

MINUTES
TOWN OF PITTSBORO
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY, JUNE 11, 2012
7:00 PM

Mayor Randolph Voller called the meeting to order at 7:00 p.m. and called for a brief moment of silence.

ATTENDANCE

Members present: Mayor Randy Voller, Commissioners Pamela Baldwin, Jay Farrell, Michael Fiocco, Bett Wilson Foley and Beth Turner.

Staff: Town Manager Bill Terry, Town Clerk Alice F. Lloyd, Town Attorney Paul S. Messick, Jr., Finance Officer Amanda Cartrette, Planning Director Stuart Bass, and Assistant Planner Paul Horne.

AGENDA

CONSENT AGENDA

Motion made by Commissioner Baldwin seconded by Commissioner Turner to approve the consent agenda as submitted:

1. Approve minutes of the April 23, 2012 regular meeting.
Motion carried. Vote Aye-5 Nay-0
2. Schedule a public hearing on Chatham County Rezoning Request REZ-2012-05 for June 25, 2012 at 7:00 pm.
Motion carried. Vote Aye-5 Nay-0
3. Schedule a public hearing on Powell Partnerships I, II, III Ltd. Rezoning Request REZ2012-06 for June 25, 2012 at 7:00 pm.
Motion carried. Vote Aye-5 Nay-0
4. Approve a resolution of intent to participate in the second year of the Small Town Main Street Program.
Motion carried. Vote Aye-5 Nay-0

Resolution reads as follows:

**A RESOLUTION ADOPTING AN AGREEMENT TO CONTINUE PARTICIPATION
IN THE NORTH CAROLINA SMALL TOWN MAIN STREET PROGRAM 2012-2013**

WHEREAS; the North Carolina Department of Commerce, Urban Development Division has established a Small Town Main Street Program to provide technical assistance in downtown revitalization, utilizing the “Main Street Four-Point Approach” of Organization, Design, Promotion and Economic Restructuring, to selected small towns in eastern North Carolina; and

WHEREAS, several towns were selected to receive a more detailed level of service incorporating all of the “Main Street Four Points”; and

WHEREAS, the Department of Commerce selected the Town of Pittsboro to participate in the program and the Town wishes to continue its participation for an additional year; and

WHEREAS, both parties agree that a high level of community participation and commitment is required on the part of the Town and community in order to ensure that the program is as successful as possible; and

WHEREAS, reimbursement for travel related expenses will be required of the Town.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Town of Pittsboro that the Town agrees to continue its participation in the Small Town Main Street Program and to abide by the following conditions:

1. The Town will actively participate in the Small Town Main Street Program for an additional period of no less than twelve (12) months beginning July 1, 2012.
2. The Town will designate a contact person in the community for the technical assistance team to coordinate with in order to provide continuity and leadership for the effort.
3. The Town will continue to maintain a volunteer committee and working subcommittees that are representative of the entire community, to provide focus for the program.
4. The Town will continue its support for the volunteer committee and will assist the committee and team in conducting community projects and any other necessary activities.
5. The Town will cooperate with the Small Town Main Street technical assistance team and support the community vision and plan of action.
6. The Town will continue to implement the plan of action to the fullest extent possible.
7. The Town will continue to develop and actively participate in local and regional partnerships and networks, and share resources and information gained through the program with other communities in the region.
8. The Town agrees to reimburse the Urban Development Division for travel related expenses for any travel requested by the Town as submitted.

A RESOLUTION ADOPTING AN AGREEMENT TO CONTINUE PARTICIPATION IN THE NORTH CAROLINA SMALL TOWN MAIN STREET PROGRAM 2012-2013 IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 30

Motion made by Commissioner Fiocco seconded by Commissioner Foley to adopt the Regular Agenda as submitted.

Vote Aye-5 Nay-0

REGULAR MEETING AGENDA

Citizens Matters

Oakley Bennett, 314 Chatham Forest Drive, President of Chatham Forest Homeowners Association. Mr. Bennett stated he is bringing before the board an issue that's been going on and on and on and needs to be resolved somehow. He would like to place this on the regular agenda so we could come back and talk about it once you've had more time to do investigating and we've had more time to do investigating.

Looking at the way the traffic flows in Chatham Forest half of this goes up to Chapel Hill/Raleigh that way. He lived in Cary, impacts in Apex, Holly Springs and other areas, and about 2% go to Siler City.

Right now we have the majority of all that traffic heading out to Thompson Street. We've never had an accident there. We've never had a wreck. We have no turn lane to the left so the majority of people going to Chapel Hill have to take that left go up to the top of Thompson and turn on 15-501. Coming home in the evening, the same people cause a bottle neck or congestion there at Thompson Street. Yes, there's a turn lane, but when it backs up and you all know what it can be like. And with that amount of traffic coming from that area, for the people that live in Chatham Forest, turning off back onto Springdale, this could alleviate quite a bit of traffic of that bottle neck.

There are three stop signs from the points at the entry to Chatham Forest, until you get down near Chatham Forest Drive where he lives, before you get to Thompson Street. It would be much quicker for somebody to go down to the courthouse, round-about and take East Street than it would be to use that as a cut through, so that argument really doesn't hold much water.

Then there's the construction traffic. There is probably about two months left in that project, so he doesn't think there's an issue with construction traffic going up that road. What he proposes, or would like the board to propose, is to open Springdale immediately and put it on the projected Capital budget to make these improvements that NCDOT wants us to do over time, then inside a year, or whatever, to make that right turn off of 15-501 onto Springdale. He thinks, but he is not sure, but he believes that NCDOT with this requirement was just a proposal that the town do this before they would issue a driveway permit. He thinks it is up to the town board to say we want to open it and to issue the driveway permit since we want to make these improvements over this amount of time.

It would definitely improve the quality of life for those living in the upper part of Chatham Forest, and for other vehicles (bus drivers, emergency vehicles) that need to get in there, neighbors who have family members visiting—if you look at your GPS, and you want to get to an address up in Chatham Forest, it's going to take you to Springdale. So he is appealing to the board to place this on the agenda and get this road open. He thanked the board for their time.

Commissioner Farrell stated he had one question, and this issue has been brought up in the past. He thought it was up to the contractor to take care of it. This question was deferred to Attorney Paul Messick.

Attorney Messick stated this has been an issue for a considerable amount of time and as I recall the connection between Springdale and Chatham Forest was not approved initially due to a number of conditions before opening up the road. Those conditions included improvements that needed completing, including the improvements on 15-501 required by NCDOT and some other improvements at the point of connection. No agreement was ever reached or finalized between the developer and the town so it is essentially in the town's process right now.

Mr. Bennett replied that the developer turned it over to the Homeowner's Association some time ago and the overall issue is that the developer was supposed to do this, the developer was supposed to do that and at this point in time they are being held hostage for a situation that should have been resolved way back when. So let's resolve it...you have the power to do it. We keep hearing the developer is supposed to do this, the developer is supposed to do that (like a swimming pool and a park) but what really matters today is to take care of the people of Chatham Forest, the taxpayers. The people that go to work everyday, to save gasoline, and then there's the person who had a stroke. Those three minutes to get to Chapel Hill could have made a big difference.

Commissioner Farrell thinks there should be more research done and he is not sure it's completely the town's responsibility to completely pay for that.

Mr. Bennett understands that, asked how long have they been paying taxes in Chatham Forest? And we've finally done the projects in Chatham Forest. We may not have felt it was our responsibility to fund some of these other projects, but as taxpayers, we did.

Commissioner Foley asked if there would eventually be an outlet through the property.

Mr. Bennett answered yes it will come to the tower eventually, around the tower and connect with 15-501.

Commissioner Foley then stated that, in her opinion, any development of that size should have more than one exit.

Mr. Bennett replied that currently there were exits onto Fire Tower and onto Thompson Street. This would give them a third, which originally was to be the main entrance. All the rest of the stuff that has been said prior to this meeting, he doesn't really care about that. What he cares about is taking care of the people in the development.

Commissioner Turner asked what the NCDOT issues are.

Manager Terry answered NCDOT was asked what needed to be done to 15-501 and they gave us some specifications for a right hand turn lane as you are coming south so it could collect traffic waiting to turn left, and that's one thing the developer did do was have his engineer design those

improvements. They've been approved by NCDOT and I've got the full engineering drawings in my office.

Commissioner Turner asked if there were any idea of the cost; Manager Terry replied that two or three years ago it was along the order of \$75,000.00 and it may be a little higher with the time passage.

Commissioner Turner state that it appears that this is an issue that's really important to your community.

