

MINUTES
TOWN OF PITTSBORO
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY, DECEMBER 14, 2015
7:00 PM

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Farrell.

ATTENDANCE

Members present: Mayor Bill Terry, Commissioner Pamela Baldwin, Jay Farrell, Michael Fiocco, Beth Wilson Foley, Beth Turner, Mayor Elect Cindy S. Perry and Commissioner Elect John Bonitz.

Staff present: Manager Bryan Gruesbeck, Town Clerk Alice F. Lloyd, Town Attorney Paul S. Messick, Jr., Planning Director Jeff Jones, Finance Director Nancy Emslie and Engineer Fred Royal.

CONSENT AGENDA

Motion made by Commissioner Baldwin seconded by Commissioner Turner to approve the consent agenda as submitted. The Consent Agenda contains the following items:

1. Approve minutes of the November 23, 2015 regular meeting.
2. Appoint Hugh Harrington as a member of the Pittsboro ABC Board (3 year term).
3. Approve Ordinance to Amend the Town of Pittsboro 2015-2016 Operating Budget.
4. Reappoint Commissioner Pamela Baldwin as the Town's delegate and Commissioner Michael Fiocco as the Town's alternate with Triangle J Council of Government.

Vote Aye-5 Nay-0

RESOLUTION APPOINTING HUGH HARRINGTON TO SERVE ON THE PITTSBORO ABC BOARD IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 258

ORDINANCE AMENDING THE TOWN OF PITTSBORO 2015-2016 OPERATING BUDGET IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGE 154

ORGANIZATIONAL MEETING

INSTALLATION OF MAYORS AND COMMISSIONERS

Town Clerk Alice F. Lloyd administered the oath of office to Mayor Elect Cindy S. Perry.

Mayor Perry thanked everyone who have supported her for being present (family, friends & acquaintances). She stated she looks forward to working with the board and staff.

Mayor Perry stated that Kay Judge was present to make a presentation to her and the Board.

Kay Judge presented Mayor Perry and the Board with "Pittsboro Highlights" maps that she created and was printed today. Ms. Judge said the map/brochure was made to have guide people to current places of interest and to direct attention to Pittsboro's Historical past that bring significance to the current vitality and spirt of our Town.

Town Clerk Alice F. Lloyd administered the oath to Commissioner John Bonitz, Jay Farrell, and Beth Wilson Foley.

OATHS OF OFFICE FOR MAYOR CINDY PERRY, COMMISSIONERS BETT WILSON FOLEY, JAY FARRELL AND JOHN BONITZ ARE RECORDED IN THE BOOK OF RESOLUTION NUMBER ONE, PAGES 259-262

ELECTION OF MAYOR PRO TEMPORE

Motion made by Commissioner Foley seconded by Commissioner Farrell to appoint Commissioner Pamela Baldwin as Mayor Pro Tempore.

Vote Aye-5 Nay-0

Mayor Pro Tem Baldwin was administered her oath after the meeting adjourned.

OATH OF OFFICE FOR MAYOR PRO TEM PAMELA BALDWIN IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 263

CEREMONIAL AGENDA

Motion made by Commissioner Bonitz seconded by Commissioner Fiocco to approve the Ceremonial Agenda.

1. Approve Resolution Honoring the Service of Mayor William Terry.
2. Approve Resolution Honoring the Service of Beth Turner.

Vote Aye-5 Nay-0

Mayor Perry read the Resolution Honoring Mayor William Terry. It reads as follows:

Resolution of Appreciation

Whereas, the Town of Pittsboro is always appreciative of those who choose to serve for the betterment of the Town; and

Whereas, William G. “Bill” Terry served the Town of Pittsboro as Town Manager from October 1, 2007 to September 30, 2013 and as Mayor from December 2013 to December 2015; and

Whereas, Bill Terry rendered during his term of office valuable services to the Town of Pittsboro and the citizens thereof; and

Whereas, he served as the Town Representative on the Chatham County Economic Development Corporation Board of Directors and on the NC Certified Retirement Community Committee; and

Now, therefore be it resolved by the Board of Commissioners of the Town of Pittsboro, North Carolina that deep gratitude and sincere appreciation are expressed to William G. “Bill” Terry for his leadership and dedicated service to the citizens of Pittsboro as Mayor of the Town of Pittsboro from 2013-2015.

