

MINUTES
TOWN OF PITTSBORO
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY, FEBRUARY 8, 2016
7:00 PM

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

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Commissioner Farrell.

ATTENDANCE

Members present: Mayor Cindy S. Perry, Mayor Pro Tem Pamela Baldwin, Commissioner John Bonitz, Jay Farrell, Michael Fiocco and Beth Wilson Foley.

Staff present: Manager Bryan Gruesbeck, Clerk Alice F. Lloyd, Attorney Paul S. Messick, Jr., Chief of Police Percy Crutchfield, Planning Director Jeff Jones and Engineer Fred Royal.

CONSENT AGENDA

Commissioner Fiocco asked that #2 Consent be moved to Old Business #2.

Motion made by Commissioner Foley seconded by Commissioner Baldwin to approve the consent agenda as submitted moving #2 to Old Business #2. The Consent Agenda contained the following items:

1. Approve Minutes of the January 25, 2016 regular meeting (**with corrections submitted earlier**).
2. Approve Ordinance Amending the Town of Pittsboro 2015-2016 Operating Budget. (**Moved to Old Business #2**)

Vote Aye-5 Nay-0

REGULAR MEETING AGENDA

Motion made by Commissioner Fiocco seconded by Commissioner Baldwin to approve the regular meeting agenda as submitted with the following additions: to add Old Business #2 (item removed from consent) and add to Ceremonial #2 – Resolution Recognizing Black History Month.

Vote Aye-5 Nay-0

CITIZENS MATTERS

Randy Voller, 21 Randolph Court stated he was present at the request of Commissioner Bonitz to answer any questions about an email that went back and forth.

Mr. Voller gave a brief recollection of what the email contained.

Commissioner Fiocco stated he addressed one person's concern about what they called secret meetings. He said they were anything but secret. He announced what those meetings were about at the last meeting and gave a report on the results.

There was a general discussion regarding this matter.

COMMISSIONER UPDATES

Mayor Perry recognized staff is attendance.

MAYOR UPDATES

- Chief Crutchfield has consented to head up submitting an application for a grant from NCDOT (Watch for Me NC) and that Mr. Horne has agreed to cooperate in the endeavor (Pedestrian/Bicycle).
- Met with the Town Manager to discuss issues with communications.
- She and Commissioner Bonitz had a very interesting tour of the WWTP.
- Attended a reception for the new EDC Director, Kyle Touchstone.
- Attended a Race Relations workshop at the Church of God. The next one will be on February 20, 2016 at Mitchell Chapel.
- Leaving tonight to attend a two-day Essentials of Municipal Government class at Sunset Beach. Sponsored by NCLM and UNC School of Government.
- Looking at making a visit to West Jefferson on February 15, 2016 with respect to their Main Street Program.
- Smart Cities workshop on February 17, 2016.
- Meeting with NCDOT on February 19, 2016.
- Triangle J – Mayor's meeting on March 3, 2016.
- April 28, 2016 – Spelling Bee fundraiser for Habitat for Humanity.

- Received late notice of a Community Meeting tomorrow for residents, businesses and organizations between Roberson Creek and 64 and 15-501 E of Biofuel. It is headed up by Chatham Habitat for Humanity.

CEREMONIAL

RESOLUTION OF APPRECIATION FOR DIANNE REID, CHATHAM ECONOMIC DEVELOPMENT CORPORATION

Mayor Perry read the following resolution into the record:

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, Dianne Reid served as President of the Chatham Economic Development Corporation for more than eight (8) years; and

WHEREAS, Dianne Reid served with distinction while representing the Town and Chatham County in an effort to make the community a better place; and

WHEREAS, Dianne Reid's professionalism has earned the respect of the public and private sector.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Town of Pittsboro, North Carolina, that deep gratitude and sincere appreciation is expressed to Dianne Reid for her leadership and dedicated service to the citizens of Pittsboro as President of the Chatham Economic Development Corporation.

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 Dianne Reid.

Ms. Reid thanked the board for the resolution. She said she was a proud resident of Pittsboro and that she enjoyed working with each of them.

Motion made by Commissioner Foley seconded by Commissioner Fiocco to approve the Resolution of Appreciation for Dianne Reid.

