

MINUTES
TOWN OF PITTSBORO
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY, JUNE 8, 2015
7:00 PM

Mayor Terry called the meeting to order and called for a moment of silence. Mayor Terry asked that everyone keep the families of the Northwood High School and gentleman from Pinehurst that were killed in a traffic accident near Pittsboro this morning.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Commissioner Farrell.

ATTENDANCE

Members present: Mayor Bill Terry, Mayor Pro Tem Pamela Baldwin, Commissioner Jay Farrell, Michael Fiocco, Bett Wilson Foley and Beth Turner.

Staff present: Manager Bryan Gruesbeck, Clerk Alice F. Lloyd, Attorney Paul S. Messick, Jr., Police Chief Percy Crutchfield, Finance Director Nancy Emslie, Water Treatment Superintendent Adam Pickett and Engineer Fred Royal.

CONSENT AGENDA

Commissioner Fiocco stated he was glad to see in the purchasing protocol policy states that “when used properly and with common sense”.

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

1. Approve minutes of the May 21, 2015 special meeting.
2. Approve minutes of the May 26, 2015 regular meeting.
3. Approve Resolution to Approve Town of Pittsboro Purchasing Protocol.
4. Set Public Hearing for Zoning Amendment and Master Plan for the Chatham Park Development District for June 22, 2015 at 7 pm.

Vote Aye-5 Nay-0

**A RESOLUTION TO APPROVE TOWN OF PITTSBORO PURCHASING
PROTOCOL IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER
ONE, PAGES 216-219**

REGULAR MEETING AGENDA

Mayor Terry stated Ms. Campbell had a family emergency and could not attend. She would like it tabled until later. Motion made Commissioner Fiocco seconded by Commissioner Turner to approve the regular meeting agenda as amended above.

Vote Aye-5 Nay-0

CITIZENS MATTERS

None

OLD BUSINESS

ANNEXATION REQUEST (A-2015-02) FROM CHATHAM PARK, LLC

Manager Gruesbeck reported this property is currently being developed (29.29 acres). Construction, site plan review and subdivision review for medical office and hospice building. The requested annexation area is necessary to include the entirety of the site within the corporate limits.

Mayor Terry stated he wanted to try to persuade the board not to annex the property tonight. He feels all annexations should be good business decisions. He thinks the impact analysis prepared by staff is a good first step. He would like to take it one step further and find out if the action will be revenue neutral, positive or negative.

Mayor Terry said he thinks it will be revenue negative. He said we need to set precedence now. He does not want citizens to support Chatham Park Development with a tax burden or utility increases.

There was a discussion after which Attorney Messick said this property is valued at 2.9 million dollars with nothing on it. He said the town cannot voluntarily annex the property. You have to take it when it is offered or you don't take it.

Mr. Messick stated taxes will never go away but the agreement with Chatham Park will.

Mr. Messick said they are required under the Master Plan to offer the property for annexation it is up to the town to do it.

Commissioner Farrell said CPI are voluntarily asking for annexation and we need to take it while it is available to us. There is not a lot of service cost to the town right now.

After discussion a motion was made by Commissioner Fiocco seconded by Commissioner Baldwin to approve An Ordinance to Extend the Corporate Limits of the Town of Pittsboro, North Carolina (A-2015-02).

Vote Aye-5 Nay-0

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF PITTSBORO, NORTH CAROLINA A-2015-02 IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGES 50-54

SITE PLAN CHATHAM PARK HOSPICE BUILDING

Manager Gruesbeck reported planned utilities to the site have been reviewed and are in compliance with applicable town ordinances and policies. This includes the portion of Freedom Parkway, Roundtree Way, and the associated utilities.

The plans have been reviewed in accordance with the Town's applicable development ordinances by the appropriate departments. The project was allocated wastewater capacity (6,000 gpd) by the Board on March 10, 2014.

Staff recommendation is for approval, subject to issuance of a Stormwater Permit and authorization by the Town Engineer.

Planning Board recommended approval at its regularly scheduled meeting on June 1, 2015.

After much discussion Commissioner Fiocco said they have brought up a lot of technical issues tonight that can be addressed later but he feels the open space areas should be identified on the site plan.

Motion made by Commissioner Fiocco seconded by Commissioner Baldwin to approve the site plan with the condition that Manager Gruesbeck is satisfied with the designated open space identified on site plan and that C-300 be provided with corrections from tonight and the issuance of Stormwater Permit by Town Engineer.

Vote Aye-5 Nay-0

The Board requested that the approved site plan be provided as an FYI item at the next meeting.

A COPY OF THE APPROVED SITE PLAN IS ON FILE AT THE TOWN PLANNER'S OFFICE.

REZONING REQUEST FROM KAREN S. CAMPBELL (REZ-2015-02) (FORMERLY TRILLIUM MONTESSORI)

Applicant had a family emergency and asked that item be tabled until a later date.

UPDATES AND REPORTS

MANAGER'S UPDATE ON CAPITAL PROJECTS

Manager Gruesbeck stated installing safety features for Vernon Park will begin on June 15, 2015. The CMAQ sidewalk construction will start on June 15, 2015 as well.

Commissioner Baldwin left at 8:25 p.m.

Manager Gruesbeck reported cut-off date for Engineer Tech was last Friday. They will go through the applications received.

I&I project was approved by the State. The next step is to get the bid package to the State for approval.

