

MINUTES
TOWN OF PITTSBORO
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY, FEBRUARY 11, 2013
7:00 PM

Mayor Pro Tem Pamela Baldwin called the meeting to order and called for a moment of silence.

ATTENDANCE

Members present: Mayor Pro Tem Pamela Baldwin, Commissioners Jay Farrell, Michael Fiocco, Beth Wilson Foley and Beth Turner. Mayor Randolph Voller was absent.

Staff present: Manager Bryan Gruesbeck, Clerk Alice F. Lloyd, Attorney Paul S. Messick, Jr., Finance Officer Mandy Cartrette and Parks Planner Paul Horne.

CONSENT AGENDA

Commissioner Farrell made a correction to page 17 of the January 28, 2013 to read ...possibility of a truck route around Pittsboro instead of ...possibility of a no truck route through Pittsboro.

Motion made by Commissioner Turner seconded by Commissioner Fiocco to approve the minutes with the correction made by Commissioner Farrell.

The Consent Agenda contains the following item:

1. Approve minutes of the January 28, 2013 regular meeting.

Motion carried 5-0

REGULAR MEETING AGENDA

Motion made by Commissioner Farrell seconded by Commissioner Fiocco to move New Business #1 to Old Business #1 and to approve the agenda as amended.

Vote Aye-5 Nay-0

Citizens Matters

Mary DeMare – 1588 NC 87 North (Town's ETJ) stated she was coming tonight to weigh in on the April 20, 2013 Courthouse reopening. She said she doesn't know if it has come before the board yet, but it is her understanding the County has decided the day of the celebration to reopen the courthouse is going to be April 20, 2013 and that the Town of Pittsboro is thinking about having a celebration up Hillsboro Street, possibly closing the street.

Ms. DeMare stated this is all preliminary and there is already some conversation about it with the Pittsboro Merchants. She stated she was the co-chair of Pittsboro Business Association and over the weekend she did a quick survey of Pittsboro Business Association members – they have 48 members. She had a very mixed response to the possibility of a celebration on April 20, 2013. Samples of responses: 1) the courthouse looks great, would love to support a few hours of street closing but not longer than that; 2) street should remain open. I'm not in favor of closing the street unless it is for a small period of time; 3) support the closing; 4) think closing Hillsboro Street would kill our business for the day.

Ms. DeMare said the main thing about this is that parking will need to be addressed with some type event parking in place. Most of the businesses would support a celebration downtown as long as the visitors to downtown could see parking designated.

Ms. DeMare said she received 6-for 2-against and 2 for w/stipulation. She said she could not speak on behalf of the PBA but she would speak on her behalf and she thinks it would be beneficial for the businesses.

Planner Horne stated he has been sitting in the County meetings planning events for the day. The date was recently confirmed and that he wanted to see if the PBA would like to have an event after the county's celebration.

OLD BUSINESS

FY 2011-2012 AUDIT PRESENTATION

Manager Gruesbeck stated Ms. Lynda Ward was here to present the FY 2011-2013 Audit and that Finance Officer Mandy Cartrette was present also.

Lynda Ward thanked the Board for the opportunity to do the audit again this year. She gave special thanks to Mandy for all the hard work she has done.

Ms. Ward stated the books are in very good shape right now. She stated that Mandy is very thorough the board should give her a pat on the back.

Ms. Ward stated the General Fund has a fund balance of \$2.5 million and \$1.8 million of that is unrestricted. The Water and Sewer Fund has \$865,000 in fund balance and the Capital Reserve has 750,000, so you have a total of \$1.6 million in the Water and Sewer Fund Balance.

Ms. Ward asked for questions, but stated if they didn't have questions at this time they could contact her at a later time.

Commissioner Farrell asked if she have been getting all the information she needed. Ms. Ward said she has, they were late getting started because of the situations mentioned earlier. She said Mandy is doing a very good job.

Commissioner Foley thanked Mandy for all her hard work.

Commissioner Fiocco stated if he reads it correctly the Town can have \$34 million in debt. Ms. Ward said potentially but she would not recommend that.

Attorney Messick stated the constitution allows the 8% not LGC (Local Government Commission).

Commissioner Baldwin stated we still have an issue with water and sewer. Ms. Ward said all the municipal audits they do have the same problem.