Vote Aye-5 Nay-0

A RESOLUTION OF APPRECIATION FOR DIANNE REID IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 32

- EDC
- RPO – Commissioner Fiocco said they will be having a meeting Thursday in Sanford.
- Fairground Association
- PBA/Downtown – Commissioner Fiocco said their monthly meeting will be Wednesday. He would also like to add “Main Street” to the list for updates.
- Main Street – Commissioner Fiocco said the he and Mayor Perry will are meeting with the new NCDOT Secretary of Transportation to discuss the Downtown Vision Plan. The former Secretary was in town and made some big commitments to Pittsboro and they want to see if the agency will be able to follow through on what was promised to Pittsboro.
- Triangle J Council of Government – Commissioner Baldwin said they had the orientation meeting last Wednesday. She also brought Member Handbooks for everyone.
- County Climate Committee – Commissioner Bonitz said their first meeting will be tomorrow evening.

RESOLUTION RECOGNIZING BLACK HISTORY MONTH

Mayor Perry read the following resolution into the record:

RESOLUTION RECOGNIZING BLACK HISTORY MONTH

WHEREAS, Black History Month is the observance of a special period to recognize the achievements and contributions of Black African Americans; and

WHEREAS, it was initiated in 1926 by Cater G. Woodson as Negro History Week and since 1976 it has been celebrated the entire month of February; and

WHEREAS, this observance affords special opportunity to become more knowledgeable about black heritage, and to honor the many black leaders who have contributed to the progress of our town, state and nation; and

WHEREAS, such knowledge can strengthen the insight of all our citizens regarding the issues of human rights, the great strides that have been made in the crusade to eliminate the barriers of equality for minority groups, and the continuing struggle against racial discrimination and poverty;

WHEREAS, Black African Americans have made significant contributions as President of the United States of America, in science, medicine, theology, education, the arts, sports and public service.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Town of Pittsboro that the month of February as Black History Month and urge all citizens of our community to give full regard to the past and continuing service of Black African Americans in our town, our state and our nation.

Motion made by Commissioner Baldwin seconded by Commissioner Foley to approve the Resolution Recognizing Black History Month.

Vote Aye-5 Nay-0

A RESOLUTION RECOGNIZING BLACK HISTORY MONTH IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 33

OLD BUSINESS

REVIEW REZONING REQUEST (REZ-2015-05) FOR 480 MT. ZION RD (JEFF JONES)

Planner Jones stated the request is for 15.61 acres to be rezoned from M-2 to R-A. The Planning Board recommended approval at its December 7, 2015 meeting.

Commissioner Fiocco asked for clarity in that the Ogle's use of the property as residential is actually an illegal use and if something happens to the house they can't rebuild a home. Planner Jones said that is correct the property is not zoned correctly.

Planner Jones said there are about five other properties in this area that have the same situation and he is going to reach out to the residents to let them know what's in store for them if something happened to their residence. He said there are a few in town as well.

Motion made by Commissioner Bonitz seconded by Commissioner Foley to approve the Resolution Adopting a Consistency Statement for an amendment to the Zoning Ordinance of the Town of Pittsboro located at 480 Mt. Zion Rd (Ogle Property) REZ-2015-05.

Vote Aye-5 Nay-0

A RESOLUTION ADOPTING A CONSISTENCY STATEMENT FOR AN AMENDMENT TO THE ZONING ORDINANCE OF THE TOWN OF PITTSBORO – 480 MT ZION ROAD (OGLE PROPERTY) REZ-2015-05 IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 34

Motion made by Commissioner Foley seconded by Commissioner Bonitz to approve an Ordinance Amending the Zoning Ordinance – 480 Mt. Zion Road (Ogle Property) REZ-2015-05.

Vote Aye-5 Nay-0

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE TOWN OF PITTSBORO – 480 MT ZION ROAD (OGLE PROPERTY) REZ-2015-05 IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGES 2-4

APPROVE ORDINANCE AMENDING THE TOWN OF PITTSBORO 2015-2016 OPERATING BUDGET

Commissioner Fiocco asked for clarification.

After discussion a motion was made by Commissioner Fiocco seconded by Commissioner Bonitz to approve an Ordinance Amending FY 2015-2016 Operating Budget.

Vote Aye-5 Nay-0

AN ORDINANCE AMENDING THE TOWN OF PITTSBORO 2015-2016 OPERATING BUDGET IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGE 5

NEW BUSINESS

**UPDATE FROM CHATHAM ECONOMIC DEVELOPMENT CORPORATION (EDC);
INTRODUCTION TO NEW EDC DIRECTOR KYLE TOUCHSTONE (DIANNE REID,
KYLE TOUCHSTONE)**

Ms. Dianne Reid stated it was a pleasure for her to introduce Kyle Touchstone as the new Economic Development Corporation Director. Mr. Touchstone started to work on February 1, 2016.

