

MINUTES
TOWN OF PITTSBORO
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY, MAY 23, 2016
7:00 PM

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

PLEDGE OF ALLEGIANCE

Commissioner Farrell said there is a boy scout in attendance and he would like for him to lead the Pledge of Allegiance. The pledge of Allegiance was led by Hunter Quinlan. Mayor Perry said Hunter is a member of Troop #93 in Pittsboro and he is working on his Communication Badge.

Commissioner Farrell said it is always nice to have boy scouts in attendance.

ATTENDANCE

Members present: Mayor Cindy S. Perry, Mayor Pro Tem Pamela Baldwin, Commissioner John Bonitz (arrived at 7:15 pm), Jay Farrell, Michael Fiocco and Beth Wilson Foley.

Other staff present: Manager Bryan Gruesbeck, Clerk Alice F. Lloyd, Chief of Police Percy Crutchfield, Finance Director Heather Meacham, Utilities Director John Poteat, Planning Director Jeff Jones and Engineer Fred Royal.

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

Vote Aye-5 Nay-0

CONSENT AGENDA

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

1. Approve Minutes of the May 9, 2016 Regular Meeting.
2. Accept Summary Report for FY 2015-2016 Operating Budget through April 30, 2016.
3. Approve Ordinance to Amend FY 2015-2016 Operating Budget for Grant and Park Signage.
4. Approve Resolution to Complete Sanitary Sewer Asset Management Plan.
5. Authorize Town Manager Signature on Engagement Letter with Davenport & Co. for Financial Advisory Services.

6. Approve Supplemental Agreement for Pittsboro Elementary School Road Sidewalk Project (Project ER-2971H)

Vote Aye-5 Nay-0

AN ORDINANCE TO AMEND FY 2015-2016 OPERATING BUDGET FOR GRANT AND PARK SIGNAGE IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGE 11

A RESOLUTION TO COMPLETE SANITARY SEWER ASSET MANAGEMENT PLAN IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 101

ENGAGEMENT LETTER FOR FINANCIAL ADVISOR IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGES 102-103

SUPPLEMENTAL AGREEMENT WITH NCDOT FOR PITTSBORO ELEMENTARY SCHOOL ROAD IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGES 104-106

REGULAR MEETING AGENDA

CITIZENS MATTERS

Greg Lewis – 78 Lauren Rose, Pittsboro, stated he is a member of EDC, Main Street Committee and Co-Chair of Pittsboro Business Association. He was speaking on behalf of downtown businesses. They don't want to be like Cary where everything grew around the downtown.

They want to be like Apex where the downtown is revitalized to become a more walkable area. He would like for the board to work with NCDOT (they are willing to foot the bill for revitalization downtown (sidewalks to level them out and make them ADA compliant)). Mr. Lewis stated he was in favor of working with NCDOT to revitalize downtown. He stated downtown needs to be ahead of what's coming in Chatham Park.

Doug Emmons – 114 Autumn Chase, Pittsboro, stated he is a member of EDC, Retire Pittsboro, Main Street Committee and Chatham Literacy Council. He is in favor the Revitalization Project that Mr. Lewis spoke about and that he is also in favor of Chatham Park.

COMMISSIONER UPDATES

MAYOR UPDATES

Mayor Perry said she has signed a Proclamation declaring May Mental Health Awareness month and asked that it be made a part of the record of this meeting. The Proclamation read as follows:

PROCLAMATION

WHEREAS, Mental Health Awareness month is part of a nationwide effort in the month of May to reduce the stigma and discrimination surrounding mental health challenges and increase awareness of tools and resources to prevent such challenges, and reduce the symptoms; and

WHEREAS, one in four adults experience mental health problems in any given year and one in sixteen adults experiences serious mental illness; and

WHEREAS, mental health is part of overall health and helps to sustain an individual's thought processes, relationships, productivity and availability to adapt to changes or face adversity, yet we too often think about mental health differently from other health issues; and

WHEREAS, like other diseases, mental illness can be successfully treated and it is vital to build an open dialogue that encourages support and respect for those struggling with mental illness; and

WHEREAS, with treatment and support, people challenged with mental illness can maintain their quality of life and their involvement with family and community; and

WHEREAS, I, Cindy S. Perry, Mayor of Pittsboro, do hereby proclaim May of 2016 to be NATIONAL MENTAL HEALTH AWARENESS MONTH, and call upon all our citizens to recommit our community to increase awareness and understanding of mental illness, improvement of the array of mental health services for people of all ages, expand the supply of affordable housing for people living with mental illness and ensure those struggling to know they are not alone.

THEREFORE, I Cindy S. Perry, Mayor of Pittsboro, hereunto set my hand and affix the seal of the Town of Pittsboro, this the 23rd day of May, 2016.