A COPY OF THE DRAFT AUDIT FOR FY 2011-2012 THAT HAS BEEN SUBMITTED TO LGC IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGES 42-138

TOWN SPACE RELOCATION ISSUES (BRYAN GRUESBECK)

Manager Gruesbeck said the Board of Commissioner directed staff to hire a Town Engineer. Staff advised the Board that existing space in the Town Hall is not sufficient to house the additional person. Funds in the 2012-2013 budget has been allocated to move planning staff and the new engineer to a new location as well as to make basic operational furniture and equipment purchases. In December 2012, Staff presented two (2) facilities: Main Street Station to the west of Town Hall and Platinum Commons Complex to the east (adjacent to the Chatham County Board of Elections). The Board subsequently requested an additional breakdown of price per square foot of area.

On January 14, 2013 the Board discussed the two options and asked Staff to convene a workgroup of Board members to discuss overall Town Hall space issues. Commissioners Baldwin and Farrell and he met on January 30, 2013 to discuss different options and strategies for locating Town administrative operations. In essence, they agreed that there is the short-term concern of locating the Engineer in the existing Town Hall or “off campus” as well as a longer-term issue of completely relocating the police department and/or all other Town administrative functions – Manager, Finance, Clerk, etc. The short-term issues can be resolved quickly, while relocating or expanding the Town Hall may take a few years to complete.

A couple of additional off-campus options were mentioned to relocate the Planning and Engineering Departments. One of the options was located at 41 Fayetteville Street – a detached home converted to office use. The building is fully accessible, 1,519 sq. ft. in size and price at \$1,471/month. Manager Gruesbeck said he has not discussed lease length or walked inside the building yet. There is another property located on Hillsboro Street (old antique store located on the east side of the street nearest the law office). Commissioner Farrell indicated that the property owner would be willing to rent this space at \$1,600/month for her 3,000 sq. ft. Some rehab work would be required.

Commissioner Farrell stated they discussed several things the night of the meeting such as adding onto the current building, putting up a partition in this room and holding off on hiring the

engineer a while (that did not go over well). He thinks it is a big step for the Town to look at and he is not for leasing. He would prefer the Town buy something.

Commissioner Baldwin said they did discuss putting panels in this room and making two offices back there and to open it up if we needed more seating room. The two spaces they looked at were Main Street Station and Platinum Commons. They also wanted to look at moving the whole Town Hall and rebuilding. They would like the opinion of the board.

Commissioner Turner said there are spaces at the Blair Hotel and the most expensive is \$300/month, but it is upstairs. Manager Gruesbeck said accessibility is an issue. Commissioner Fiocco said it is not ADA compliant.

Commissioner Foley said she has concerns about using this room for an engineer's office. It seems to her they can't just pack up.

Commissioner Fiocco said he feels it is beneficial for Planning/Engineering in the same building. He stated the 3,000 sq. ft. building would be pretty large and don't think we will grow into it. Main Street Station would be tight, Platinum Commons Complex is nice and the house is very nice and comparable with Platinum with the exception of the gravel parking in the front. Commissioner Fiocco said he would be comfortable with Platinum or the house and he would suggest a one year lease and he wouldn't consider the Blair Hotel because it is not accessible.

Commissioner Foley said she is comfortable with the house and the other choices but she is not in favor of the one that needs renovations.

Manager Gruesbeck said he would like to go inside the house. Commissioner Fiocco asked Manager Gruesbeck to make a recommendation at the next meeting on rental of a place to relocate planning and the new engineer, seconded by Commissioner Foley.

Manager Gruesbeck asked if the Board would be okay with bringing back a lease. They agreed they did not have a problem with that.

Vote Aye-5 Nay-0

CAPITAL PROJECTS REPORT

MANAGER'S UPDATE ON CAPITAL PROJECTS

Manager Gruesbeck went over the following report that he submitted to the Board:

PROJECT: Hillsboro St Water Main Transmission Line Replacement Project

UPDATE: The contractor completed connections in the traffic circle, following leaks to the old water main on the north and east sides of the traffic circle. Installation of the cross line began on Hanks Street. Inclement weather canceled work on the project during the evening of February 8, 2013. NCDOT indicates that paving of 15/501 will not begin before mid-April, at the earliest.

PROJECT: Improvements on 15/501 at Springdale Drive

UPDATE: Staff has collected an estimate (approximately \$7,500) and details for speed tables similar in appearance and specification to the Town of Chapel Hill models. Staff is also recommending resurfacing of Springdale Drive at an estimated cost of \$24,000. The Powell Bill would cover money for the speed tables and the resurfacing. Staff will be approaching you with more detail on February 25, 2013. NCDOT has stated it will be mid-April at the earliest before they can start, but they haven't committed to an exact date but as soon as he knows something he will let the Board know.

