

MINUTES
TOWN OF PITTSBORO
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY, JANUARY 11, 2016
7:00 PM

Mayor Perry asked Manager Gruesbeck to introduce staff in attendance.

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 Perry, Mayor Pro Tem Pamela Baldwin, Commissioner John Bonitz, Jay Farrell and Bett Wilson Foley. Commissioner Fiocco excused absent.

Others present: Manager Bryan Gruesbeck, Clerk Alice F. Lloyd, Attorney Paul S. Messick, Jr., Finance Officer Nancy Emslie, Police Chief Percy T. Crutchfield, Planning Director Jeff Jones and Engineer Fred Royal.

CONSENT AGENDA

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

1. Approve minutes of the December 14, 2015 regular meeting.
2. Set Public Hearing date for January 25, 2016 to hear a Rezoning Request (REZ-15-05) for 480 Mt. Zion Road.

Vote Aye-4 Nay-0

REGULAR MEETING AGENDA

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

Vote Aye-4 Nay-0

CITIZENS MATTERS

Mayor Perry stated she would like for the board to consider changing an item in the public expression rules where people can't speak on an agenda item. She feels that should be changed so that citizens can speak even though an item is on the agenda.

Elaine Chiosso – Haw Riverkeeper – stated she feels the Town is putting the cart before the horse while considering a sewer line to Sanford to support Chatham Park, because you don't know the impact the 7200 acres will have.

Ms. Chiosso urged the board to set up a Citizens Advisory Committee for Chatham Park.

Ms. Chiosso said she co-authored a report entitled “Sludge In Our Waters” with Sam Perkins. She presented the report to the board members and encouraged them to read it.

Ms. Chiosso said she is making a report to Chatham Conservation on January 21, 2016, 9 am – 12 noon at the Agricultural Building and invited the members to attend.

Randy Voller – 21 Randolph Court – Referenced a handout he presented to the Board that was produced by the Register of Deeds. The report tells with Chatham County has been collecting in excise taxes since 2006. He stated he will email a copy of the information to Alice Lloyd for the record.

Mr. Voller referenced the items be brought in last month and asked that the board authorize Mayor Perry to go before EDC and say the town likes the infrastructure idea.

A COPY OF REPORT ON EXCISE TAX IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGES 1-3

OLD BUSINESS

Mayor Perry asked that Manager and Mayor Updates be moved up. Motion made by Commissioner Bonitz seconded by Commissioner Farrell to move the updates up.

Vote Aye-4 Nay-0

UPDATES AND REPORTS

MANAGER'S UPDATE ON PROJECTS

Manager Gruesbeck went over his written report:

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. The County Manager and the Town Managers will be meeting with staff from Triangle J on January 22, 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.

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 within the next two weeks. Town Staff will provide an

overview of review process for the Additional Elements when it receives them.

Commissioner Bonitz asked is the submittal at the end of the month going to be to staff or the Town Board. Manager Gruesbeck said staff will receive it first and review it before it comes to the Town Board. Commissioner Bonitz asked about a timeframe. Manager Gruesbeck there will be different time frames on each element. Planner Jones spoke about the process that will be used.

Unified Development Ordinance (UDO) – “Module 1” representing new regulations of the UDO was presented to the Planning Board on January 4, 2016. Meetings with the Technical Advisory Committee and a joint meeting between the Town Board of Commissioners and Planning Board is anticipated in the near future to discuss the document. Updates should be provided through the Town website or directly at www.pittsboroudo.com.

Northside Water System Improvements/Elevated Storage Tank – Fred Royal, Town Engineer, met with McKim & Creed (engineers for Preston Development). They are incorporating control valves, as requested, in order to bypass water from the “Million Gallon Tank” near Hillsboro St. directly to the existing elevated water tank near Horton Middle School. This will have the benefit of improving water age and quality in the existing distribution system. Staff and engineers (including Hydrostructures) will be reviewing hydrological models to examine water pressure throughout the entire system that will occur as a result of the water system improvements and new elevated tank. Final review of construction plans will be made with other stakeholders (Fire, NCDOT, Town Utilities, Town Planner and Town Manager). Review of the plans and the hydrological model should be complete within a month.

Wastewater Inflow and Infiltration (I&I) – Hydrostructures installed ten (10) meters on Monday, December 14 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. Once analysis is complete, Hydrostructures will be smoke testing to determine the location of defects in the lines and manholes. Following smoke testing, 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 February 1, 2016. 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 – (Mayor Perry brought this item to his attention) The aged and defective storm drain structure that runs under Salisbury Street near the Episcopal Church Cemetery is collapsing. Contractors are digging around the old “box” to determine the extent of the necessary repairs. A new concrete box (aka, Drop Inlet or Junction Box) will be installed in its place.

Engineering/Planning/Parks/Utilities Office Space – The owner of the building is willing remove the Town from any responsibility for maintenance or replacement of the HVAC and/or roof of the building. He is also willing to reduce the term of the lease to two (2) years, with an option to extend the lease of the term, if necessary. The Town will arrange minor repairs to the parking lot and recover expenses through credits to the lease.

Staff Reviews – I have been conducting performance evaluations covering 2015 and making developmental plans for 2016 with department heads over the course of the past week. These conversations are critical first steps for our upcoming fiscal year budget and they provide excellent feedback as we start a new calendar year.

Board Retreat Date – I received three (3) responses on the Doodle poll. Based on these responses, I would propose to hold the retreat on *Wednesday, February 3, 2016 from 4-8pm*. David Long would facilitate the event – some of you may remember him from previous sessions.

Mayor Perry said many responded that February 3, 2016 would be a good date before they found out a Reception for the incoming President of the EDC will be held at that time. She suggested maybe changing the time to 4:30-8:30 p.m. Commissioner Foley said she is only off on Monday and Thursday and she doesn't get off until 6 on Wednesday.

Mayor Perry recognized the Boy Scout in attendance. (Joshua Huneycutt, Troop #93 working on his Citizenship in the Community Badge)

Mayor Updates – Mayor Perry said because of the holiday's there may not be much to report. She has attended several EDC meeting, New Mayors School and Triangle J Mayor's and County Chair's Meeting last week.

- EDC
- RPO
- Fairground Association
- PBA/Downtown
- County Climate Change Committee – Commissioner Bonitz said they set a meeting date but it is when the town's next meeting is (hopefully they will change it) and that the membership of the committee has been settled.

COMMISSIONER CONCERNS

Commissioner Bonitz said he attended a meeting with Chatham Park and learned a lot. He was pleased to learn of their progress. He thinks it would be beneficial for the Town Board to receive quarterly updates on the progress.

Motion made by Commissioner Bonitz seconded by Commissioner Baldwin to invite Chatham Park Investors to come before the board quarterly with updates on their progress.

Vote Aye-4 Nay-0

SET RETREAT DATE

After discussion the Board asked that Manager Gruesbeck contact Mr. Long to see if he is available to facilitate the event on Thursday, February 11, 2016 from 4-8 p.m.

Commissioner Farrell said he has a concern about the brick sidewalk in front of Tommy Edwards Antique Shop – the bricks have settled and it needs to be checked out.

Commissioner Baldwin stated she has received a complaint about the flooding in front of Mt. Sinai, she would like that looked into.

FYI –

1. Planning Board Vacancy Advertisement

ADJOURNMENT

Motion made by Commissioner Farrell seconded by Commissioner Baldwin to adjourn at 8:20 pm.

Vote Aye-4 Nay-0

Cindy S. Perry, Mayor

ATTEST:

Alice F. Lloyd, CMC, NCCMC
Town Clerk