

MINUTES
TOWN OF PITTSBORO
BOARD OF COMMISSIONERS
REGULAR MEETING
MONDAY, SEPTEMBER 12, 2016
7:00 PM

Mayor Perry called the meeting to order, asked for a moment of silence and that we remember the families of the victims of 9/11 and noted the dedication of the 9/11 Memorial here on Saturday.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Commissioner Farrell.

ATTENDANCE

Members present: Mayor Cindy 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, Parks Planner Paul Horne, Police Lt. Troy Roberson, Engineer Fred Royal, Planning Director Jeff Jones, Planner II Victoria Bailiff and Finance Director Heather Meacham.

CONSENT AGENDA

Commissioner Fiocco stated he would like to put consent item #6 as old business item #1 for some discussion. Commissioner Bonitz asked to table the August 22, 2016 minutes until next meeting. The consent agenda was approved with the above changes. The Consent Agenda contains the following items:

1. Approve Minutes of the August 22, 2016 Regular Meeting. **(tabled until the next meeting)**
3. Accept Fiscal Year 2016-2017 Financial Reporting as of July 31, 2016
4. Approve Ordinance Amending the Town of Pittsboro 2016-2017 Operating Budget for the Community Conservation Assistance Program (CCAP)
5. Set a Public Hearing for a proposed Future Land Use Designation Change on Hillsboro St (LUPA-2016-01)
6. Approve Ordinance Amending the Town of Pittsboro 2016-2017 Operating Budget for the Sanitary Sewer Inflow and Infiltration (I&I) Project **(moved to old business #1)**

Vote Aye-5 Nay-0

AN ORDINANCE AMENDING THE TOWN OF PITTSBORO 2016-2017 OPERATING BUDGET FOR THE COMMUNITY CONSERVATION ASSISTANCE PROGRAM (CCAP) IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGE 85

REGULAR MEETING AGENDA

Motion made by Commissioner Fiocco seconded by Commissioner Bonitz to approve the regular agenda as submitted adding #6 from consent as old business #1.

Vote Aye-5 Nay-0

CITIZENS MATTERS

None

COMMISSIONER UPDATES

Mayor Updates – Mayor Perry stated she continues to have Monday’s with the Mayor and that it is nice meeting with constituents. Mayor Perry said since the last meeting she has:

- Attended an event for Family Violence and Rape Crisis.
- Attended a Chamber Event on development.
- Met with Triangle J Mayor’s & County Chair’s in Sanford and toured their newly renovated Buggy Factory.
- Attended Retirement Party for former town employee JA Webster, Jr.
- Attended the Habitat for Humanity Classic Car Show.
- Will have EDC meeting tomorrow.
- EDC
- RPO
- Fairground Association – Commissioner Foley reported that the Fair starts on September 22, 2016 and runs through Sunday Sept 25, 2016 and she invited everyone to attend.
- PBA/Downtown – Commissioner Fiocco said the next meeting is Wednesday and he will have more to report at the next meeting.
- Triangle J Council of Governments
- Main Street – Commissioner Fiocco said he missed the last meeting. He was out of town (Highlands, NC) attending the wedding of two young people who grew up in Pittsboro.
- Climate Change – Commissioner Bonitz also wanted to echo attendance of the Chatham County Fair, he has enjoyed it in recent years. Commissioner Bonitz said the Climate Change Advisory Committee will meet this week. He should have something to report next meet. Commissioner Bonitz said he was privileged to be invited to speak at a related conference (North America Conference) a couple weeks ago. One of the things he learned there was the very significant importance of land use as it regards to the ability of soils and landscapes to hold carbons.
- Arts Council – Commissioner Foley said ClydeFest will be on September 24, 2016 and it is a great event for young children.

OLD BUSINESS

APPROVE ORDINANCE AMENDING THE TOWN OF PITTSBORO 2016-2017 OPERATING BUDGET FOR THE SANITARY SEWER INFLOW AND INFILTRATION (I&I) PROJECT

Commissioner Fiocco said the price for erosion control and seeding (\$114,537.00) seems high. He asked if that amount was an estimate. Engineer Fred Royal said it was an estimate that has been approved all the way to the State and it is probably based on projected land disturbance.