Mr. Bennett responded that the area is to be torn up anyway, what better time to make the improvements required. In addition, I can't find any info about it in the capital improvement plan or anything about it in the capital investments. What they are asking is for you to put it on the agenda. He has a call into Asheboro and is waiting to hear back. Again, you have the power to improve the quality of life for the people of Chatham Forest. We trust you to do that. Again, they would like to see this on the agenda and they can come back and talk about it. This would give you the chance to talk to people about what needs to be done so we can apply for a new driveway permit, temporary driveway permit, or whatever they have to do. Thank you very much.

Commissioner Baldwin added that there are the considerations of the residents on Springdale also; we are going to have to widen that road, for sure.

Commissioner Foley said it is a safety issue.

The board agreed to place it on the next agenda.

Elder Warner, Elder Miller –31 Creekside Circle stated they are living in North Carolina for two years. They go around knocking door to door talking to the citizens of Pittsboro; the residents have been very nice and welcoming. They have an opportunity to see a lot of Pittsboro and they would like to serve the community and building families, so if the town has any services they can provide, they are here to help. Please contact them if we need anything. Mayor Voller thanked them for coming.

Thomas "Snuffy" Smith – 30 Sanford Rd. stated some years ago he developed three lots from one lot off of N Small Street (dead end). At that time the Town required him to dedicate for the first lot 10 ft. for 157 ft. (for a total of 40 feet the road was 30 feet) and 20 ft for the second two lots (which made it 50 feet wide for 150 feet) and then it went back to 30 ft. for the rest of the length. He was told when the other side of the road was developed his property line could be straightened out again. He is asking that his property line be straightened out. He would like for 10 ft of the 20 ft. be added back to his property.

Commissioner Fiocco said it would be nice to see how the future of N Small Street Extension would look.

Attorney Messick suggested that this item be referred to Planner Bass for research in the matter.

The Board referred it to Planner Bass for a recommendation.

OLD BUSINESS

Draft Jordan Lake Watershed Stormwater Program for New Development (Doug Jewell, Jewell Engineering)

Mr. Doug Jewell stated this is a draft of the program that follows up on the ordinance we talked about several months ago that has already been submitted to the state. This program is the other component that the state requires be submitted for their review and approval and for your adoption.

The slide features a dark green background with a light green border. At the top, the word "PITTSBORO" is written in large, white, serif capital letters. Below it, "North Carolina" is written in a smaller, gold, cursive font. To the right of this, the text "Jordan Lake Rule Stormwater Program Development" is written in a white, sans-serif font. Below the text, there is a photograph of a large, blue lake with a dam in the foreground, surrounded by green hills and trees. To the right of the photograph, the date "June 11, 2012" is written in a white, sans-serif font. Below the date, the text "Presentation by" is written in a smaller, white, sans-serif font. At the bottom right, there is a logo for "JEWELL ENGINEERING CONSULTANTS, PC" with a blue water drop icon to the left of the word "JEWELL".

Program Background

- **The Jordan Nutrient Strategy**
 - Generally designed to reduce the impacts of excess nutrients, specifically nitrogen and phosphorus, into Jordan Lake to control algal growth and other nutrient related water quality problems.
 - Goes beyond previous strategies in that it requires all local governments in the watershed to implement new development permitting requirements.



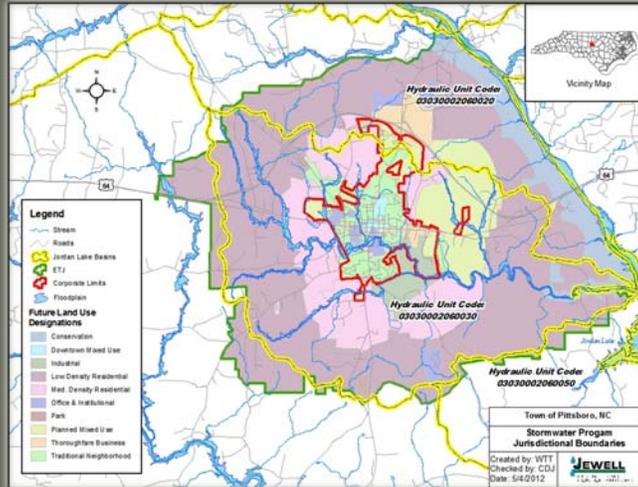
Timeline

Description	State Deadline	Pittsboro Schedule
Local Programs Submission to DWQ	9/2011	6/2012
DWQ Recommendation to EMC	5/2012	7/2012
Program Implementation Begins	8/2012	9/2012
Annual Progress Report Deadline	8/2013 & Thereafter	8/2013 & Thereafter



Area of Applicability

- Applies to the entire ETJ



Commissioner Fiocco said he is not in favor of the idea that it includes property outside the watershed.

Mr. Jewell said that can be an item for discussion.

Commissioner Fiocco stated he likes the idea of having buffers that are applied across the board but he thinks these requirements are quite grievous for development. He said to say the rules are designed to protect Jordan Lake Watershed but to apply them to property that is not in the watershed, he doesn't like the idea.

Commissioner Turner said it would be easier to enforce including the entire ETJ.

Area of Applicability

- Applies to both new development & redevelopment
- Exemptions:
 - Single family and duplex residential < 1 acre of disturbed area
 - Commercial, industrial, institutional, multifamily residential and local government < ½ acre of disturbed area
 - The above are only exempt if they are not part of a larger common plan



Program Administrator

- Preferred Credentials
 - Education
 - Bachelor of Science Civil Engineering
 - Licensure
 - Registration in NC as a Professional Engineer
 - Certifications
 - NCCES Certified Stormwater Plan Reviewer
 - NCCES Certified Stormwater BMP Inspector



Mr. Jewell stated these are the same type requirements you are looking for in an engineer and they would be able to do the function of stormwater administrator.

Administrative Tools

- Maintenance & Inspection Program
 - Property owner responsible for BMP O&M and annual inspection report submittal
 - Property owner can be required to provide maintenance performance securities
 - The Town can perform random inspections
 - The Town will review records and physically inspect each BMP at least once every 5 years
- Forms
 - Application for Permit to Discharge Stormwater
 - Permit to Discharge Stormwater
 - As-Built Submittal Form w/ BMP Certifications
 - BMP Operation & Maintenance Agreements
 - Easement Documents
- Ordinances
 - The Jordan Stormwater Ordinance for New Development
 - The Riparian Buffer Protection Ordinance
 - The Flood Damage Prevention Ordinance
 - The Zoning Ordinance
 - Watershed Overlay District
- Nutrient Loading Accounting Tool



Next Steps

- June 2012
 - Program submission to DWQ
- July 2012
 - DWQ recommendation of approval to the EMC
- August 2012
 - Public Hearings to adopt the Ordinance & Program
- September 2012
 - Program Implementation
- August 2013
 - Annual Progress Report submission



Commissioner Fiocco asked if this is adopted in August what changes the town can make to the ordinance once EMC has approved it. Mr. Jewell said you could probably make minor editorial changes. But anything reducing the requirements in any substantive way you would have to send it back to them for their review again.

Looking Ahead

- **Additional Administrative Tools**
 - Plan Review Checklists
 - Design Manual
 - Appeal Forms
- **Additional Protective Measures**
 - BMP Inspection Procedures & Inventory
 - Illicit Discharge Detection & Elimination (IDDE) Program
- **Enhanced Citizen Involvement**
 - Citizen Advisory Board
- **Capital Improvement Program**
 - BMP Retrofits
 - Infrastructure Improvements
- **Funding**
 - Stormwater Utility Option



Anticipated Expenses

Town of Pittsboro Stormwater Program Estimated Costs 2012-2017 (Outsourcing Option)

Activity	Cost in Fiscal Year					Total
	2012-13	2013-14	2014-15	2015-16	2016-17	
Public Education (Chatham County)	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 10,000
Identify BMP Retrofits (Chatham County)	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 10,000
Plan Reviews	\$ 31,000	\$ 32,000	\$ 33,000	\$ 34,000	\$ 35,000	\$ 165,000
Annual Progress Report Preparation & Submission	\$ 10,400	\$ 10,400	\$ 10,400	\$ 10,400	\$ 10,400	\$ 52,000
Develop Plan Review Checklists	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Develop Design Manual	\$ 21,000	\$ -	\$ -	\$ -	\$ -	\$ 21,000
Develop Appeal Forms	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Develop BMPs Inspection Procedures & Database	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Develop Illicit Discharge Detection & Elimination (IDDE) Program	\$ -	\$ 31,000	\$ -	\$ -	\$ -	\$ 31,000
Form Citizen Advisory Board	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 500
Develop Stormwater Utility Ordinance & Fee	\$ -	\$ 56,000	\$ -	\$ -	\$ -	\$ 56,000
Utility Ordinance & Fee Implementation	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
Develop 5 year Capital Improvement Program	\$ -	\$ -	\$ 62,000	\$ 62,000	\$ -	\$ 124,000
Design & Construct Year 1 Capital Improvement Projects	\$ -	\$ -	\$ -	\$ 42,000	\$ 280,000	\$ 322,000
Total	\$ 84,400	\$ 133,900	\$ 114,400	\$ 152,400	\$ 329,400	\$ 814,500

