

MINUTES
TOWN OF PITTSBORO
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY, OCTOBER 24, 2016
7:00 PM

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

PLEDGE OF ALLEGIANCE

Commissioner Farrell led the Pledge of Allegiance.

ATTENDANCE

Members present: Mayor Cindy S. Perry, Mayor Pro Tem Pamela Baldwin, Commissioner John Bonitz, Jay Farrell, Michael Fiocco and Bett Wilson Foley.

Staff present: Manager Bryan Gruesbeck, Clerk Alice F. Lloyd, Attorney Paul S. Messick, Jr., Police Chief Percy Crutchfield, Planning Director Jeff Jones, Planner II Victoria Bailiff, Finance Director Heather Meacham and Engineer Fred Royal.

CONSENT AGENDA

Commissioner Fiocco stated he had one small correction to the October 10, 2016 regular meeting minutes. On page 6, third paragraph from the bottom should read Strom instead of Strong. Motion was made by Commissioner Fiocco seconded by Commissioner Baldwin to approve the consent agenda with corrections above and the regular agenda as submitted. The Consent Agenda contains the following items:

1. Approve Minutes of the October 10, 2016 Regular Meeting. (With above corrections)
2. Receive Financial Summary for FY 2016-2017 Annual Operating Budget through September 30, 2016.
3. Approve Resolution to Approve Acceptance of Wastewater Asset Inventory and Assessment (AIA) Grant and approve a Budget Ordinance establish a Capital Project Budget for Wastewater Asset Inventory and Assessment Grant Project.
4. Approve Ordinance Declaring a Road Closure for Pittsboro Holly Days.
5. Approve Resolution Honoring Veterans and Men and Women Currently Serving In the Armed Forces of the United State of America.

Vote Aye-5 Nay-0

A RESOLUTION TO APPROVE ACCEPTANCE OF WASTEWATER ASSET INVENTORY AND ASSESSMENT (AIA) GRANT IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 165

AN ORDINANCE ESTABLISHING PROJECT BUDGET FOR WASTEWATER ASSET INVENTORY AND ASSESSMENT (AIA) GRANT PROJECT IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGE 94

AN ORDINANCE DECLARING A ROAD CLOSURE FOR PITTSBORO HOLLY DAYS TREE LIGHTING CEREMONY IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGE 95

A RESOLUTION HONORING VETERANS AND MEN AND WOMEN CURRENTLY SERVING IN THE ARMED FORCES OF THE UNITED STATES OF AMERICA IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGE 166

PUBLIC HEARING

HILLSBORO STREET FUTURE LAND USE DESIGNATION CHANGE (LUPA-2016-01) (VICTORIA BAILIFF, PLANNER II)

Ms. Bailiff reported that The Town of Pittsboro Board of Commissioners proposed to change the land use designation of 13 parcels totaling approximately 9.99 acres which are currently zoned R-12. The proposed alteration to the Future Land Use Plan will change the designation of all properties fronting the eastern side of Hillsboro Street including and between the properties of 390 and 196 Hillsboro Street, more particularly described with Parcel number(s) 7817, 7813, 7818, 5855, 7811, 7812, 7634, 7810, 8152, 7815, 60748, 7814, and 7806 from Mixed Use Town Center to Traditional Neighborhood.

The Board has proposed this amendment to better fulfill the Character Goal of the Land Use Plan. Changing the designation to Traditional Neighborhood would preserve the character of the Town as it grows. Maintain Pittsboro's community character, enhance quality of life, and protect existing neighborhoods.

Staff recommends that it be sent to the Planning Board.

Commissioner Fiocco stated looking at the Traditional Neighborhood in the Land Use it allow for infill of business (mixed use buildings) and we will look at zoning to see if those buildings are permitted. But Traditional Neighborhood does envision some commercial aspect to the area. Ms. Bailiff said yes.

PUBLIC COMMENTS:

Tanya Haley stated she owns property right next to the Atlas Boone property. She is concerned with maybe more of a narrow focus planning when she thinks the older vision of a mixed use area would still fit Pittsboro. Just to have a traditional neighborhood is just not good for their property in general it would be a little more difficult.

Commissioner Foley asked if she was for or against the proposed changes. Ms. Haley said if it is mixed use it would be fine.

Erica Atkins – 288 Hillsboro Street stated she is concerned because she doesn't want a seven story office building next door to her. She has concerns about it becoming like Franklin Street in Chapel Hill.

Dan Deacon stated he owns a couple of properties in the area and he would like to see a slight transition of property. Not to go from restaurant to retail and straight into residential it seems like you would want a little bit of a transition into a downgraded office type use, it doesn't have to be a high story building or anything.

Motion made by Commissioner Baldwin seconded by Commissioner Fiocco to go out of public hearing and refer to the Planning Board for recommendation.