Manager Gruesbeck said a formal agreement needs to be made with Carolina Living and Learning Center (UNC – Autism Center). The town requested when the sewer lift station was built that it be upsized for future development in that area. Since others are starting to go on it station it needs to belong to the town. There is not an easement to the lift station either. This will be discussed doing the budget worksession.

Chatham County has budgeted to fund Chatham Transit to cover the route Chapel Hill Transit is doing.

Mayor Updates

- EDC
- RPO – Meeting Thursday in Sanford
- Solid Waste - Disbanded
- Fairground Association
- PBA/Downtown – Will meet on Wednesday. Downtown Visioning Meeting will be held June 23, 2015 – 7 PM at Roadhouse.

Mayor Terry asked if the Board was interested in inviting Dr. Detlef Knappe to talk to the board about 1.4 dioxane. The Board agreed to let him come speak at the August 24, 2015 board meeting and that Adam Pickett also talk about it.

Mayor Terry advised that he will not be at the next meeting.

COMMISSIONER CONCERNS

Commissioner Turner stated she heard that Judge Carl Fox is ill. She would like to do something for him from the board.

Motion made by Commissioner Fiocco seconded by Commissioner Turner to take a five minute recess.

Vote Aye-5 Nay-0

Motion made by Commissioner Fiocco seconded by Commissioner Turner to go back into the regular meeting.

Vote Aye-5 Nay-0

WORKSESSION

DISCUSSION OF FY 2015-2016 ANNUAL OPERATING BUDGET

Manager Gruesbeck stated the General Fund does not currently contemplate an ad valorem property tax increase and uses extremely conservative estimates based on last year's collections. As a result, we anticipate applying a Fund Balance Appropriation of \$56,306. This is \$40,000 less than the version of the Budget you reviewed at the previous meeting. Again, this figure is very conservative and we may allow for a lower Fund Balance Appropriation if revenues continues to increase during the next fiscal year.

This version of the Annual Budget assumes a balanced Enterprise Fund if you approve a 6% increase in water and sewer charges – approximately 2% lower than the previous estimate. Attached behind the copy of the Budget are spreadsheets intended to reflect the effect of various rate increase scenarios on our revenue streams as well as the difference a customer could expect on typical bill. Staff is prepared to review these charts during our meeting.

Other notes:

4800-Engineering:

- Removed Jordan Lake line item of \$25K. This will be absorbed by Chatham Park “department” (\$10,000, as well as capital reserves (\$15,000).
- New line item for Storm Water Program of \$2,500. This is for mandatory public education program required by the state.

5400-Public Works:

- Recalculated debt service for backhoe to from four (4) year installments to seven (7) year installment purchase. This resulted in a decrease or “savings” of \$12,000.

6200-Parks:

- Originally budgeted for a “half-time” or .50 FTE position with benefits (shared with Public Works). However, we revised the budget to reflect no benefits for this part-time position. This resulted in a decrease or savings of approximately \$5,000.

8100-Water Treatment Plant:

- Removed \$55,000 from capital outlay for dual media filters. We can re-evaluate this purchase request during the upcoming year if necessary. As a result of this removal, we are able to estimate a lower proposed water/sewer rate increase.

The draft Annual Budget for 2015-2016 will be made available for public inspection in the lobby of Town Hall as well as on the Town of Pittsboro website www.pittsboronc.gov.

Manager Gruesbeck said the upsize cost for the lift station pump was approximately \$80,000 and they thought maybe they could credit it towards fees for the other UNC Facilities under construction. But found out they are completely different. UNC has suggested a utility bill credit. Mr. Gruesbeck said they average about \$36,000 per year for the Autism Center.

After discussion the board advised staff to ask UNC to send an invoice and pay it out of Capital Reserve.

Ms. Emslie went over the different water and sewer scenarios. After discussion it was the consensus of the board to do the 2% base and 7.5% metric as the new rates for the FY 2015-2016 Budget.

Mayor Terry said maybe if revenues are good we can look at mid-year funding of the media filters at the water treatment plant.

Commissioner Fiocco said he would like to see the \$12,000 stay in the budget for the bus route. He and Jim Nass have started a fundraising campaign to finish Page Vernon Park. They are trying to raise \$16,000 and if the private fundraising don't meet the goal, that it be used for the shortfall. He said if the campaign meets its goal then it will revert back to fund balance.

There was discussion about Kick Starter or Go Fund Me Account.

Changes going through budget document:

Under Zoning Application Fees add:

Conditional Rezoning (cost of technical review plus)	\$825.00
Planned Development District (cost of technical review plus)	\$825.00
Small Area Plans (cost of technical review plus)	\$825.00

BMP Facility Fee	\$500.00
------------------	----------

Access Fees:

Water - \$6.25/gallon/day Wastewater \$11.30/gallon/day

Capital Recovery Fee add:

Planned Development District Water \$3,850 Reuse Water \$3,850 Wastewater \$5,790

Change last column in detail budget to read “% Increase from Previous Year Budget”.

Board would like to know what percent of the budget each expenditure is.

Cover Memo to include a list of capital purchases over 5,000.

Capital Improvement Plan Summary: #4 should read “Fire Tower Truck Line”.

ADJOURNMENT

Motion made by Commissioner Fiocco seconded by Commissioner Foley to adjourn at 10:22 pm.

Vote Aye-5 Nay-0

William G. Terry, Mayor

ATTEST:

Alice F. Lloyd, CMC, NCCMC
Town Clerk