Town of Pittsboro Stormwater Program Estimated Costs 2012-2017 (Administrator Option)

Activity	Cost in Fiscal Year					Total
	2012-13	2013-14	2014-15	2015-16	2016-17	
Stormwater Administrator Salary & Benefits Cost Allocation	\$ 46,000	\$ 47,000	\$ 48,000	\$ 49,000	\$ 50,000	\$ 240,000
Public Education (Chatham County)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Identify BMP Retrofits (Chatham County)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Progress Report Preparation & Submission	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plan Reviews	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Develop Plan Review Checklists	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Develop Design Manual	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Develop Appeal Forms	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Develop BMPs Inspection Procedures & Database	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Develop Illicit Discharge Detection & Elimination (IDDE) Program	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000
Form Citizen Advisory Board	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 500
Develop Stormwater Utility Ordinance & Fee	\$ -	\$ 41,000	\$ -	\$ -	\$ -	\$ 41,000
Utility Ordinance & Fee Implementation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Develop 5 year Capital Improvement Program	\$ -	\$ -	\$ 62,000	\$ 62,000	\$ -	\$ 124,000
Design & Construct Year 1 Capital Improvement Projects	\$ -	\$ -	\$ -	\$ 42,000	\$ 280,000	\$ 322,000
Total	\$ 56,000	\$ 104,500	\$ 110,000	\$ 153,000	\$ 330,000	\$ 753,500
Difference	\$ 28,400	\$ 29,400	\$ 4,400	\$ (600)	\$ (600)	\$ 61,000



Questions?



JEWELL
ENGINEERING CONSULTANTS, P.C.

There was a discussion about fees to support a stormwater program.

Commissioner Fiocco asked what kind of expenditures stormwater fees can be used for.

Mr. Jewell stated the State changed the law so that anything related to stormwater management is covered.

Commissioner Fiocco asked in a system where a municipality might require a developer to provide a surety of 1) construction, 2) maintenance to the town is the municipality able to have both that fee structure and a stormwater utility fee structure. Mr. Jewell said yes the stormwater fee structure is not limited to the EIU's and the fees you are collecting.

Mr. Jewell stated the sheet above is an educated guess of what our program cost would probably look like for a five year period.

Mr. Jewell explained the chart.

Commissioner Fiocco stated he found several things that with this certification/application for stormwater discharge. They are listed below:

Page 3 of 5 of the Application for Stormwater Discharge Permit currently reads:

Designer's Certification

I, _____, certify that the information included on this permit application form is, to the best of my knowledge, correct and that the project will be constructed in conformance with the approved plans, that the required deed restrictions and protective covenants will be recorded...

Commissioner Fiocco stated no designer has authority or control over construction and recording of deeds. Mr. Jewell said perhaps that should be an owner's certification.

Should read:

I, _____, certify that the information included on this permit application form, is to the best of my knowledge correct, and that the proposed project complies with the requirements of the applicable stormwater rules required by the Town of Pittsboro.

Mr. Jewell said it would be no problem for those two changes.

Commissioner Fiocco said he thought the purpose of this being before the board tonight was to make corrections. He said on the same page:

Basin Information Drainage Area (all way across chart)
Total Drainage Area (sf)
On-site Drainage Area (sf)
Off-site Drainage Area (sf)
Proposed Impervious Area* (sf)
% Impervious Area*(total)

	Drainage Area	
Impervious Surface Area	Exist.	Prop (all way across chart)
On-site Buildings/Lot (sf)		
On-site Streets (sf)		
On-site Parking (sf)		
On-site sidewalks (sf)		
On-site other (sf)		
On-site future phase (sf)		
BUA** (sf)		
Off-site (sf)		
Total (sf)		

*Impervious area is defined as the built upon area (BUA) including, but not limited to, buildings, roads, parking areas, sidewalks, gravel areas, etc.

**Report only that amount of existing BUA that will remain after development. Do not report any existing BUA that is to be removed and which will be replaced by new BUA.

Basin Information	Pre	Post	Net
On-site Drainage Area (sf)			

Off-site Drainage Area (sf)
Total Drainage Area (sf)

On-site Impervious Area* Information	Pre	Post	Net
Buildings (sf)			
Streets (sf)			
Parking (sf)			
Sidewalks (sf)			
Other (sf)			
Future Phase (sf)			
Total BUA (sf)			

*Impervious area is defined as the built upon area (BUA) including, but not limited to, buildings, roads, parking areas, sidewalks, gravel areas, etc.

Mr. Jewell said that is what he meant but it can be changed.

Commissioner Fiocco said on page 4 of 5, second paragraph reads:

I understand that the operation of a stormwater treatment facility without a valid permit is a violation...

Should read:

I understand that the operation of a stormwater BMP without a valid permit is a violation...

Commissioner Fiocco stated on page 5 of 5 reads:

...for compliance with DWQ should read ...for compliance with Pittsboro and a little further down in that paragraph it reads: ...it is my responsibility to notify DWQ and it should read it is my responsibility to notify Pittsboro.

Page 1 of 3 – Permit to Discharge Stormwater reads: 1...and the proposed development meets should read: ...and the design of the proposed development meets.

Mr. Jewell asked if he could scan those corrections and send them to him or he can come back and meet. Commissioner Fiocco said he would be okay with meeting him one day this week.

Commissioner Fiocco said he would get a summary of the changes back to the board. The board agreed to that so that it could be submitted by the deadline.

Commissioner Fiocco said he hadn't gone back through the ordinance because we have already sent that, he just reviewed the application/permit forms.

Manager Terry said we need to send this to Raleigh for their blessing and then it will come back for board approval.

Commissioner Baldwin said to send the board a summary of changes that should be sufficient. Commissioner Foley agreed.

Manager Terry said he would like to resolve the issue as to whether it will apply to the whole ETJ or the Jordan Lake Watershed.

Manager Terry we don't need to send it to EMC until we have a consensus on this matter.

Mayor Voller asked for a poll vote:

Jordan Lake Watershed: Commissioner Fiocco
ETJ – Commissioner Farrell, Foley, Baldwin and Turner

The Board agreed to move New Business #1 as the next item of discussion.

Comprehensive Conservation Plan for Chatham County (Allison Weakly, Conservation Planner, North Carolina Natural Heritage Program, NCDENR)

The Comprehensive Conservation Plan for Chatham County



Allison Schwarz Weakley, Conservation Planner
NC Natural Heritage Program
NC Department of Environment and Natural Resources

June 11, 2012

Chatham Conservation Partnership (CCP)

Mission: to develop and implement strategies for a community conservation vision that builds awareness, protection and stewardship of Chatham County's natural resources.



The CCP consists of over 50 organizations and participants, including federal, state, and local government agencies, non-profits, business owners, developers, and landowners.

Funding for the Conservation Plan

- **Z. Smith Reynolds Foundation**
- **NC Wildlife Action Grant Program**
- **NC Urban and Community Forestry Grant Program**



Grants were administered by the Triangle Land Conservancy (TLC) and Piedmont Conservation Council (PCC)

*plus in-kind services from local, state, and federal agencies, and others

Goals of the Chatham Conservation Plan

- A community vision for natural resources
- A greater understanding and awareness of the importance and location of natural resources
- An understanding of the economic importance of forest resources for timber, recreation and water quality
- An increased knowledge of the impacts and threats to important natural resources
- Preferred strategies to manage and protect important natural resources



Purpose and Need

- Information on important resources aid in decision-making, planning, and project review, and can support funding opportunities
- Best available most current GIS data are readily available for use in online mapping tool and as download from FTP site
- Education and outreach – including general public, staff, elected officials and landowners



Project Overview

- Conservation Plan
- Conservation Analysis and Mapping
- Environmental Resource GIS Data – available via FTP and Chatham County’s Online Mapping Tool
- Stakeholder Involvement



Building on State and Regional Conservation Planning

- NC Conservation Planning Tool
- NC State Wildlife Action Plan
- NC Forest Resource Assessment
- Southern Forest Land Assessment



The Chatham Conservation Plan considers data layers and methods used in these existing models, and provides updates, additions and other modifications for application of these planning efforts at the local level.