Vote Aye-5 Nay-0

REGULAR MEETING AGENDA

CITIZENS MATTERS

None

COMMISSIONER UPDATES

Mayor Updates – Mayor Perry reported that she attended the following:

- Realtors Meeting in Hillsborough hosted by the Realtors of Orange/Chatham Counties.
- Utilities Worksession.
- Anti-bullying event at Horton School (wonderful event)
- Additional Elements Advisory Committee Meeting.
- EDC Opportunity Chatham event.
- Triangle J Council of Governments Mayors Meeting next week.
- RPO
- Fairground Association
- PBA/Downtown
- Triangle J Council of Governments
- Main Street – Commissioner Fiocco said the Main Street Committee is moving forward with their application for 501c status. The Main Street Design Committee talked about how the Kimley Horne design with the NCDOT project is marrying with our BMP project at the Blair building. They had a very good meeting. Recommendations will be coming from that group.
- Climate Change

NEW BUSINESS

(None)

OLD BUSINESS

WASTEWATER SYSTEM IMPROVEMENTS FINANCIAL OVERVIEW (TED COLE; DAVENPORT & CO.)

Manager Gruesbeck stated for years we have been working on efforts to improve our wastewater facilities. This is an effort to modernize the facilities and improve services we provide to current residents and future residents.

Manager Gruesbeck said tonight we are going to deal with looking at how our system is affected financially as well as how it will affect the town current rate payers and future rate payers.

He said this is the second presentation from Davenport and Company who has been acting as our financial advisor on this issue. We have had staff conversations with them on a couple other things that doesn't involve wastewater treatment as well.

Manager Gruesbeck said that two principles with Davenport and Company are present tonight Mr. Ted Cole and Mr. Mitch Brigulio. He said tonight is an extension of the workshop and more toward the financial end of it.

Mr. Cole started out by saying they are not engineers or attorneys – this is a financial assessment.

Mr. Cole went over a power point presentation which can be found at:
http://pittsboronc.gov/index.asp?Type=B_BASIC&SEC={F648A9BA-F689-42B3-85D4-D7DF405FA4F6}&DE={F4C68A9C-5CA0-44CB-A6CD-102D6E6834B4} (Town of Pittsboro NC Utility Discussion Materials 10.20.16)

An audio of the discussion can be found at:
http://pittsboronc.gov/index.asp?Type=B_BASIC&SEC={4C7C3625-8815-40A4-8490-3497C47A479B}&DE={19B1765B-20AA-47EB-8B9B-17044D64E4DE} (October 24, 2016 – 21:25 through 143:13)

Mr. Cole wanted to clarify that the proposed rate structure **does not** include a contribution from Chatham Park so therefore the rate should be lower.

There was questions/discussion during the presentation.

Commissioner Foley thanked them for the presentation and said it is a very complex issue and they did a great job presenting it. The Board agreed.

ADDITIONAL UPDATES AND REPORTS

MANAGER'S UPDATE ON PROJECTS

Manager Bryan Gruesbeck submitted the following update:

Chatham Park PDD Master Plan: Sanford Force Main – The Town Board held a workshop on October 13, 2016 to review the Sanford Forcemain project. On October 24, 2016 Davenport & Co will provide a financial overview of the project. During the November 14, 2016 meeting, I can provide a summary of the strengths and risks of the proposed forcemain. Ideally, the Board

should determine a direction regarding the submittal of the Engineering Report (ER) in November. Staff will be meeting with the NC Department of Water Infrastructure (DWI) on October 27, 2016.

Chatham Park PDD Master Plan: Reclamation Plant - The Town Board reviewed information from McKim & Creed regarding the relationship between the Town’s projected wastewater needs, as well as the relationship between the current Town WWTP. I met with Tim Baldwin from McKim & Creed and Mike Myers from Envirolink on October 19, 2016 to discuss more detailed issues with this system (eg, NPDES Permit, Memorandum of Understanding). An additional meeting is scheduled with me, Mr. Messick, Chatham Park attorneys as well as Tim Smith and Bubba Rawl to coordinate issues with the Reclamation Plant and the Forcemain on October 25, 2016.

Sanitary Sewer Inflow and Infiltration (I&I) – A preconstruction meeting is scheduled for October 13, 2016 at Hydrostructures and the NC Division of Water Infrastructure (DWI) to begin work on repairing storm water sewer infiltration into sanitary sewer lines and manhole structures in the Toomer Loop Road area behind Piggly Wiggly. More specifically, the work will include placing “sliplines” in sanitary sewer lines, repairing manhole structures and fixing leaks in private sewer cleanouts. Town Staff will personally notify the affected residences. This work was expected to begin during the week of October 17, 2016 but Hurricane Matthew has delayed the schedule. Don’t know when it will begin.

Pittsboro Elementary School Sidewalk/NC 87 Sidewalk – A bid opening was held on October 18, 2016 for both sidewalk segments. The Pittsboro Elementary Road Sidewalk bid – because it is funded with a grant from NCDOT - will be reviewed by NCDOT. We hope to have a Notice to Proceed from NCDOT by Thanksgiving.

