

MINUTES  
TOWN OF PITTSBORO  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MONDAY, JUNE 23, 2014  
7:00 PM

Mayor Bill Terry 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 Bill Terry, Mayor Pro Tem Pamela Baldwin, Commissioners Jay Farrell, Michael Fiocco, Bett Wilson Foley and Beth Turner.

Staff present: Manager Bryan Gruesbeck, Clerk Alice F. Lloyd, Attorney Paul S. Messick, Jr., Planner Stuart Bass, Engineer Fred Royal, Chief of Police Percy Crutchfield and Parks Planner Paul Horne.

**CONSENT AGENDA**

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

1. Approve minutes of the June 9, 2014 regular meeting and the June 16, 2014 special meeting.
2. Approve Jordan Lake Partnership (JLP) Memorandum of Understanding (MOU) Addenda No. 1.
3. Approve end of the year FY 2013-2014 Budget Adjustments.
4. Authorize newspaper ad to fill Board of Adjustment vacancies and set a public hearing for Board of Adjustment Ordinance Amendment for July 28, 2014 at 7:00 p.m.
5. Approve Application for Business License from Gerald Owens, Jr. and Kari Blaho-Owens. (sale of pistols and firearms)

Vote Aye-5 Nay-0

## **REGULAR MEETING AGENDA**

Motion made by Commissioner Turner seconded by Commissioner Fiocco to approve the regular agenda as submitted.

Vote Aye-5 Nay-0

**A COPY OF THE JORDAN LAKE PARTNERSHIP MEMORANDUM OF UNDERSTANDING IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGES 29-43**

**AN ORDINANCE AMENDING THE TOWN OF PITTSBORO FY 2013-2014 OPERATING BUDGET IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGE 26**

### **CITIZENS MATTERS**

None

### **OLD BUSINESS**

#### **CONSIDER UNIFIED DEVELOPMENT ORDINANCE (UDO) CONSULTANT SELECTION (STUART BASS)**

Planner Bass said after evaluating the proposals that were received, and negotiating the scope of work, staff would like to recommend contracting with Clarion Associates, LLC to provide professional services for the development of a UDO. The cost of the project is \$141,040. He said as mentioned in the proposal they would also recommend the inclusion of Task 5, which would add \$24,000. He said this project will be over two budget years.

Mayor Terry asked that a recommendation on how to form the Advisory Committee back to the July 28, 2014 meeting.

Commissioner Fiocco asked if the documents would be searchable on online. Mr. Steven Sizemore said all the documents they create will be searchable.

Commissioner Fiocco said he didn't want parks and open space to be looked at as any more important than all the other features are.

After discussion a motion made by Commissioner Fiocco seconded by Commissioner Foley to authorize the Town Manager to sign the Professional Services Agreement with Clarion Associates, LLC and adopt the fee proposal (\$141,040 plus \$24,000).

Vote Aye-5 Nay-0

**AGREEMENT FOR PROFESSIONAL SERVICES WITH CLARION ASSOCIATES LLC IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGES 44-57**

**CONSIDER AGREEMENT WITH CHATHAM PARK INVESTORS, LLC FOR  
CONTRIBUTION TO TOWN OF PITTSBORO FOR ADDITIONAL COSTS  
ASSOCIATED WITH THE CHATHAM PARK PLANNED DEVELOPMENT DISTRICT  
MASTER PLAN (BRYAN GRUESBECK)**

Manager Gruesbeck said the Agreement provides an annual payment to the Town of Pittsboro from Chatham Park Investors for the costs associated with the various plans, duties and work that the Chatham Park Master Plan will create for the Town.

Manager Gruesbeck said the money would be used to compensate the Town for expenses related to the UDO, Development Agreements as well as operational costs (e.g., additional staff and office space).

The Agreement also provides coverage for the Town against litigation or other legal proceedings related to Chatham Park.

Manager Gruesbeck said a budget amendment would be made prior to receiving the payment, which would create a “reserve fund” stipulating the anticipated use of the funds. The proposed FY 2014-2015 Annual Budget does not include the anticipated payment.

Manager Gruesbeck said the agreement is consistent with the agreement presented to the Board in November 2013 with a couple of technical items changed since then.

Mayor Terry said on Page 3 (i) should be changed to (1) and Manager Gruesbeck said (ii) should be changed to (2).

Motion made by Commissioner Fiocco seconded by Commissioner Turner approve the agreement and authorize the Mayor and Manager to sign the agreement.