Conservation Plan

Table of Contents

INTRODUCTION

- Description of the Plan
- Purpose and Need
- Goals and Objectives
- Stakeholder Involvement
- Existing Partners and Coordination



GENERAL DESCRIPTION

- Geography and Topography
- Geology
- Soils
- Land Use Planning and Management

This section provides an overview of what is known about the existing general features that influence natural resources in Chatham



METHODS

- Data Compilation and Synthesis
- Identification of Priority Species, Habitats and Forest Resources
- Conservation Ranking and Analysis

ANALYSIS RESULTS

- Biodiversity/Wildlife Habitat Resources
- Forest Resources



Chatham County's Public Resources

- **Biodiversity/Wildlife Habitat**
 - Natural Plant Communities
 - Plant and Animal Species
 - Significant Natural Heritage Areas (SNHAs)
 - Wildlife Habitat
- **Working Lands**
 - Forestland
 - Farmland
- **Recreation**
- **Water Resources**



RECOMMENDATIONS

- Land Protection
- Land Use Planning, Regulations, and Policies
- Resource Management
- Coordination with Partners
- Funding and Incentives
- Education, Outreach and Stewardship
- Monitoring
- Implementation and Updates

REFERENCES



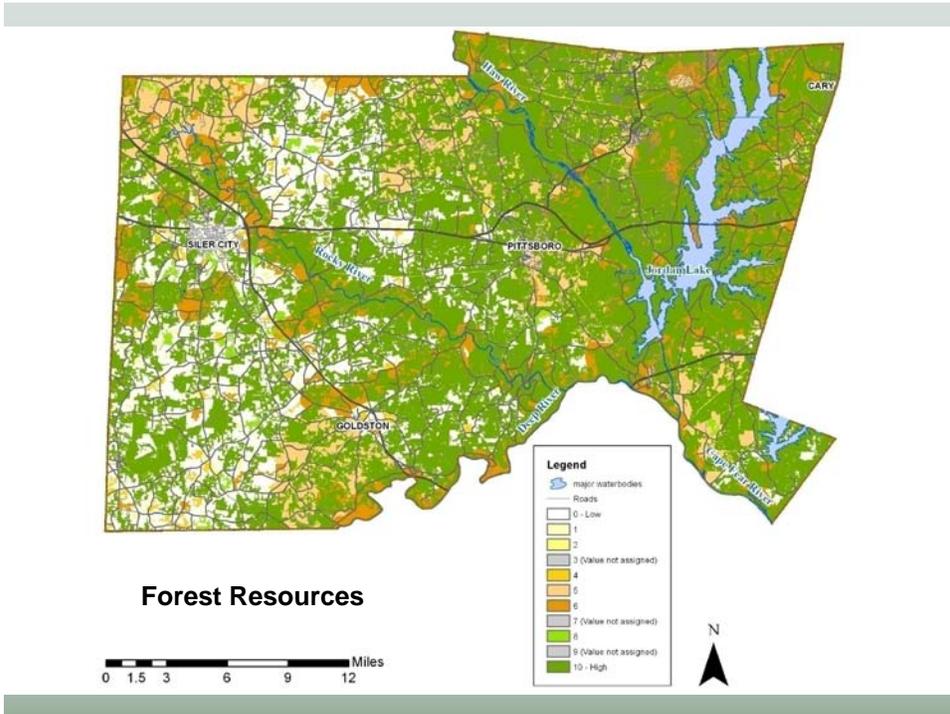
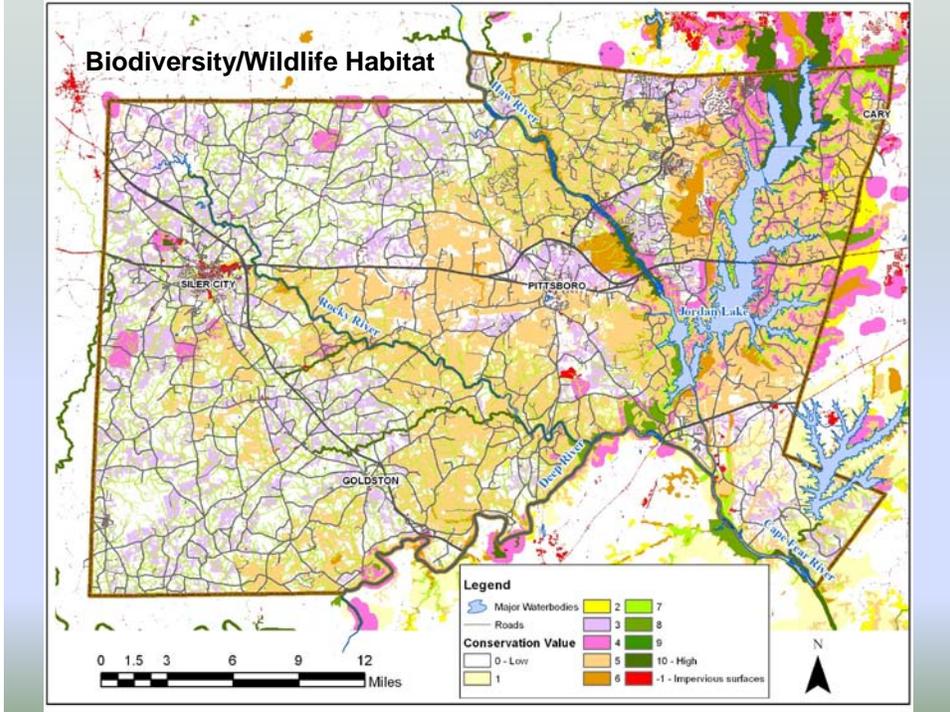
APPENDICES

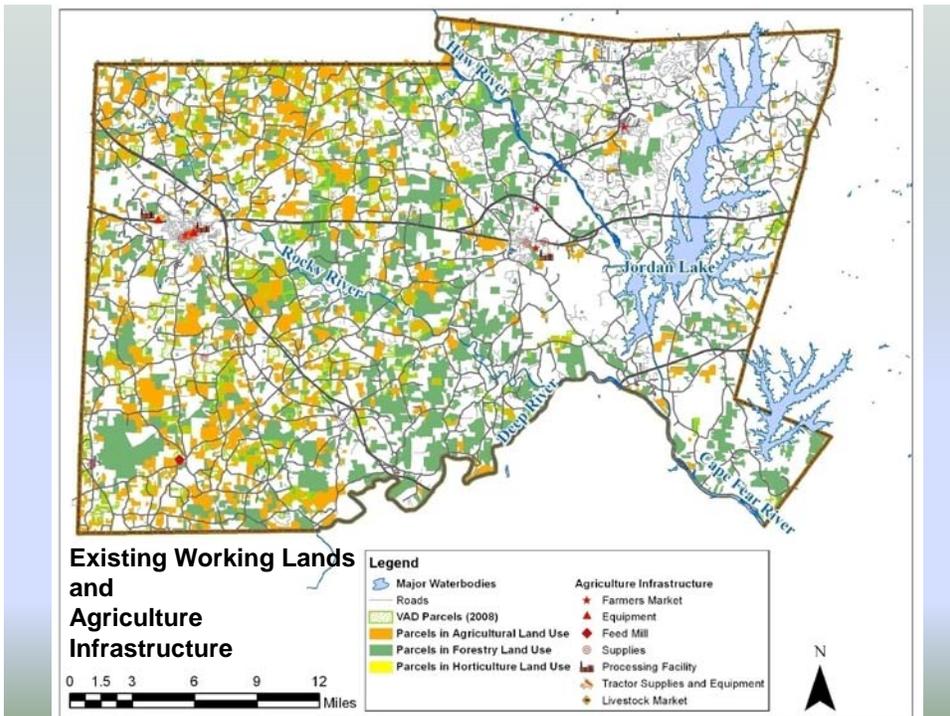
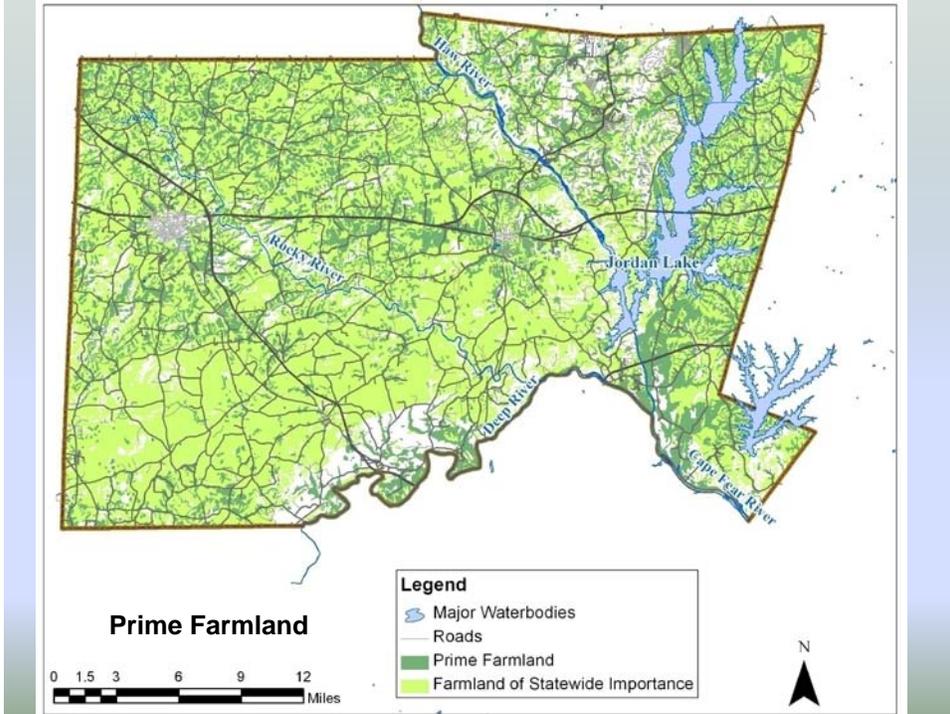
- Rare Species
- Plans, Policies and Ordinances
- Funding and Incentives
- GIS Data Information
- Methods for Conservation Ranking and Analysis
- Forest Resource Economic Analyses (Timber, Water Quality and Recreation)
- Surface Waters