Mayor Perry stated she has attended:

- EDC meeting.
- Joint meeting with Planning Board on UDO.
- Habitat for Humanity regarding Toomer Loop Area.
- Ribbon Cutting on Fayetteville Street at Unique Upholstery & Design.
- Vine cutting at Lorax Lane (Farm & Forest Trail) along with Commissioner Bonitz and his children.
- RPO
- Fairground Association
- PBA/Downtown – Commissioner Fiocco said he attended the PBA meeting and they were discussing the effects of HB2. He was able to speak to those in attendance and let them know that the Pittsboro Board of Commissioners had sent a Resolution Opposing HB2.
- Triangle J Council of Governments
- Main Street – Commissioner Fiocco said he was unable to attend but they had a productive meeting.
- Climate Change

PUBLIC HEARINGS

Motion made by Commissioner Fiocco seconded by Commissioner Farrell to go into public hearing.

Vote Aye-5 Nay-0

REQUEST TO REZONE 196 HILLSBORO ST (REZ-2016-02) (JEFF JONES)

Planning Director Jeff Jones stated Property Owner Atlas Boone is proposing to rezone approximately .84 acres, 196 Hillsboro St., from R-12 (Medium Residential) to O&I (Office & Institutional).

Mr. Jones went over the staff analysis for 196 Hillsboro Street.

PUBLIC COMMENTS:

Steve Cockman – stated that he and his wife Betsy live at 217 Hillsboro Street directly across from this property. He stated that Hillsboro Street is the entryway to Historic Pittsboro from the north.

Mr. Cockman said he has seen some property converted to non-residential uses in the twenty five years he has been living on Hillsboro Street. He is concerned about preserving the historical natural of their neighborhood.

Mr. Cockman said he also has concerns about traffic (off street parking), the designation of O&I zoning (institutional functions from medium to high density), business hours (in residential district and days of operation) and signage.

Mr. Cockman stated he would request that the Board keep the property zoned as it currently is Residential.

Walter Harris stated he and his wife Linda live at 281 Hillsboro Street. Mr. Harris stated he is a member of Chatham County Historical Association. He said he has the same concerns as Mr. & Mrs. Cockman.

Mr. Harris said he was on the Planning Board and a lot of thought and consideration was made for preserving the Historical District of Pittsboro and where the commercial would start/stop.

Mr. Harris stated there is another alternative to getting the property rezoned and that is to get a Conditional Use Permit which would serve as protection for the area because the zoning doesn't change.

Mr. Harris stated he is against the zoning change.

Commissioner Farrell stated after listening to the concerns it brings up a problem. Where is this going to stop (being O & I) where is residential going to start? Commissioner Foley asked how we could protect the historical nature of this area. Commissioner Baldwin said the Historical

aspect of the Town is great and we want to keep that. She thanked everyone for bringing their concerns to the Board.

Ronald Collins said he is the Guardian for Mr. Boone. He is trying to get the most money for Mr. Boone's care that he can. He can't ask for a Conditional Use Rezoning the person buying the property would have that opportunity if it was sold as residential property and they would benefit more because they would pay a lower price for the property.

Mayor Perry stated this will go before the Planning Board at their next meeting and be brought back to the Board of Commissioners on June 13, 2016.

REQUEST TO REZONE KROMBACH PROPERTY (REZ-2016-03) (JEFF JONES)

Planning Director Jeff Jones stated the applicants has withdrawn their request and he would recommend accepting the withdrawal request.

FISCAL YEAR 2016-2017 ANNUAL OPERATING BUDGET

Manager Gruesbeck stated once the budget has been submitted to the Governing Body a public hearing is required by General Statutes to receive comments for the public on the proposed budget. Mr. Gruesbeck said there will be a budget worksession later in the meeting.

PUBLIC COMMENTS:

NONE

Motion made by Commissioner Fiocco seconded by Commissioner Baldwin to go out of public hearing.

Vote Aye-5 Nay-0

OLD BUSINESS

PRESENTATION OF CURRENT US 64/US 15-501 TRAFFIC CIRCLE DESIGN FROM KIMLEY-HORNE (SAL MUSARRA)

Mr. Sal Musarra made the following PowerPoint presentation:

http://pittsboronc.gov/index.asp?Type=B_BASIC&SEC={F648A9BA-F689-42B3-85D4D7DF405FA4F6}&DE={1193D681-D78F-4CCF-AD12-9656B901D75A}

After the presentation there was a discussion about "No Trucks" designation. Justin Richmond with NCDOT that they are not able to restrict traffic on a US route. There has to be a designated bypass for 501. He said the is one on the plan and until it's constructed you will not be able to restrict traffic on a US route.

