocco to approve the project with AWWA and NC State University to perform Preliminary Engineering Report at no cost to the Town.

Vote Aye-5 Nay-0

**OLD BUSINESS**

**SIDEWALK AGREEMENT (ER-2971H, WBS 3608.3.07) WITH NCDOT FOR SIDEWALK CONSTRUCTION ALONG PITTSBORO ELEMENTARY SCHOOL ROAD**

After discussion a motion was made by Commissioner Fiocco seconded by Commissioner Baldwin to authorize executive of the Sidewalk Agreement with NCDOT for sidewalk construction along Pittsboro Elementary School Road.

Vote Aye-5 Nay-0

**A COPY OF THE AGREEMENT WITH NCDOT FOR SIDEWALK CONSTRUCTION ALONG PITTSBORO ELEMENTARY SCHOOL ROAD IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGES 120-129**

**CAPITAL PROJECTS REPORT**

**MANAGER'S UPDATE ON CAPITAL PROJECTS**

Manager Gruesbeck reported the retreat is confirmed for September 29, 2014 from 4-8 p.m. and departments will be attending. Everyone agreed to bring their own crackers/dinner.

Manager Gruesbeck said paving will begin September 15, 2014.

Manager Gruesbeck stated staff is looking for a grant to fund the purchase of a generator at the Haw River Intake.

Manager Gruesbeck said 64 Sidewalk bids will be opened on August 28, 2014.

Manager Gruesbeck mentioned the approval letter from NCDOT of the first four items for the Downtown Vision Plan.

Commissioner Baldwin said the approval letter from NCDOT reference the Downtown Vision Plan states there will be a 20% match from the Town which was not in the original discussion.

Manager Gruesbeck said he is working on that.

**Mayor Updates**

- EDC – Triangle Community Coalition is coming to Town tomorrow and he will be attending. Friday there is a half day EDC planning session
- RPO
- Solid Waste – Meeting September 3, 2014
- Fairground Association – Fair will be September 18-21, 2014
- PBA/Downtown – PBA is reporting very good attendance and receipts from First Sunday; the Truck Rodeos are a success and bringing people to town; Mr. Horne has the final schematic drawing for the pocket park

**COMMISSIONER CONCERNS**

Commissioner Fiocco stated the County has adopted our Erosion Control request and they are now going through the process of the state certifying the County providing the service to us. He stated soon Erosion and Sedimentation Control in Town will be inspected by the County. Mr. Royal said it has been approved by the state Sedimentation Commission.

Commissioner Fiocco asked if any progress has been made of the request we received for traffic calming devices in Chatham Forest. Manager Gruesbeck said they are looking at options and after staff discussion he will bring back a recommendation to the board.

Commissioner Baldwin said TJCOG meeting is Wednesday.

Commissioner Turner asked if we could see if NCDOT would install a crosswalk on 15-501 North, so that students can cross from the high school to Bojangles. It was also suggested that we ask about crosswalks from Cruizers to Lowes. There was a discussion about asking for special speed zone during school hours.

Commissioner Foley said she read an article on line that someone had purchased the shopping center that Piggly Wiggly is in.

FYI-

1. Letter of approval from NCDOT for Pittsboro Downtown Vision Plan
2. Letter from North Carolina Department of Public Safety/Emergency Management – National Flood Insurance Community Assistance Visit for the Town of Pittsboro

### **ADJOURNMENT**

Motion made by Commissioner Fiocco seconded by Commissioner Farrell to adjourn at 8:36 p.m.

Vote Aye-5 Nay-0

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William G. Terry, Mayor

ATTEST:

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Alice F. Lloyd, CMC, NCCMC  
Town Clerk