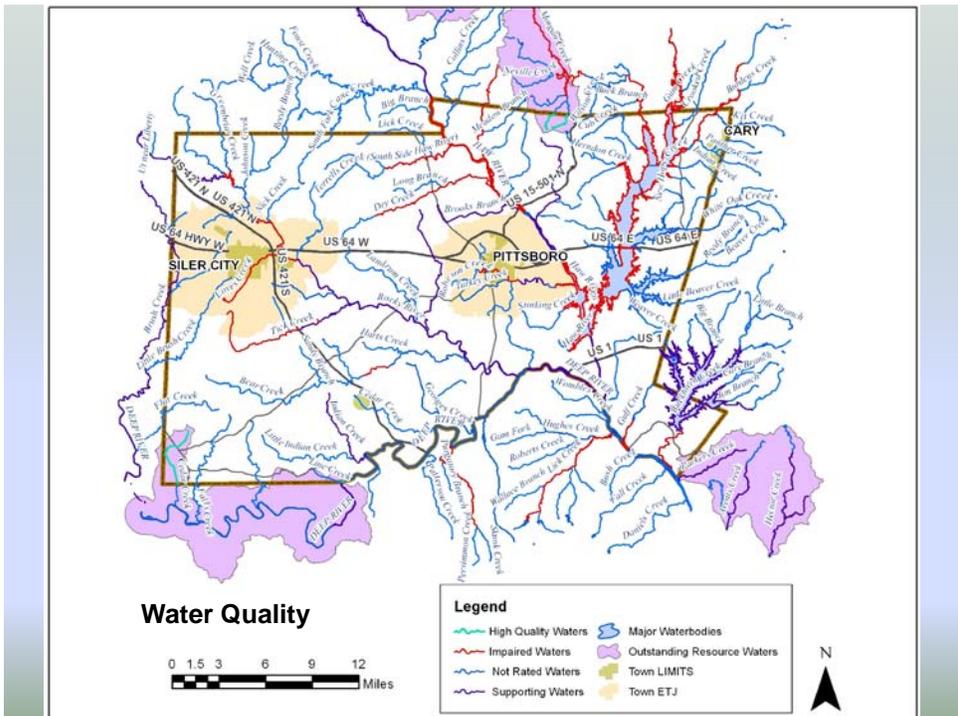
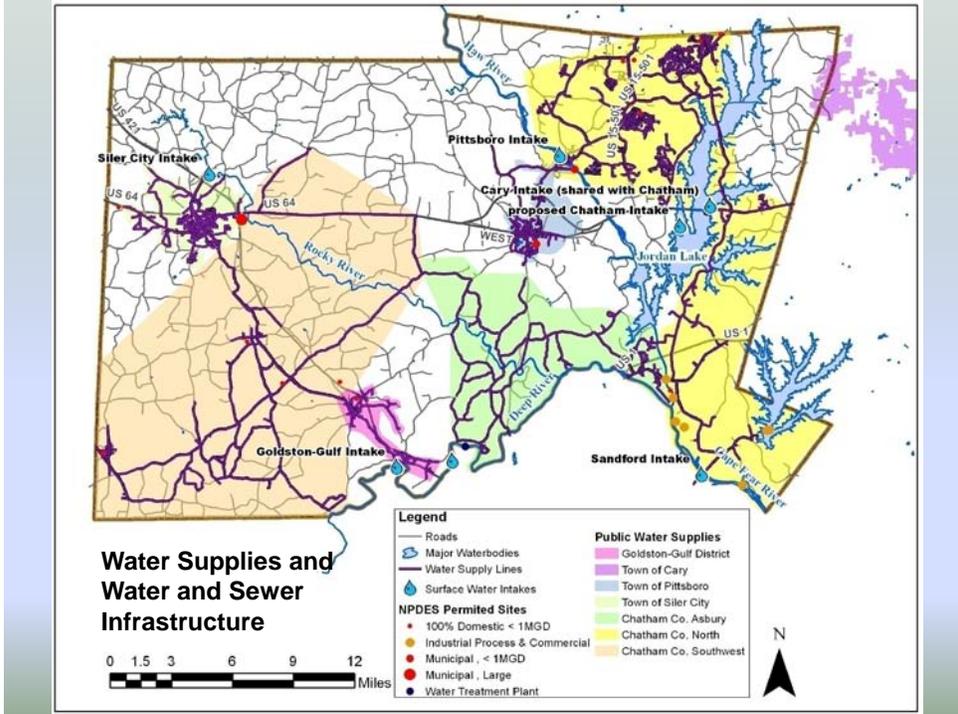
Data inputs each assigned a conservation value from 1 to 10, and aggregated into categories

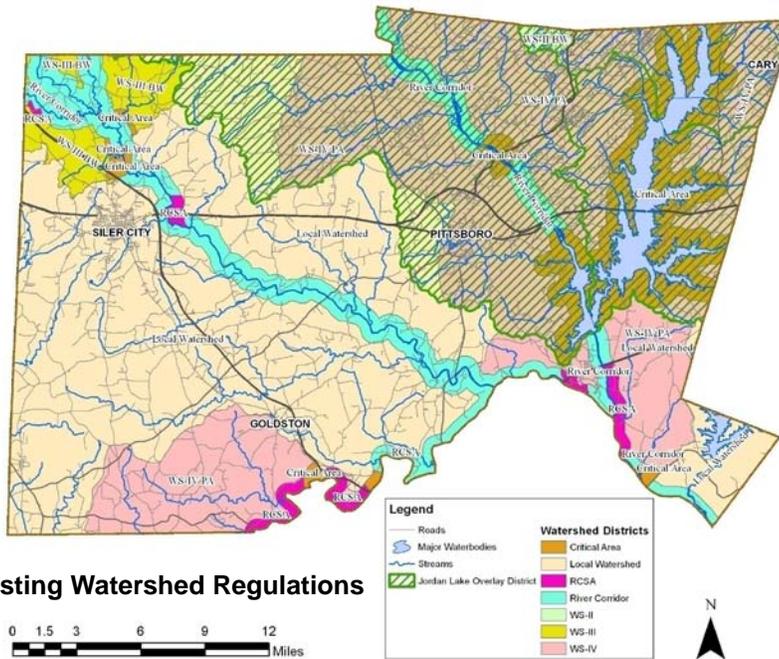
Conservation data layers included in the Biodiversity/Wildlife Habitat and Forest Resource analyses.