Mr. Touchstone stated it is an honor to have been selected to serve in this role. He told the board do not hesitate to contact him if he can be of service. He looks forward to working with them.

**REQUEST FROM WASTE INDUSTRIES FOR RENEWAL OF THE SOLID WASTE
COLLECTION, TRANSPORTATION AND DISPOSAL AGREEMENT (BRYAN
GRUESBECK)**

Manager Gruesbeck reported that the Town entered into a five year contract with Waste Industries on July 1, 2011 and it will expire on June 30, 2016.

Manager Gruesbeck said that citizen/customer complaints are resolved in a timely fashion and there have been no unexpected expenses or changes in service.

The current contract allows for up to five (5) additional two-year terms. Waste Industries has asked for a two-year extension on the contract. Mr. Bill Davidson from Waste Industries is in attendance tonight.

Manager Gruesbeck stated they are also asking for an adjustment of fees, as allowed by the Agreement, based on changes in the Consumer Price Index (CPI).

Mr. Davidson stated they are requesting a two year extension of the current contract which allows for five (5) two year extensions. He mentioned they have 30 trucks using compressed natural gas now. The price for compressed natural gas is more than diesel right now.

There was a discussion about the contents of the contract and agreed to look at a price reduction on fuel surcharge (work with Waste Industries to come up with a number that is satisfactory to the board) and that it include some type of Outreach Education Program.

After discussion a motion was made by Commissioner Bonitz seconded by Commissioner Fiocco to delay action on this until the next meeting.

Vote Aye-5 Nay-0

DEVELOPMENT OF TOWN WATER EFFICIENCY AND RECLAIMED WATER ORDINANCES (FRED ROYAL)

Engineer Royal said this is FYI item tonight. The purpose is to save potable water. The goal is to update ordinances and create policies that promote the reduction of potable water treatment. He introduced Jennifer Platt who is working with us. She worked with Cary drafting their ordinances and policies.

Engineer Royal stated the goal for tonight is to get approval for the Manager to schedule a public information session for March 28, 2016.

Ms. Platt stated she was the lead Cary in the development and implantation of Cary's Program. She stated she is proud resident of Chatham County.

Commissioner Fiocco asked what we would be looking at during the public information session. Engineer Royal said draft language and to set goals.

There was discussion to take extra efforts to publicize the meeting. Commissioner Fiocco asked if maybe we could have two meetings – one with the Town Board and one with the Planning Board.

Motion made by Commissioner Bonitz seconded by Commissioner Foley to authorize the Town Manager to schedule a public information session for the March 28, 2016 Board of Commissioners meeting and the April 2016 Pittsboro Planning Board Meeting to present and discuss the proposed Water Efficiency and Reclaimed Water Ordinances.

Vote Aye-5 Nay-0

ADDITIONAL UPDATES AND REPORTS

MANAGER'S UPDATE ON PROJECTS

Manager Gruesbeck went of the following report:

Chatham Park (General Updates) – I will be meeting with Preston Development on February 10, 2016 to continue conversations related to some of our current issues – namely Additional Elements process, the proposed Special Assessment District as well as coordination of infrastructure issues related to anticipated Chatham Park development. We will also be discussing quarterly updates that will be provided to the Board from Chatham Park.

The board agreed they would like where Chatham Park Development comes to the Town Board as well as a joint meeting with the County, Schools and Town.

Sanford Sanitary Sewer Line Extension – You will recall that the Town of Pittsboro submitted an application to the Clean Water State Revolving Fund (CWSRF) for a loan to refurbish Pittsboro's existing WWTP and construct a 14-mile force main from Pittsboro's WWTP to Sanford's WWTP. The new force main would provide an additional 2.0 MGD in wastewater capacity. The State Water Infrastructure Authority met on Thursday, 1/21/16 and provided full formal approval of the CWSRF loan amount of \$21,585,500. We will be receiving a formal

notification of approval shortly.

Hal Hegwer, Sanford City Manager has informed me that he discussed the basics of the project and possible agreement with his City Council during a recent retreat session. While no formal action was taken, the Sanford City Council's reaction appears favorable.

Affordable Housing Committee – I met with the County Manager, the Siler City Town Manager and staff from Triangle J on February 1, 2016 to determine the feasibility of working with Triangle J to help assemble a task force to oversee an Affordable Housing Plan for Chatham County. Triangle J will be assembling some recommendations for next steps and best practices for review by County and Staff from the Towns. Hoping to have a recommendation in the next month or so.