Dioxanne 1,4 – Dr. Knappe from NCSU will be attending the November 28, 2016 Town Board of Commissioners meeting to discuss his recent efforts to advocate for better source reduction and discharge limitation of the currently unregulated Dioxanne 1,4. Mr. Pickett (WWTP Superintendent) has keep in touch with Dr. Knappe on this matter.

New Phone System – The new phone system was installed during the week of October 17, 2016. The website has been changed to reflect the updated contact information. The public can continue to direct dial Town Staff at the following extensions:

Bryant, Denise	1001	dbryant@pittsboronc.gov
Horne, Paul	1002	phorne@pittsboronc.gov
Jones, Jeff	1003	jjones@pittsboronc.gov
Poteat, John	1004	jpoteat@pittsboronc.gov
Royal, Fred	1005	froyal@pittsboronc.gov
Meyer, Michele	1006	mmeyer@pittsboronc.gov
Bailiff, Victoria	1007	vbailiff@pittsboronc.gov
Bullock, Cassie	1100	cbullock@pittsboronc.gov
Ours, Crystal	1101	cours@pittsboronc.gov
Meacham, Heather	1102	hmeacham@pittsboronc.gov
Platon, Ileana	1103	iplaton@pittsboronc.gov

Lloyd, Alice	1104	afllloyd@pittsboronc.gov
Gruesbeck, Bryan	1105	bgruesbeck@pittsboronc.gov
Perry, Cynthia	1106	cperry@pittsboronc.gov
Crutchfield, Percy	1150	pcrutchfield@pittsboronc.gov
Roberson, Troy	1151	troberson@pittsboronc.gov
Cheek, Teresa	1152	tcheek@pittsboronc.gov
Bradburn, Samuel	1153	sbradburn@pittsboronc.gov
Hadley, Ben	1154	bhadley@pittsboronc.gov
Johnson, Clarence	1155	cjohnson@pittsboronc.gov
Kibler, Chris	1156	ckibler@pittsboronc.gov
Overman, Brian	1157	boverman@pittsboronc.gov
Swain, Edwin	1158	eswain@pittsboronc.gov
Thomas, Travis	1159	tthomas@pittsboronc.gov
Warcup, Delanie	1160	dwarcup@pittsboronc.gov
Youngblood, William	1161	wyoungblood@pittsboronc.gov
Heard, Randy	1200	rheard@pittsboronc.gov
Pickett, Adam	1300	apickett@pittsboronc.gov
Barbee, Charles	1301	cbarbee@pittsboronc.gov

There was discussion about being able to dial by name. Manager Gruesbeck said he will continue working the bugs out of the system.

Electric Vehicle (EV) Charging Stations – The Town Board earlier authorized an application to the Duke Energy for reimbursable funding to install EV stations on Town property. I have collected potential contractors for bids to determine the cost of design for the location of the stations. Once we have identified a potential contractor, I will return to the Board with a project budget and coordinate with Town Staff on remaining follow-up for the project.

NC 87/Robeson Creek Bridge Replacement – NCDOT will be replacing the bridge crossing at Robeson Creek. As we discussed earlier, the start date was anticipated for mid-October, but Hurricane Matthew has delayed the project. Put a copy of the leaf schedule at each member’s seat tonight.

Chief Crutchfield stated the Police Department teamed up with a local business, Robyn’s Nest and M2 Graphics to accept donated items for the Lumberton area Hurricane Matthew victims. They had a very successful day today collecting supplies and they collected \$600 in donations that will be used to purchase the needed items.

Manager Gruesbeck stated that Salisbury Street paving has been completed.

COMMISSIONER CONCERNS

Commissioner Farrell stated they hadn’t heard anything back about the request from the 9-11 Memorial Committee. Manager Gruesbeck said they are still working on it.

Commissioner Foley stated that sometime ago she mentioned a container to dump things that a bio facility can use (cooking oil). She wanted to know if everyone is still on board with doing

that. Commissioner Farrell stated that with him being in the business of having to dispose of cooking oil it makes a large mess. Chief Crutchfield asked how it would be monitored. He said people would be dumping in motor oil and everything if it is not monitored. Commissioner Bonitz said maybe it would make a greater impact if we worked with the County.

Commissioner Bonitz mentioned a request he had received about crosswalk on West Street for Pittsboro Elementary School parents walking their children to school.

Commissioner Bonitz mentioned an email he had sent the board about the need to plan/build for more severe rainfall events. He asked that the board take a little time to read the article.

Commissioner Foley asked about the surveying on 15-501. Manager Gruesbeck said NCDOT has planned on widening the road with sidewalks and other improvements to begin in 2019.

Mayor Perry commented on the very nice Vendor Map for the Street Fair.

FYI –

1. Pittsboro Street Fair – Vendor Assignment Map (as of 10/17/16)

ADJOURNMENT

Motion made by Commissioner Fiocco seconded by Commissioner Farrell to adjourn at 9:56 pm.

Vote Aye-5 Nay-0

Cindy S. Perry, Mayor

ATTEST:

Alice F. Lloyd, CMC, NCCMC
Town Clerk