Category Name	Value	Individual Input Layers
BIODIVERSITY/WILDLIFE HABITAT		
Rare species and high quality communities	10	SNHAs - National or State Significance
	8	SNHAs - Regional Significance
	6	SNHAs - Local Significance
	5	EOs - High ranking
	4	EOs - High ranking - Other
Guilds	1-10	Landscape Habitat Indicator (LHI) Guilds
Watersheds	7	Priority watersheds - Rare species
Streams	9	BioClass Excellent
	8	High Quality Waters (HQWs)
	7	BioClass Good
	1	Streams - USGS
	1	Streams - Soil Streams
Wetlands	5	Wetlands - High Confidence
	3	Wetlands - Medium Confidence
Important bird areas	2	Important Bird Areas (IBAs)
Impervious surfaces	-1	Impervious surface above 20% (land use/cover)
	-1	Roads
	-1	Buildings
Priority Habitats - NC Wildlife Action Plan	3	Hardwood forest blocks (upland forests 75 acres and greater)
	5	Hardwood forest blocks (contiguous upland and bottomland forests 500 acres and greater)
	4	Floodplain Forests
Conservation lands and lands in proximity	4	Lands in conservation (MAREAs and TLC conservation easements) with ¼ mile buffer
FOREST RESOURCES		
Forest resources	1	Forestland
	2, 4, 6, 8, 10	Forest patch size (patch categories by acres: 20-50, 50-100, 100-150, 150-200, 200+)
Watersheds	5	Water supply watersheds
Proximity to conservation lands	6	Areas adjacent to conservation lands (MAREAs and SNHAs buffered by ½ mile)
Conservation lands	4	Managed Areas (MAREAs)
Rare species and high quality communities	5	Rare Species - EOs - High ranking
	4	Rare Species - EOs - High ranking - Other









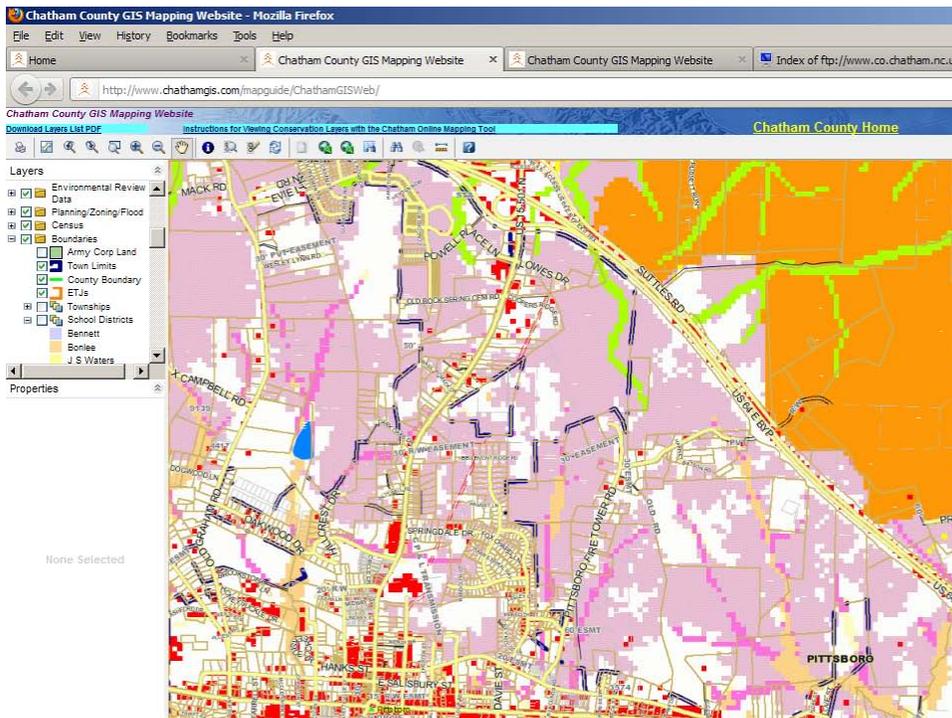
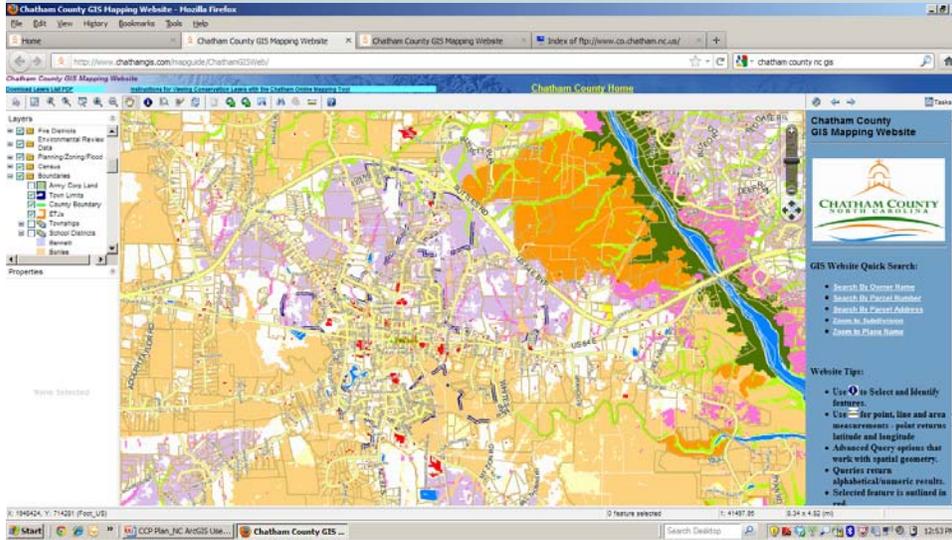
GIS Database Categories (see Appendix D)

- Aerial Photography
- Topography/Elevation
- Soils
- Geology
- Water Resources
- Land Use
- Land Cover
- Developed/Infrastructure
- Habitats/Species
- Protected Lands
- Parks and Recreation
- Working Lands



<http://www.chathamgis.com/>

Biodiversity/Wildlife Habitat in Pittsboro



Other conservation planning resources for Pittsboro

- Southwest Shore Conservation Assessment and Rocky River Watershed Conservation Assessment (both conducted by TLC)

<http://www.triangleland.org/what-we-do/conservation-planning/local-efforts>

- Robeson Creek Watershed Council

<https://www.bae.ncsu.edu/programs/extension/wqg/srp/robeson.html>

Some examples of the application and use of conservation planning data for Pittsboro

- Local land use and conservation planning
- Watershed planning
- Transportation planning
- Parks, recreation, and greenway planning
- Identification of preservation and restoration sites for mitigation
- Grant applications
- Land acquisition



Visit the CCP Wiki!



<http://chathamconservation.wikispaces.com/>

Contact Information



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(919) 707.8629



www.ncnhp.org

www.onencnaturally.org

After discussion a motion was made by Commissioner Baldwin seconded by Commissioner Fiocco to receive the report.

Aye-5 Nay-0

Proposed Zone Text Amendment Creating the Pocket Neighborhood Type Subdivision

Planner Bass stated a local property owner has brought forth a proposal for a unique style of subdivision development, referred to as pocket neighborhoods (<http://pocket-neighborhoods.net>) or sometimes cottage housing. Pocket neighborhoods are clustered groups of neighboring houses or apartments gathered around a shared open space, a garden courtyard, a pedestrian street, a series of joined backyards, or a reclaimed alley, all of which have a clear sense of territory and shared stewardship. They can be in urban, suburban or rural areas.

He said for such development to occur, it is necessary to codify this concept and to incorporate this into our zoning ordinance. The Planning Board discussed the concept and draft language at the March 5, 2012, April 9, 2012, and May 7, 2012 meetings and is being forwarded to the Town Commissioners with a positive recommendation for approval.

A Public Hearing was held on May 29, 2012 on the proposed text amendment.

The draft language considered at the Public Hearing has been codified and is attached in ordinance format for your consideration for adoption.

Proposed Ordinance:

AN ORDINANCE AMENDING THE PITTSBORO ZONING ORDINANCE Whereas the Board of Commissioners of the Town of Pittsboro has considered a proposed amendment to the Pittsboro Zoning Ordinance with respect to Pocket Neighborhoods; and

Whereas the Board of Commissioners has received and considered the recommendation of the Pittsboro Planning Board concerning the proposed amendment; and

Whereas the Board of Commissioners finds the proposed amendment is reasonable and would advance the public health, safety, and welfare of the Town; and

Now, therefore be it ordained by the Board of Commissioners of the Town of Pittsboro as follows:

That Article 5.2 of the Pittsboro Zoning Ordinance is amended as follows:

5.2.1 Table of Permitted Uses

SECTION 5.2.1 PERMITTED USE TABLE Residential

USE TYPE	R12	R10
Planned unit development (PUD)	S	S
<i>Pocket Neighborhoods</i>	X	X
Rehabilitation homes, such as halfway houses		S

**Permitted Use Table
Town of Pittsboro, N.C.**

**X= permitted by right
S = permitted by SUP only**

That a new Article 5.7 of the Pittsboro Zoning Ordinance be added as follows:

5.7 Pocket Neighborhoods

5.7.1 Purpose and intent

The general purposes of the pocket neighborhood housing development design concept are:

A pocket neighborhood housing development is an alternative type of detached housing providing small residences for households of typically one to two individuals. This is provided as part of the Town’s overall housing strategy which intends to encourage affordability, infill development, innovation and variety in housing design and site development while ensuring compatibility with existing neighborhoods, and to promote a variety of housing choices to meet the needs of a population diverse in age, income, household composition and individual needs.