There was discussion about how to proceed to get it on the STIP.

**ORDINANCE FOR ROAD CLOSURE FOR PITTSBORO SUMMER FESTIVAL
(CHIEF PERCY CRUTCHFIELD)**

Chief Crutchfield stated Mr. Gruesbeck had requested him to look into the closure of US 15-501 (Hillsboro Street) for two blocks north of the traffic circle for a summer festival. The Pittsboro Business Association (PBA) has requested Hillsboro Street be closed for approximately seven hours for the festival. Mr. Gruesbeck discussed three possible plans with the PBA:

- 1- The closing of Hillsboro Street
- 2- The closing of the Hanks, Credle & Salisbury Streets area like the street fair
- 3- The closing of Chatham Street and use of County Building Complex like the recent Spring Fling

Chief Crutchfield said we need to consider the feasibility of this location and if it is not acceptable determine alternate locations. There are many matters to consider such as traffic control, high volumes of traffic through side streets and residential areas, parking concerns and overall holiday weekend issues.

Chief Crutchfield said he wanted to make the board aware that 4-5 thousand cars will have to be diverted to Town Streets during this time.

Greg Lewis said they currently have First Sunday and they want to make it a larger event in celebration of Independence Day. They want to show off Downtown and keep everything together. They have a lot of interest in this event. They expect to see thousands of people attend this event instead of the 500 that attended the Tree Lighting Ceremony.

Commissioner Bonitz said he is excited about it. He thought maybe perhaps this can be done for the winter holiday as well.

Chief Crutchfield said the success of this will getting enough help for traffic control. He said when they are running traffic detours side street parking will be limited. It will cost \$30 per hour for each deputy working.

There was a discussion about set-up and take down of vendors and entertainment.

Commissioner Fiocco said the Main Street Program promotes downtown events for the community.

Attorney Messick asked about the special event insurance and how to fund the additional pay for officers.

Commissioner Fiocco said to take it from the façade grant program which is a Main Street item. He said all of the monies budgeted has not been spent.

Commissioner Farrell said he hope it is taken in consideration that some of the businesses are open on Sunday morning,

After discussion, Greg Lewis asked if signs could be posted downtown that said “No Parking Sunday 1 pm to 10 pm”. It was stated that was a good idea and also that Chief Crutchfield talk with the businesses about it and a letter to the editor in the local newspaper.

There was discussion that maybe Chatham Transit could provide shuttle service to downtown from the number of vacant lots on each corner of Town.

Motion made by Commissioner Fiocco seconded by Commissioner Foley to approve the Ordinance Declaring a Road Closure for Pittsboro Summer Festival.

Vote Aye-5 Nay-0

AN ORDINANCE DECLARING A ROAD CLOSURE FOR PITTSBORO SUMMER FESTIVAL IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGES 12-13

FY 2016-2017 BUDGET DISCUSSION (BRYAN GRUESBECK; HEATHER MEACHAM)

Manager Gruesbeck referenced the memo he submitted.

General Fund Basics

- Revenues include property taxes, shared revenue from the state and other fees
- Expenditures support General Administration, Board, Legal, Planning, Engineering, Police, Fire, Buildings (not WTP/WWTP), Sanitation and Parks.

General Fund Highlights

1. General Fund Revenues – General Fund Revenues increase by approximately 4.5% without an ad valorem property tax rate increase. We currently estimate more General Fund Expenditures than General Fund Revenues, so a transfer of \$84,451 from General Fund balance is proposed to balance the budget. This figure is lower than last year’s budget figure (\$178,649).
2. General Fund Expenditures – General Fund expenditures are increased by nearly 2% when compared to last year’s budget. Highlights (in no particular order) include:
 - a. Salary & Wage Adjustments: Employees and Board of Commissioners are currently budgeted for a 2.5% increase. This figure is larger than the inflationary Consumer Price Index (CPI-U) *decline* of 0.2% reported for this year compared to last. Pay adjustments are also estimated for employees who gain professional certifications (Police, Utilities, Water Treatment and Waste Water Treatment Departments). Due to increased meeting frequency, we are proposing that the Board of Commissioners receive additional pay beyond the 22 “regular” meetings (\$100/meeting for Board; \$125/meeting for Mayor).
 - b. Health Insurance: Blue Cross/Blue Shield is providing a renewal price increase of 17% for the current level of benefits and I have asked for alternate coverage

options that do not decrease our current levels of coverage. Dental insurance renewal will decrease by 18% under a new provider.