Be it further resolved, that a copy of this resolution be made part of the permanent records of the Town of Pittsboro, and a copy thereof, which has been duly executed by the Mayor and Town Clerk be presented to William “Bill” Terry.

Mayor Perry read the Resolution Honoring Commissioner Beth Turner into the public record. It reads as follows:

Resolution of Appreciation

Whereas, the Board of Commissioners of the Town of Pittsboro, North Carolina, wishes to acknowledge and express appreciation to Beth Turner for her dedicated service to the citizens of Pittsboro; and

Whereas, Beth Turner was elected to a seat on the Town Board, where she dutifully served from 2011 to 2015; and

Whereas, she served as the Town’s representative on the Chatham County Solid Waste Advisory Board; and

Whereas, she has served in many other civic and charitable endeavors, seeking to make the Town of Pittsboro a better place to live and work;

Now, therefore be it resolved by the Board of Commissioners of the Town of Pittsboro, North Carolina that deep gratitude and sincere appreciation are expressed to Beth Turner for her leadership and dedicated service to the citizens of Pittsboro as a member of the Board of Commissioners from 2011 to 2015.

Be it further resolved, that a copy of this resolution be made part of the permanent records of the Town of Pittsboro, and a copy thereof, which has been duly executed by the Mayor and Town Clerk, be presented to Beth Turner.

Motion made by Commissioner Bonitz seconded by Commissioner Fiocco to approve both resolutions.

Vote Aye-5 Nay-0

A RESOLUTION HONORING THE SERVICE OF MAYOR WILLIAM TERRY IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 264

A RESOLUTION HONORING THE SERVICE OF COMMISSIONER BETH TURNER IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 265

REGULAR MEETING AGENDA

Motion made by Commissioner Foley seconded by Commissioner Baldwin to approve the regular meeting agenda as submitted.

Vote Aye-5 Nay-0

CITIZENS MATTERS

Randolph Voller 21 Randolph Court read the following:

Good evening, Mayor Perry and Town Board.

The installation of a new board is exciting and begins a journey for the board over the next few years.

Given that 2016 is around the corner with a potential upcoming winter retreat, I respectfully offer a few items as a former board member that I believe should be considered for FY 2016 and beyond:

1. The Town Board should benchmark its budget and compensation for its board members against similar municipalities in the Triangle J region and adjust its budget accordingly.
2. The Town should consider appointing an annexation task force to make recommendations to the Town Board regarding potential future voluntary annexations into the Town of Pittsboro and areas where it may make sense to close donut holes and/or gaps within the current town boundary.
3. The Town should consider appointing a task force regarding elections and the composition of the Town Board. More specifically, with future growth the Town may need to split into two precincts; should evaluate the merits of adding an extra board member and thus creating a seven member board with a vote for its presiding officer (Mayor); and if the board expands, whether it makes sense and is good public policy to have some board members elected from a district and others at-large.

4. The Town should request that Chatham County purchase its potable water and connect to all points in and around town---especially to the south.
5. The Town should send a letter to EDC and Chatham County supporting the notion of a municipal fund that is a budget item in the county's budget and supports projects in Goldston, Siler City and Pittsboro.
6. The Town should request a joint meeting with the County to discuss among a long list of items how to fund and implement the downtown revitalization plan.
7. The Town should correspond with the EDC to recommend and/or appoint representatives to serve on the EDC's infrastructure sub-committee.
8. The Town should consider monitoring water quality and flow in the Haw River, Robeson Creek Turkey Creek and Stinking Creek as well as some of the other blue line streams in its corporate limits and ETJ.
9. The Town should re-evaluate whether it needs to stay in the RPO or move to the MPO.

Thank you for your time.

