

MINUTES  
TOWN OF PITTSBORO  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MONDAY, NOVEMBER 23, 2015  
7:00 PM

Mayor Bill Terry called the meeting to order and asked 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, 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., Chief of Police Percy Crutchfield, Finance Officer Nancy Emslie, Engineer Fred Royal and Planning Director Jeff Jones.

**CONSENT AGENDA**

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

1. Approve minutes of the November 9, 2015 regular meeting.
2. Approve Ordinance Amending the FY 2015-2016 Operating Budget.
3. Accept FY 2015-2016 Financial Reporting as of October 31, 2015.  
Vote Aye-5 Nay-0

**AN ORDINANCE AMENDING FY 2015-2016 OPERATING BUDGET IS  
RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGE 152**

**REGULAR MEETING AGENDA**

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

Vote Aye-5 Nay-0

**CITIZENS MATTERS**

None

## **OLD BUSINESS**

### **RECEIVE FY 2014-2015 AUDIT PRESENTATION**

Jay Sharpe, CPA, CFE, Partner, Director of Audit Services made a presentation of the draft FY 2014-2015 Audit Presentation. They have issued an unmodified opinion on the financial statements of the Town of Pittsboro for the year ended June 30, 2015 (which is the best they can give). The audit has been submitted to LGC and they are currently reviewing it.

Mayor Terry said they look forward to receiving the final LGC approved copy of the audit.

### **SANITARY SEWER INFLOW AND INFILTRATION (I&I) PROJECT SCOPE INCREASE RECOMMENDATION**

After discussion a motion was made by Commissioner Baldwin seconded by Commissioner Turner to authorize the Town Manager to execute a contract with Hydrostructures per Exhibit A.

Vote    Aye-5    Nay-0

Motion made by Commissioner Fiocco seconded by Commissioner Farrell to approve the Ordinance Amending the Town of Pittsboro 2015-2016 Operating Budget.

Vote    Aye-5    Nay-0

### **AN ORDINANCE AMENDING FY 2015-2016 OPERATING BUDGET IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGE 153**

### **UNIFIED DEVELOPMENT ORDINANCE (UDO) UPDATE**

Planning Director Jeff Jones stated he and Manager Gruesbeck met with Mr. Waldon last week. Mr. Waldon said he would have Model 1 to the staff on December 7, 2015 and will come give an update to the Town Board at the December 14, 2015 meeting. The UDO website will also be updated with the schedule and document.

Commissioner Fiocco stated he would like to have it put on the Town's website as well. Mr. Jones said okay.

### **SUTTLES ROAD SUBDIVISION (SD-2015-02) CHATHAM PARK PLANNED DEVELOPMENT DISTRICT FINAL PLAT REVIEW**

Planning Director Jones reported that since the May 11, 2015 approval Lot 9 boundary has changed slightly. The original preliminary plat had Lot 9 having frontage on Freedom Drive to meet the Town's requirement for frontage on a Public Right-of-Way. The developer has since acquired land adjacent to Russett Run Road and Lot 9 that provides for the frontage requirement for Lot 9. Additionally a sanitary sewer easement shown on the plat as a 20 foot easement has been changed to 25 feet to accommodate the actual location of a manhole.

The Final Plat has been reviewed by Staff and the Planning Board recommended approval of SD-2015-02 at their October 5, 2015 meeting.

After discussion a motion was made by Commissioner Fiocco seconded by Commissioner Foley to approve the Final Plat for Suttles Road Subdivision (SD-2015-02).

Vote Aye-5 Nay-0

**COPY OF APPROVED SUTTLES ROAD SUBDIVISION (SD-2015-02) CHATHAM PARK PLANNED DEVELOPMENT DISTRICT FINAL PLAT IS ON FILE AT THE TOWN PLANNER'S OFFICE**

**NEW BUSINESS**

**CONSIDER THE APPOINTMENT OF A TOWN OF PITTSBORO REPRESENTATIVE TO THE CLIMATE CHANGE ADVISORY COMMITTEE**

Manager Gruesbeck stated the Board can choose from among themselves or direct him to attend the meetings.

Mayor Terry said there is going to be a turn-over on the board and wanted to know if they could be included. Commissioner Foley said John Bonitz has a background in this area.

Commissioner Elect John Bonitz said he would be glad to serve on the committee.

Motion made by Commissioner Foley seconded by Commissioner Farrell to appoint Commissioner Elect John Bonitz to serve as the Town's representative on the County Climate Change Advisory Committee.

Vote Aye-5 Nay-0

**UPDATES AND REPORTS**

**MANAGER'S UPDATE ON PROJECTS**

Manager Gruesbeck said he placed the Affordable Housing PowerPoint at their seats tonight. He will keep the board informed as information is received.

Manager Gruesbeck and Finance Director has spoken with LGC about some on-going projects we have.

Manager Gruesbeck said the traffic circle comments received at the last meeting has been given to Kimley-Horn. The next step will be Kimley-Horn meeting with NCDOT with those concerns. Following that meeting with property owners and public to make sure all concerns are addressed before any decisions is executed.

Manager Gruesbeck said the Tree Lighting Celebration went well.

Mayor Updates

- EDC
- RPO
- Fairground Association

- PBA/Downtown – Commissioner Fiocco stated PBA done a fantastic job with the tree lighting celebration and well as staff. He said Miracle on Hillsboro Street will be held on December 19, 2015 at 2:00 in the courthouse.

### **COMMISSIONER CONCERNS**

Commissioner Farrell said he wanted echo the good job the Police Department done during the Tree Lighting Celebration and also thanked Finance Director Emslie for the good job on the audit. He said he wanted to stress that we not lose one parking spot with the downtown improvements.

Commissioner Foley said she received a comment from a resident of Powell Place about a new house on Powell Place Lane where red clay ran into the holding pond during one of the rain events.

### **ADJOURNMENT**

Motion made by Commissioner Baldwin seconded by Commissioner Farrell to adjourned at 8:01 pm.

Vote Aye-5 Nay-0

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William G. Terry, Mayor

ATTEST:

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Alice F. Lloyd, CMC, NCCMC  
Town Clerk