5.7.2 Development Standards

A. Number of Dwelling Units

An individual pocket neighborhood development shall be composed of at least four (4) (single family dwelling units) with a maximum of twelve (12) (single family dwelling units) per development.

B. Density and minimum lot area

A pocket neighborhood development shall not exceed 12 units per acre, and are not permitted on parcels less than 20,000 square feet. Lots must be a minimum of 2000 square feet. All residential units will count towards the maximum permitted density.

C. Lot coverage and yards

Dwelling unit footprints shall not exceed 60% of lot. The front and rear setbacks must be a minimum of 8 feet. The side setbacks must be a minimum of 5 feet, and no less than 12 feet is permitted between two units.

D. Required open space

A minimum of 500 square feet of common open space per unit is required. At least 50% of the units shall abut common open space, and the common open space shall have dwelling units abutting at least two sides. Common open space shall be a central green that may be used by all occupants of the neighborhood.

E. Parking

One and one half (1.5) parking spaces per unit shall be required. Parking must be located within the pocket neighborhood property.

F. Housing Type

Housing types are limited to single family residential dwelling units.

G. Accessory Dwelling Units

New accessory dwelling units (ADUs) are not permitted in pocket neighborhood housing developments.

H. Stormwater

All pocket neighborhood housing developments are subject to current Town stormwater standards and shall incorporate stormwater low impact development techniques whenever possible.

I. Private open space

Each residential unit shall be provided an area of private open space. The private open space shall separate the primary entrance to the dwelling unit from the common open space to create a sense of privacy and shall be oriented to take advantage of solar orientation and other natural features to create a small but pleasant private yard area. The private open space shall be separated from the common open space with a small hedge, picket fence, or other similar visual separation to create a sense of separate ownership.

(1) Each unit shall be provided with a minimum of 200 square feet of usable private open space oriented towards the primary entrance and separated from the common open space by a hedge or fence not to exceed 36 inches in height.

(2) No dimension of the private open space shall be less than eight feet.

J. Tree conservation

Pocket neighborhood developments shall be designed to incorporate existing trees to the extent practicable. New trees shall be located to create amenities in the common open space, private open space, provide shade where appropriate, to create separation between buildings when desired, and to screen and soften the perimeter of parking areas and street facing sides of the housing developments. Native trees and other vegetation shall be preserved to the extent practicable and the overall site design shall take advantage of the location of existing trees as well as natural openings or clearings on forested sites. A Landscape Plan shall be provided for review and approval prior to issuance of a certificate of zoning compliance.

That Article 12.1 of the Pittsboro Zoning Ordinance is amended as follows:

12.1 Definitions

Pocket Neighborhood - a residential development of limited size and scope arranged on at least two sides of a shared community common open space.

After much discussion the following changes were made and Planner Bass was asked to make the necessary changes and bring it back to the next meeting:

D. Required open space

A minimum of 500 square feet of common open space per unit is required. At least 50% of the units shall abut common open space, and the common open space shall have dwelling units abutting at least two sides. Common open space shall be a **centrally located, shared space** that may be used by all occupants of the neighborhood.

E. Parking

.75 spaces per bedroom per dwelling unit shall be required. Parking must be located within the pocket neighborhood property.

H. Stormwater Delete whole section.

Pocket Neighborhood - a residential development arranged on at least two sides of a shared community common open space.

Spoon Rezoning REZ-2012-02

Planner Bass stated Ricky Spoon Builders Inc. is proposing to rezone 72.7 acres of vacant, undeveloped property of the northwest quadrant of US 64 and US 15-501 from RA-2 to C2. The Planning Board is forwarding this proposal with a positive recommendation that the property be rezoned from RA-2 to C-2.

Planner Bass stated a Public Hearing was held on May 29, 2012. The applicant was asked to provide a sketch for a possible design for the proposed development which was included in your agenda packet. This is only a conceptual design and not tied to the rezoning. Please note that there are two adjacent parcels to the properties in question that would likely be a part of any development proposal for this area, that are not included in the rezoning request.

Mayor Voller said that someone told him they didn't notice the sign until after the hearing had been held. He wanted to know how Planner Bass would suggest notifying residents.

Planner Bass stated it was legally advertised and adjoining property owners were notified by mail.

Mayor Voller asked how the annexation portion will fall in here.

Attorney Messick said you could table the rezoning request until such time as a petition for annexation is received and the process carried out then you could resume the rezoning.

Commissioner Fiocco stated the last time it was before the board he thinks they suggested the amount of acreage could/should be reduced, a conditional use zone is obtained and that it includes a request for annexation and he doesn't think we have received any of those.

Attorney Messick said the applicant could ask that the matter be tabled until the items you mentioned could be addressed. But if the applicant chooses not to do that, and then you vote to consider this and don't table it on your own motion.

Planner Bass said right now you are considering the rezoning. In his staff analysis he said there would probably be two other parcels as part of the development proposal for this area.

Mayor Voller asked Planner Bass if he sent the table with all C-2 zoning to the other members of the Board. Planner Bass said he hoped he emailed it to everyone.

Mayor Voller said there are 276 acres of C-2 zoned land in the entire planning jurisdiction.

Commissioner Baldwin asked Attorney Messick what he said at the last meeting about commercial zoning outside town.

Attorney Messick said it is not a legal opinion but his personal opinion that we should not have commercial property outside the Town. They don't contribute anything to our tax base if they are not in town. He said it has been done before but he doesn't think it is the right thing to do.

Manager Terry said what is before the board tonight is to rezone the property to C-2.

Attorney Messick stated if you were to zone the property C-2 you would have to assume that anything allowed in the C-2 zone could go there.

There was some discussion about American Assets.

Ricky Spoon asked what he needs to do make it work.

Mayor Voller said they told him last time they would like to see a smaller amount of land, request for CU C-2 zoning and a petition for annexation.

Mr. Spoon said what about the annexation going into effective when he request water and sewer. His taxes will go up and it maybe two to three years before he gets the property sold.

Attorney Messick said that does not change his opinion.

Mr. Spoon asked if the board could give him a year in abeyance before it is actually annexed.

Commissioner Fiocco stated maybe we can talk about it as part of the conditions.

Ricky Spoon asked if he could submit without the McLeod property the board said yes. He said he is to request a Conditional Use Rezoning and not a straight C-2 rezoning correct. Commissioner Baldwin said yes and to request annexation.

Attorney Messick said the board should table the request if not he will have to pay the fees again and start over.

Commissioner Fiocco said if there is nothing to salvage, that it needs to start over.

Ricky Spoon withdrew the rezoning request and will resubmit as a CU Zone and with smaller size.

Mr. Spoon asked if it would be better to have all of it zoned CU, but if not will the board hold it against him if he just submitted for himself. The answer was no.

Chatham Park LLC Rezoning REA-2012-03

Planner Bass stated the applicant has requested that any action on this item be tabled until such time as they prepare a revised map for the proposed area to be rezoned.

Motion made by Commissioner Fiocco seconded by Commissioner Baldwin to table this request.

Vote Aye-5 Nay-0

NEW BUSINESS

Disc Golf Course Capital Project Budget

Assistant Planner Horne said the project budget ordinance listed below would fund the Disc Golf Course at Rock Ridge Park and allow the staff to begin work on the project.

He stated the Board of Commissioners recently approved the Rock Ridge Disc Golf Course as a CIP project at their May 29, 2012 Board Meeting. The preferred designer, John Houck Designs, Austin, Texas has extended an offer to design our course for \$18,800, about \$27,000 less than his services normally command. He is willing to do this design at a heavily discounted rate in order to achieve his first course design in the State of North Carolina. We would like to proceed with this project as soon as possible so that we do not lose the opportunity to retain the services of a nationally known and respected disc golf course designer.