Chatham Park PDD Master Plan: Additional Elements – Preston Development continues to work on the Additional Elements component of the Chatham Park Planned Development District Master Plan and may be submitting them in mid-February. Town Staff will provide an overview of the review process for the Additional Elements when it receives them. Small Area Plans will be submitted after the Additional Elements are approved. At the time of this writing, Staff has not received the Additional Elements.

Wastewater Inflow and Infiltration (I&I) – Hydrostructures installed ten (10) meters on Monday, December 14, 2015 to measure the possible flow of storm water into sanitary sewer manholes. Fortunately, the Town experienced a significant amount of rainfall over the holidays. Staff and Hydrostructures are currently analyzing data from the installed meters. Smoke testing was conducted during the week of February 1, 2016. Hydrostructures will send robot cameras through defective lines to learn the nature and extent of the storm water infiltration. Once the location of the defects is identified, repair plans and specifications will be developed and submitted DENR by March 1, 2016 (DENR extended the deadline in order to allow Hydrostructures to submit a thorough testing and design process). These plans will propose fixes within the scope and limits of the project budget. DENR will review the plans and provide final approval before the Town is able to begin repairs. Construction could begin as early as May 2016.

Salisbury Street Storm Drain Improvements – Curb structures are expected to be replaced on February 5, 2016. The lid for the newly formed concrete drain structure is expected to be installed on February 11, 2016. Soon/immediately after, contractors will place additional fill material before creating a temporary patch over the road surface. Staff anticipates repaving the repaired portion of Salisbury as soon as weather permits.

Engineering/Planning/Parks/Utilities Office Space – Staff is finalizing office layout, furniture as well as phone/computer network arrangements for the space in the Chatham Mills location. Staff is waiting on updated agreement language to reflect the considerations expressed during your consideration of the draft Lease Agreement. Hobbs Architects anticipate moving out of their space in mid-February.

Finance Director Replacement - I have been receiving resumes from candidates. The initial deadline for candidates is February 5, 2016. At that time, I will review the submitted resumes and determine candidates for interviews. In the meantime, Staff shares current Finance Director

duties until a permanent replacement is hired.

Board Retreat – As a friendly reminder, the Board Retreat is scheduled for February 11, 2016 from 4-8pm. Handouts for the Board Retreat will be distributed during the February 8, 2016 regular Board meeting.

Special Assessment Workshop – Asked how quickly they want this done. The Board agreed ASAP. He will send out a “doodle poll” to schedule a date. It was the consensus of the Board to look at the 4th week in February and the 1st week in March. Manager Gruesbeck said he will get that out tomorrow.

COMMISSIONER CONCERNS

Commissioner Farrell wanted to follow up on the sidewalk in front of Tommy Edwards’ business. Manager Gruesbeck said Mr. Poteat has gotten someone to fix it and they will be here soon to repair it.

He stated during the I & I work quite a few homes had smoke infiltration and the residents were not aware the work was been done. He stated that several residents found the door tags after the fact on their front door and they use their back door. Mr. Royal said he will ask Hydrostructures to put them on the front and back doors.

Commissioner Farrell said he still feels that Chatham Park should help out financially for the Wastewater line to Sanford.

Commissioner Foley stated she went to Beggars and Choosers last sale and she thought it would be nice to prepare a resolution of appreciation for Pam and Snuffy Smith. The Board agreed and Commissioner Foley said she would send information to be included in the resolution.

Commissioner Fiocco gave a reminder of the request made to Clarion.

Commissioner Bonitz stated he is would like to know more about Waste Industries recyclables and compressed gas vehicles and if one can be used here.

He stated he heard the School Board was looking at purchasing the old Biolex building.

He thanked Jeff Jones for the educational session he held for the Planning Board. He stated the while working on the UDO he would like to see us add one or two more in Town members.

Commissioner Bonitz praised John Poteat and his team for how quickly and professionally they prepared the break in Chatham Forest last week. His neighbors were very appreciative.

He also thanked the Police Department for patrolling Hillsboro Street where the speed limit is 35/45.

He would like to get people involved in the UDO process and hold some type Education Outreach meetings.

ADJOURNMENT

Motion made by Commissioner Fiocco seconded by Commissioner Bonitz to adjourn at 9:00 p.m.

Vote Aye-5 Nay-0

Cindy S. Perry, Mayor

ATTEST:

Alice F. Lloyd, CMC, NCCMC
Town Clerk