After discussion a motion was made by Commissioner Fiocco seconded by Commissioner Bonitz to approve the Ordinance Establishing Capital Project Budget for Sanitary Sewer Inflow and Infiltration (I&I) Project.

Aye-5 Nay-0

AN ORDINANCE ESTABLISHING CAPITAL PROJECT BUDGET FOR SANITARY SEWER INFILTRATION AND INFLOW (I & I) PROJECT IS RECORDED IN THE BOOK OF ORDINANCES NUMBER ONE, PAGE 86

CHATHAM COUNTY HOUSING PROJECT/COMMITTEE (BRYAN GRUESBECK; ASPEN ROMEYN (TRIANGLE J COUNCIL OF GOVERNMENTS)

Manager Gruesbeck gave background on this item and introduced Aspen Romeyn.

Aspen Romeyn (Project Lead, TJCOG) reported that: The Housing Committee will be a time-limited task force with a focus on affordable rental housing. After this task force concludes its work, there will likely be an opportunity to look at the affordable housing element of the Chatham County Comprehensive Plan, and then form an ongoing task force that looks at housing issues comprehensively throughout the county.

Committee Framework

Charge: Use research, data, and expertise available to:

- Identify affordable rental housing challenges that are present in Chatham County and its municipalities.
- Engage with developers, landlords, and community groups to better understand market conditions and potential incentives.
- Compile short-, medium-, and long-term strategies and best practices that will address affordable rental housing challenges in the Chatham County housing market.

Time-frame: Time-limited for up to one year, roughly from September 2016 to June 2017.

Product: A series of affordable rental housing strategies with a recommended implementation plan.

Committee Members: The committee will have up to 6 members, with a community leader as chair and elected officials representing the jurisdictions within the county. Chair – Dennis Streets, Executive Director of Chatham County Council on Aging
Chatham County Commissioner -
Goldston Commissioner -
Pittsboro Commissioner -
Siler City Commissioner -

Cary Town Council Member –

Expectations of Committee Members: The committee members will be expected to review documents in advance of the meeting and be prepared to discuss them in order to efficiently make collaborative decisions. They are expected to be informed of the needs and opportunities in their jurisdiction, and be prepared to help with implementation. We anticipate this will be a time commitment consisting of two hour meetings, plus preparation, every two months for up to one year.

Staff: It is crucial that one or more county or town staff members be assigned as committee liaison to coordinate meeting logistics, gather information, submit regular progress reports to town and county leaders, and lead implementation of adopted strategies.

Meeting Framework

The committee should meet six times over the period of September 2016 to June 2017 to review information and work on meeting the committee charge. The first two or three meetings can be monthly, as the committee defines issues and gathers information. The strategy-based meetings can occur every two months. The assigned county or town staff member should be the point person for these meetings, with TJCOG staff providing key Chatham County Housing Project | August 2016 information and helping to facilitate the discussion and decision-making. A suggested framework for the meetings is as follows:

- Meeting 1: Define common language around what “affordable housing” means, identify problems and priorities specific to rental housing in the county and towns. Triangle J staff will present information on affordable rental housing challenges and opportunities. Identify knowledge gaps within the committee, and determine what information would be useful to discuss at future meetings. Review and finalize the mission and charge of the committee.
- Meeting 2: Define success - what would solving these issues look like? Identify key outcomes and goals. In between meetings 1 and 2, Triangle J staff will convene a focus group of developers, practitioners, and landlords to informally share ideas and challenges. This feedback will be incorporated into the discussion of key outcomes and goals.
- Meetings 3-5: Focus on one or two of the identified issues at each meeting. For each, clarify the issue, consider best practices and strategies (including through presentations from experts), discuss what would work in Chatham County, and draft recommendations to address that issue. Triangle J staff will compile these recommendations into a strategy toolbox to inform future planning and implementation.
- Meeting 6: Review all recommendations, refine strategies, endorse summary of goals and strategy toolbox, determine implementation plan.