He stated each tournament hosted at the facility is anticipated to generate \$10,000 of spending in the local economy. Regular daytrips from Triangle and Triad area players will also contribute positively. This is as much an economic development project as it is a recreation project. The proposed course would be friendly to business' bottom lines and has thus received strong endorsements from the following organizations or establishments:

- Chatham Chamber of Commerce
- Pittsboro Business Association
- Chatham County EDC - Economic Development Corporation
- Pittsboro-Siler City Convention and Visitors Bureau
- Individual owners of local restaurants, bars and B&Bs including The Carolina Brewery, The City Tap, Small B&B.

Assistant Planner Horne stated when CEOs and their spouses visit Pittsboro to consider locating their enterprises, quality of place and quality of life plays a significant role in their decision making. A town worth living and playing in is a town worth investing in. Assistant Planner Horne said as Pittsboro markets itself as a desirable place to live, having quality public parks with unique niche facilities such as this one helps put us on the map. Because no high quality

disc golf facility like this exists between Charlotte and Wilmington, we'll be well positioned to attract this underserved market.

The name recognition of the designer, who's considered one of the best in the world, will create a lot of interest among a community of players who demonstrably design their travel itineraries around high quality courses. Triangle area players tell me that they will readily and regularly make the half hour commute to play the Pittsboro course.

Horne stated nationally ranked disc golf pro Jeff Baldwin is solidly behind the project as are at least 2 other established disc golf clubs with over 100 members. It's anticipated that a Pittsboro/Chatham club would form shortly after course design begins. The NC Coordinator of the Professional Disc Golf Association has indicated that a course of the proposed quality would attract players from around the state, that the preferred designer would create a national interest, and that many triangle area players would be willing to assist with the project. Disc golf is a growing sport accessible to people of all ages. The exiting CCCC disk golf baskets see frequent use.

He said Pittsboro Parks is known for raising the bar for facility standards while operating on a shoestring budget. Grants have already funded the course's baskets valued at over \$6,000, and staff has negotiated a savings of \$27,000 in design fees. We're off to a good start and, volunteer labor and fundraising can supplement the budget and reduce costs. The course proposal remains a project worthy of public investment on the merits of its economic benefits to our local economy alone.

He is requesting the Board of Commissioners to adopt the project budget, funding design and construction of the Disc Golf Course at Rock Ridge Park.

Proposed Ordinance:

ORDINANCE AMENDING THE
TOWN OF PITTSBORO
2011- 2012 OPERATING BUDGET

Be It Ordained by the Board of Commissioners of the Town of Pittsboro in regular session assembled on the 11th day of June, 2012.

To Create a Capital Project Budget Ordinance for the Rockridge Park Disc Golf Course

Section 1. That the following **ROCKRIDGE PARK DISC GOLF COURSE REVENUE ITEMS** be increased by the amount indicated:

843850100	TOWN CONTRIBUTION	\$54,800.00
TOTAL		\$54,800.00

Section 2. That the following **ROCKRIDGE PARK DISC GOLF COURSE EXPENDITURE ITEMS** be increased by the amount indicated:

843001000	CONSTRUCTION	\$32,000.00
843001100	ENGINEERING/DESIGN	\$18,800.00
843001200	CONTINGENCY	\$ 3,200.00
TOTAL		\$54,000.00

Section 3. That the following **GENERAL FUND REVENUE ITEM** be increased by the amount indicated:

103990010	FUND BALANCE APPROPRIATED	\$54,000.00
TOTAL		\$54,000.00

Section 4. That the following **GENERAL FUND EXPENDITURE ITEM** be increased by the amount indicated:

103790083	TRANSFER TO ROCK RIDGE PARK DISC GOLF	\$54,000.00
TOTAL		\$54,000.00

Manager Terry stated if you are committed to doing this project this budget ordinance makes sense to him.

Commissioner Farrell asked would the town receive revenues from these events. Planner Horne said not a tremendous amount of direct revenues.

Commissioner Fiocco stated as the 2012-2013 budget is presented it has a \$259,000 transfer from the fund balance of the general fund and \$171,000 transfer from the enterprise fund balance. He stated with a \$208,000 surplus technically coming back the General Fund and Enterprise will require \$222,000 transfer next year. He said if we fund \$54,000 it is just adding to that number which we haven't addressed how we are managing our cut/add list, which is something we have to do tonight. He said if \$18,800 gets us going then do it. He asked Planner Horne if that is what he needs to get going and Mr. Horne said sure.

Motion was made by Commissioner Baldwin seconded by Commissioner Fiocco to **modify** the Project Budget in the amount of \$18,800 for engineering/design of the Disc Golf Course at Rock Ridge Park and to come back with another request once we receive the engineering/design seconded by Commissioner Fiocco.

Vote Aye-5 Nay-0

Ordinance is as follows:

ORDINANCE AMENDING THE
TOWN OF PITTSBORO
2011- 2012 OPERATING BUDGET

Be It Ordained by the Board of Commissioners of the Town of Pittsboro in regular session assembled on the 11th day of June, 2012.

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TOTAL		\$18,800.00

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103790083	TRANSFER TO ROCK RIDGE PARK DISC GOLF	\$18,800.00
TOTAL		\$18,800.00

AN ORDINANCE AMENDING THE TOWN OF PITTSBORO 2011-2012 OPERATING BUDGET IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGE 15

CAPITAL PROJECTS REPORT

Manager's Update on Capital Projects

Manager Terry stated we have received a check in the amount of \$280,000 from Chatham County for the jail access fees.

Hillsboro Street Transmission Line Replacement Project

June 11, 2012: The notice of award was executed on May 31st and the contract documents were executed on June 4, 2012. The contractor is now arranging for performance and payment bonds and preparing the project schedule and traffic control plans. The project engineer is preparing a letter to affected property owners to inform them regarding the project schedule. We expect a mobilization time of 30 to 45 days with construction beginning sometime in mid-August. The Finance Officer has contacted BB&T to notify them that they are the low bidder on the installment financing and to make arrangements for closing on the \$249,000 installment loan.

3.22 MGD Wastewater Treatment Plant Construction

June 11, 2012: The Town staff has completed their review of the “Draft Town of Pittsboro Wastewater Alternatives Evaluation.” When Sanford and Chatham County have completed their reviews, the consultant will hold a final coordination meeting to go over all comments prior to finalizing the report. We expect that report to be completed in late June and will tentatively schedule the consultant to brief the report to the Board of Commissioners at their July 23, 2012 Board meeting.

Waste Water Treatment Plant Generator Replacement Project

June 11, 2012. We are awaiting a response to our request for an amendment to the Rural Center Contract that will allow us to spend the remaining funds on the WWTP generator replacement project.

BUDGET WORK SESSION (continued.)

1. Manager’s Recommended Budget for Fiscal Year 2012-2013.

Manager Terry said we haven’t had discussion on the engineer position or set a tax rate.

Commissioner Fiocco said all he heard Mr. Jewell say is that it will be savings. Commissioner Baldwin asked how we are going to pay for it. Commissioner Fiocco said with development fees.

Commissioner Foley said what about waiting until January. Manager Terry said yes you can and you can even wait until next year but we know we are going to have to once we adopt the stormwater management plan.

Commissioner Turner volunteered to help look for furniture.

Commissioner Fiocco said he would like to see the Engineer put in the budget and hire them on January 1st, with a reduction in supplies, cost of car, supplies and office lease. Commissioner Baldwin, Turner and Foley was in favor of that. Commissioner Farrell said he would like to revisit it in January.

After much discussion Manager Terry asked for clarification on:

Departmental Supplies – Engineer	\$3,500
Departmental Supplies – Planning	\$4,900
Office Lease 6 months – Engineer	\$3,000
Office Lease 6 months – Planning	\$6,000
Vehicle – Engineer	\$15,000

There was discussion about the Engineer using the police bronco and if it breaks down we get another vehicle. Mayor Voller said if it’s not any good that we get rid of it.

The engineer is budgeted for six months and that it is paid for out of fund balance.

Manager Terry said the only thing left is to come to an agreement on the tax rate and water and sewer rates.

RECESS

At 12:20 am a motion was made by Commissioner Turner seconded by Commissioner Fiocco to recess the meeting until June 19, 2012 at 6:00 p.m.

Vote Aye-5 Nay-0

Mayor Updates

- EDC
- RPO
- Solid Waste
- Fairground Association
- PMA/Downtown

Commissioner Concerns

FYI -

1. Tentative Future Agendas June 25, 2012
2. Town Financial Expenditure Statements for the Month Ending May, 2012.
3. Water and Sewer Revenues – Budget vs. Actual for FY 2011/2012.

Randolph Voller, Mayor

ATTEST:

Alice F. Lloyd, CMC, Town Clerk