OLD BUSINESS

REVIEW UNIFIED DEVELOPMENT ORDINANCE (UDO) DRAFT MODULE 1

Copy of the Draft UDO can be found at:

http://pittsboronc.gov/index.asp?Type=B_BASIC&SEC={D571086B-2D4C-4B53-9CCC-A9CE5ADA0456}&DE={CF1456DA-BB48-4D8C-8E9C-206FA67B9AE7}

Mr. Roger Waldon, Clarion Associates stated his purpose is not to discuss, but to present the draft UDO (Module 1) to the Board and suggest next steps.

Mr. Waldon made the presentation and went over a power point. Website for UDO is www.pittsboroudo.com

He stated he next steps to the process is to have community review of this Module 1 draft beginning in January, 2016, and include community information sessions, meetings of a Technical Committee, and work sessions with the Planning Board and Town Board of Commissioners. Following this period of community and Board review, revisions will be made to the articles in Module 1 and combined with the articles that will be prepared as part of Module 2, for presentation at a Public Hearing.

Mayor Perry recognized a Boy Scout in attendance (Connor Ward, Troop 93).

NEW BUSINESS

REVIEW SITE PLAN (SP-2015-04) DENTAL OFFICE BUILDING

Planning Director Jeff Jones reported the proposal is to construct a one story commercial building totaling 5,228 square feet. The site plan was discussed by the Planning Board at their December 7, 2015 meeting.

He stated the Planning Board recommended approval. They had questions regarding the building orientation and the amount of impervious surface on the site. Generally, the Planning Board thought the site plan and the building will complement the area.

Planning Director Jones reported staff recommends approval of the proposed request, subject to issuance of an erosion control permit by the County and an Encroachment agreement by NCDOT.

After discussion a motion was made by Commissioner Fiocco seconded by Commissioner Farrell to approve the Site Plan (SP-2015-04) Dental Office Building subject to issuance of an erosion control permit by the County and an Encroachment agreement by NCDOT.

Vote Aye-5 Nay-0

A COPY OF THE SITE PLAN IS ON FILE AT THE TOWN PLANNING DIRECTOR'S OFFICE.

REVIEW LEASE AGREEMENT WITH CHATHAM MILLS DEVELOPMENT CORPORATION

Manager Gruesbeck stated the current space (41 Fayetteville Street) does not accommodate current and future service levels.

He said in addition to accommodating new positions, he will be moving the office of John Poteat, Utility Director, into the same space as the Planner, Engineer and Parks Planner in order to enhance communication and coordination of capital projects. Mr. Poteat's office at the Utility Garage will be used by Mr. Poteat (on a part-time basis) and Utility Crew Leaders Robert Goldston and Mark Wright.

Manager Gruesbeck reported the highlights of the lease include:

1. Three (3) year lease.
2. Monthly lease is \$2,500. Increases by 3% in subsequent years.
3. Operating expense adds \$175/month over the lifetime of the lease for maintenance of common areas. This amount will not increase.
4. The total payment to Chatham Mills on a monthly basis is \$2,675 (\$2,500+\$175). This amount has been budgeted in the current fiscal year.
5. The Town will add directional signage on the Chatham Mills grounds to ensure that people can find the facilities.
6. The Town of Pittsboro will complete an inspection of the premises before prior to possession. The results of the inspection (e.g., anything that requires repair or "up-fit") should be included in this Lease Agreement as "Attachment B."

After discussion a motion was made by Commissioner Fiocco seconded by Commissioner Farrell to authorize the Town Manager to sign the lease agreement with Chatham Mills Development Corporation when he is comfortable with the up-fits, inspection of common areas, possibility of a two year lease instead of three years and modification to the HVAC.

Vote Aye-5 Nay-0

SET TOWN BOARD 2016 WINTER RETREAT DATE

This will be decided at a later date.

REVIEW RESOLUTION DESIGNATING AUTHORIZED SIGNATORIES FOR WITHDRAWALS FROM DEPOSITORIES OF THE TOWN OF PITTSBORO

Motion made by Commissioner Fiocco seconded by Commissioner Foley to approve the resolution with the addition of Commissioner/Mayor Pro Tem Pamela Baldwin.