Vote   Aye-5   Nay-0

**AN AGREEMENT WITH CHATHAM PARK INVESTORS LLC IS RECORDED IN  
THE BOOK OF RESOLUTIONS NUMBER ONE, PAGES 58-62**

**CONSIDER FINAL BUDGET FOR FISCAL YEAR 2014-2015**

Mayor Terry asked for recommendation on increases to property taxes and water and sewer.

7 cent tax increase – 2%/4%/6% tier for water and sewer charges – Baldwin/Terry

5 cent tax increase – 2%/4%/6% tier for water and sewer changes – Baldwin/Turner/Foley

3 cent tax increase – 3% water & sewer increase not affecting the base rate – Fiocco

Commissioner Farrell stated he still had concerns about increasing the water and sewer rates. He said he hears it every month about how high their bills are.

There were concerns among the board members about raising the water and sewer bills and property taxes because of the number of fixed income residents residing in Pittsboro.

After much discussion a motion was made by Commissioner Baldwin seconded by Commissioner Turner to direct Manager Gruesbeck to include: a 3% property tax increase and a

2%, 4%, 6% graduated tier increase in the water and sewer rates for the FY 2014-2015 budget year to reduce the amount of fund balance transfer from the water and sewer and general fund.

Vote Aye-5 Nay-0

## **CAPITAL PROJECTS REPORT**

### **MANAGER'S UPDATE ON CAPITAL PROJECTS**

None

### **COMMISSIONER CONCERNS**

Commissioner Farrell stated several plans have come through the Fire Department where the fire hydrants are not on a looped system. He said when the UDO is developed it should state that all fire hydrants should be placed on a looped system. Commissioner Fiocco said that it needs to be on a looped system whether it is on a hydrant or not. Mayor Terry asked if he thought Chief Griffin would like someone to serve on the advisory committee. Commissioner Farrell said he thinks so.

Commissioner Farrell said he has received complaints from several citizens about two homes in downtown that are in bad shape. One is the one on Hillsboro that has trees growing through the house and the other one is the house that burned several years ago. He wanted to know if we had any ordinances/policies to address that. Paul Horne said they would look at the properties to see what can be done.

Commissioner Fiocco said there is a pretty tall dead tree on Millbrook Drive in Powell Place. He said it is not far off the street and close to the construction site. It was suggested that staff contact Bryson Powell about this.

Commissioner Baldwin said she had received a request for an additional street light at the beginning of Small Street (close to Southern States). Manager Gruesbeck said some lights have been added in the last several weeks, but he will check into this.

#### Mayor Updates

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

#### FYI

1. ABC Board – Proposed FY 2014-15 Budget; June 25 Public Hearing

### **RECESSED MEETING**

Motion made by Commissioner Fiocco seconded by Commissioner Turner at 9:35 PM to recess the meeting until Thursday, July 25, 2014 at 6 PM.

Vote Aye-5 Nay-0

**RECONVENUED RECESSED MEETING**

Mayor Terry reconvened the meeting from Monday June 23, 2014 at 6:10 p.m.

Motion made by Commissioner Baldwin seconded by Commissioner Fiocco to approve the Budget Ordinance with the discussion from tonight (that the water and sewer schedule be revised).

Vote Aye-5 Nay-0

Manager Gruesbeck presented the FY 2014-2015 budget with the changes requested at Monday night's meeting; a three cents tax increase and a 2%/4%/6% tiered water and sewer rate increase.

Mayor Terry said a summary of the changes; the tax rate was corrected on page 7 to .433 cents and on page 10 corrected water and sewer schedule for 2%/4%/6% increases (the rate chart has to be corrected). Mayor Terry asked if he could get a motion to approve the FY 2014-2015 budget with the stated changes.

Motion was made by Commissioner Baldwin seconded by Commissioner Fiocco to approve the FY 2014-2015 Budget with the above mentioned changes.

Vote Aye-5 Nay-0

**FY 2014-2015 BUDGET ORDINANCE IS RECORDED IN THE BOOK ORDINANCES NUMBER ONE, PAGES 27-35**

**FY 2014-2015 BUDGET IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGES 63-104**

**ADJOURNMENT**

Motion made by Commissioner Turner seconded by Commissioner Fiocco to adjourn at 6:43 p.m.

Vote Aye-5 Nay-0

---

William G. Terry, Mayor

ATTEST:

---

Alice F. Lloyd, CMC, NCCMC  
Town Clerk