- c. Fire: The Pittsboro Fire Department is requesting a 3.5% increase. This figure is significantly lower than previous years.
- d. Chatham Transit: At this time, the Town of Pittsboro will not be asked to contribute.
- e. Parks - \$60,000 is budgeted for a new Parks and Recreation Master Plan. \$15,000 to resurface basketball courts near Pittsboro Elementary School. \$15,000 for new playground equipment.
- f. Powell Bill: \$162,600 is budgeted from the annual revenue provided by State proceeds from the fuel taxes for the repair and maintenance of Town streets. A portion of this figure (\$58,600) is carry-over from unspent monies from FY 15-16. \$106,000 is estimated for repaving Salisbury Street (between Johnston St to Masonic St.). \$20,000 will be used for storm drainage issues that impact Town streets. \$12,600 is budgeted for an updated pavement condition survey.
- g. Capital Equipment/Buildings: The Town will be purchasing a new storage shed at the Utilities Garage. Other equipment purchases for the upcoming year look to increase the Town's capacity to deal with snow and ice storms by purchasing an additional snowplow and brine spreader. Additionally, we will improve leaf collection and yard debris removal by purchasing a new dump truck bed and body (\$50,749). Each of these items listed above will be procured via an installment purchase loan. Therefore, the annual payment will be \$19,200 over the next four (4) years.

The Town will continue to replace obsolete vehicles by using installment financing to absorb the annual cost of five (5) new vehicles – four (4) for the Police Department and one (1) for Administration in an amount of \$54,000 annually over the next four (4) years.

Enterprise Fund Basics

- Revenues from water/wastewater charges
- Expenditures for Administration, maintenance of water and wastewater treatment, maintenance of water/wastewater distribution and collection system and debt service
- Self-supporting

Enterprise Highlights

- a. Budget Ordinance: We are adding a “Service Initiation Fee” of \$15 to all new accounts opened that will be assessed on the customer's first bill. Late fees will be changed to a flat percentage (15%) of the balance due. The penalty for tampering with the water system/meters is increased from \$500 to \$15,000.

3. Enterprise Fund Expenditures: \$197,639 is obligated to debt – down significantly from the previous years. As a result, the Enterprise Funds are currently projecting a slight positive balance (\$3,606).
 - a. Water Treatment Plant: The WTP will install an emergency generator at Haw River raw water intake to ensure raw water intake during power outages as well as a new meter to measure potable water delivered to the Town of Pittsboro water customers.
 - b. Utilities Department: The Town will purchase a remote controlled camera to inspect underground storm and sanitary sewer pipes as well as a magnetic/electric utility locator to help find pipes in advance of water main breaks or other construction projects.
 - c. Installment Loan Purchase: Each of the items referenced above will use a loan in an annual amount of \$24,300 – evenly split between the WTP and Utilities Departments.
 - d. Wastewater Treatment: Increased costs for tests to labs. Previously, the WWTP used a part-time position to complete lab work in-house.
 - e. Administration: \$15,000 is budgeted for a Sewer Asset Management Plan for the sanitary sewer distribution system to help optimize maintenance costs and schedules. Additionally, we have budgeted \$15,000 to study water distribution interconnections with Chatham County to determine where the Town could gain service connections and capacity.

\$2,300/month is estimated in transaction fees for processing debit/credit payments online, at Town Hall and over the phone.

Manager Gruesbeck asked if there was any feedback for tonight. If not if the Commissioners had any questions please feel free to contact either him or Ms. Meacham.

Commissioner Fiocco said he needs more time to study it but he would like to see about \$30,000 of support for the Main Street Program to help with promotions and events.

It was the consensus of the Board to continue discussion on the proposed FY 2016-2017 budget at the next meeting and if needed schedule another meeting then.

ADDITIONAL UPDATES AND REPORTS

MANAGER'S UPDATE ON PROJECTS

Manager Gruesbeck reported on the Stormwater Project going on in front of Town Hall and also the remodeling of his office.

He stated staff along with the Financial Advisor will be going to Sanford to discuss an Interlocal deal for the Sanford Force Main Project.

Mayor Perry stated on a good note. She received to wonderful comments about the Town last week. One was from a constituent who was very excited about the Town's website. He said he can keep up with what's going on in Pittsboro by visiting the website. The other one was from Lyle Estill who said he was so glad to see the tennis court repaved.

COMMISSIONER CONCERNS

Commissioner Bonitz said since the joint meeting and the discussion about the gateway concept he has noticed a lot of debris at the overpasses, bridges over the river and at Lowes around the median. He wanted to know if maybe NCDOT could clean that up. Manager Gruesbeck said he would check on it.

ADJOURNMENT

Motion made by Commissioner Baldwin seconded by Commissioner Foley to adjourn at 9:58 p.m.

Vote Aye-5 Nay-0

Cindy S. Perry, Mayor

ATTEST:

Alice F. Lloyd, CMC, NCCMC
Town Clerk