Vote Aye-5 Nay-0

A RESOLUTION DESIGNATING AUTHORIZED SIGNATORIES FOR WITHDRAWALS FROM DEPOSITORIES OF THE TOWN OF PITTSBORO IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 266

UPDATES AND REPORTS

MANAGER'S UPDATE ON PROJECTS

Manager Gruesbeck submitted the following updates:

Welcomed Mayor Perry and Commissioner Bonitz – He is looking forward to the next few years working with them.

Affordable Housing Committee – During the Joint Elected Officials meeting held on November 12, there appeared to be a consensus to allow the County Manager and the Town Managers to discuss the formation of a “working committee” and guide next steps based on the Chatham County Board retreat (held on October 1). During my meeting with the County Manager and Siler City’s Town Manager, we agreed to contact the Triangle J Council of Government and to ascertain possible technical support from a 3rd party consultant for next steps.

Chatham Park PDD Master Plan: Additional Elements – Staff met with Chuck Smith of Preston Development regarding the content of the “Additional Elements” required by the Chatham Park PDD Master Plan. Staff will be outlining process for reviewing the Additional Elements during the January 11, 2016 Board of Commissioners meeting.

Unified Development Ordinance – Roger Waldon will be present Draft Module 1 to the Town Board during the December 14 Town Board meeting. He will be highlighting key points and describing the format of the document. During the December 14 meeting, he will recommend a joint meeting between the Town Board and the Town Planning Board.

Northside Water System Improvements/Elevated Storage Tank – Fred Royal, Town

Engineer, has received the latest copy of plans for water distribution and storage system improvements on the north side of Pittsboro. Staff will be meeting with Chatham Park engineers during the week of December 14.

Wastewater Inflow and Infiltration (I&I) – Hydrostructures will be installing meters on Monday, December 14 to measure the possible flow of storm water in sanitary sewer manholes. The meters will be in place for 30 days and are intended to measure the extent of storm water infiltration in the Town’s sanitary sewer collection system.

Mayor Perry said she would like for the updates to be moved up on the agenda so the public knows some of the other commitments the members have other than the bi-monthly meeting.

Mayor Updates

- EDC – Mayor Perry stated EDC will be meeting in special session this week to choose a New Director.
- RPO – Commissioner Fiocco stated he missed the last meeting.
- Fairground Association – Commissioner Baldwin said there is nothing to report on the Fairground Association and that Triangle J Council of Governments is not meeting this month due to the holidays. Commissioner Baldwin stated she also serves on the Steering Committee for the YMCA and on the Board of Directors for Chatham Community Development.
- PBA/Downtown – Commissioner Fiocco missed the meeting but Kitty (business owner) was present and she stated the tree lighting was a great success. They will feature Santa on trial on Saturday at 2 and 6 pm. She thanked the Town for their participation.
- Commissioner Foley said she is VP of Chatham Arts Council, Chatham Conservation and the Affordable Housing Taskforce.
- Commissioner Farrell serves with Pittsboro Fire Department.
- Commissioner Bonitz stated he is a member of Climate Change Committee and they have had one meeting.

COMMISSIONER CONCERNS

Commissioner Foley said she posted lots of pictures from the Christmas Parade and the most feedback was they would like to see more Marching Bands and that Santa wasn’t on a sleigh.

Commissioner Fiocco said at the EDC Joint Meeting there was discussion of forming an Affordable House Committee and he would like to volunteer to be appointed for that committee. Commissioner Baldwin stated she was interested as well.

Motion made by Commissioner Bonitz seconded by Commissioner Farrell to appoint Commissioner Fiocco and Baldwin as the Town’s representatives when the committee is formed.

Vote Aye-5 Nay-0

Commissioner Bonitz said he noticed Commissioner Turner was the Town’s representative on the Solid Waste Advisory Board and he would like to volunteer to serve on that board. Members of the board stated they thought the committee had stopped meeting – but if they started back they would appoint him as the Town’s representative.

FYI –

1. MEMO from NCDOT w/r/t Powell Bill Funds

ADJORNMENT

Motion made by Commissioner Fiocco seconded by Commissioner Baldwin to adjourn at 8:50 pm.

Vote Aye-5 Nay-0

Cindy S. Perry, Mayor

ATTEST:

Alice F. Lloyd, CMC, NCCMC
Town Clerk