PROJECT: Chief of Police – Hiring Process

UPDATE: The Chief of Police position was posted in the North Carolina League of Municipalities, the North Carolina Police Chief's Association, the North Carolina Executive Association and USA COPS (a national periodical). He had received 35 resumes as of Friday and he has received several more.

The following people have graciously agreed to lend their time and support in the hiring process: Commissioner Beth Turner, Commissioner Jay Farrell, Bobby Scurlock, Rev. Anthony Davis, Major Mike Roberson, Chief David Collins and he finally got up with Larry Brooks today.. Members of this group are planning to meet on Wednesday, February 13 at 6:30pm to discuss desired attributes and skills of the next Chief of Police (Rev. Davis and Mr. Brooks cannot attend this meeting because of prior engagements). This direction will allow him to select a group of candidates for the Selection Committee to review during a subsequent meeting. At that point, he would ask members of the Selection Committee to provide input to help further narrow the possible range of candidates for the purpose of conducting interviews. He would like for the candidate to meet with Department Heads during the interview as well.

PROJECT: Town Space Committee

UPDATE: Discussed earlier.

PROJECT: Town of Pittsboro Facebook Page

UPDATE: During a recent Board of Commissioners meeting we discussed establishing a Facebook page to provide updates and Town related news. Manager Gruesbeck said he went "live" with a Town of Pittsboro Facebook site and added some basic content. The live page (minus the "Admin Panel") should look something like this screenshot:



Any member of the web-surfing public can view the page by simply navigating to <http://www.facebook.com/pittsboronc.gov>. Facebook users can “Like” the page to receive status updates from the Town. Right now, he and Commissioner Foley are the only administrators. He asked if any other Board member was interested to let him know if they wanted to share this responsibility. As an administrator, you would have the ability to make Town-related announcements – he would only ask that we agree to some basic ground rules. We will need to develop a concise “social media policy” to help regulate the information that is shared by the staff and public. He will recommend some draft policy language for your review at an upcoming meeting.

OTHER NEWS:

- Manager Gruesbeck stated he attended a seminar on wastewater finance at UNC’s School of Government on February 5th and 6th and gathered some great info on setting rates, managing debt and seeking ways to fund projects. On February 6th and 7th he attended the annual North Carolina City and County Management Association Winter Seminar and shared in some interesting discussion regarding new legislation in Raleigh, Council-Manager relations, social media, and natural disaster planning. Both events were great opportunities for me to step back and talk about best practices with other managers.

Commissioner Foley said the Facebook Page looks great. She would be spotlighting new business and maybe Paul can post on it also.

Mayor Updates

- EDC
- RPO
- Solid Waste

- Fairground Association
- PMA/Downtown

COMMISSIONER CONCERNS

Mayor Pro Tem Baldwin said the joint meeting last week was very good and well attended and they liked our Land Use Plan. She said Commissioner Fiocco gave them a good overview of what's going on in Pittsboro.

Commissioner Fiocco said he has already mentioned it to Manager Gruesbeck but it seems to be a couple of lights downtown that are intermittently off and he is assuming the ETJ expansion and initial zoning will be next meeting. Attorney Messick said that was correct.

Commissioner Fiocco said it would be nice if he could click on the town's calendar and it would fill in the event on his calendar.

There was a discussion about the breakfast meeting with County. Commissioner Turner asked when they are held (1st Tuesday at 7:30 a.m. at Virlie's. Commissioner Turner said she hasn't been and she would like to attend the next one.

Commissioner Foley said she attended the meeting about fracking. Commissioner Fiocco said there is another one Friday morning at 9 a.m. at the library.

Commissioner Turner said she attended the Solid Waste Advisory Board meeting last Wednesday and they are moving closer to completing a landfill in Randolph that Chatham is going to use, it should be completed in June. She also advised the audience there are two vacant seats on the board (they meet every two months for about 1 hour).

ADJOURNMENT

Motion made by Commissioner Fiocco seconded by Commissioner Foley to adjourn at 8:13 p.m.

Vote Aye-5 Nay-0

FYI -

1. Bi-Weekly Progress Report – Hillsboro Street Water Main Project
2. Water Billing Leak Adjustment Policies
3. Tammy Denny – NC State Seal

ATTEST:

Randolph Voller, Mayor

Alice F. Lloyd, CMC, NCCMC
Town Clerk