Ms. Romeyn said after they are finished it will come back to each board and council for their endorsement.

After discussion a motion was made by Commissioner Bonitz seconded by Commissioner Fiocco to appoint Commissioner Baldwin as the Town’s representative on the Committee and Commissioner Foley as the Town’s alternate.

Vote Aye-5 Nay-0

UPDATE FROM PARKS DEPARTMENT (PAUL HORNE)

Parks Planner Paul Horne gave the following update:

Community House Upgrades

1) Mayor Perry conveyed that constituents, particularly those with mobility challenges, would benefit from having a rail at the Community House. Local architect Grimsley Hobbs provided pro bono design consultation for the project. Stoneybook Farms Metal Shop in Chapel Hill was a crucial part of the design team, and also crafted and installed the railing.

2) Preston Development donated funds for park benches which covered most of the expenses associated with the procurement and installation of two benches matching our downtown benches on the Community House front porch.

These two modest improvements will help make our Community House more safe and inviting.

Sign & Brochure Grant

A grant from the Chatham County Health Department for the design of a system wide parks brochure and parks signage had yielded positive results. The brochure has been particularly popular with downtown merchants, the visitor's bureau, the courthouse museum staff and local realtors.

Park Signage has been installed at several park locations including McClenahan Park and Kiwanis Park.

UDO Review

The Parks Planner has been working with the Planning Director in reviewing portion of the UDO impacting parks, recreation, greenways and open space. Guidance provided in this regard has already resulted in the savings of millions of dollars in tax money for parks over the course of the expected lifespan of the ordinance. Several inadvertent errors were caught in the draft Module 2 which would have had negative fiscal impacts for the Town. Further recommendations will be forthcoming in conjunction with the Planning Director.

Parks Comprehensive Master Plan

Solicitations are being sought for consultants to produce a Comprehensive Parks Master Plan. Proposals are due on September 13, 2016. The selection process will proceed immediately afterwards. The plan will guide the Town's efforts in meeting citizens' parks and recreation needs.

Downtown Kiosks

Was asked by Mr. Gruesbeck to look into kiosks for downtown. He has provided him with potential locations and costs.

Commissioner Farrell asked if there was a problem with the dam at Lake Park. Mr. Horne said it is and that Engineer Royal has a firm looking at a solution to the problem.

Commissioner Foley stated she was at an event in Chapel Hill over the weekend and they were talking about what great parks we have in Pittsboro.

Commissioner Bonitz asked Mr. Horne about his discoveries in his UDO review. Mr. Horne said the proposal would lessen the amount of land to be dedicated. It was a fraction of a percent but over time it adds up. The other was what he feels was an inadvertent error by the consultant was that in our current ordinance the assessment of land is to be post development value it was changed to pre-development value in the proposed UDO, post value is 1 ½ - 3 times greater than pre-development value.

**REQUEST TO REZONE PROPERTY ON THOMPSON STREET (REZ-2016-06)
(VICTORIA BAILIFF)**

Ms. Bailiff stated Mr. Cothren has requested this property be rezoned from R-A to C-2. He is currently opening an insurance office on the property. A public hearing was held on August 22, 2016 and no citizens spoke on the request.

Ms. Bailiff stated the Planning Board considered the rezoning at their August 7, 2016 meeting and voted 5-0 to recommend approval. They thought the request was consistent with the Future Land Use Plan.

Staff recommends approval of the proposed amendment, as the proposed amendment is consistent with the Future Land Use Plan. The property is positioned near 64 Business East and other properties which are commercial in nature – a suitable location for Highway Commercial.

Mayor Perry said the insurance company has been there a couple of months. Her concern and she feels the Planning Board's concern is they want to know about things before they are done instead of after.

After discussion a motion was made by Commissioner Farrell seconded by Commissioner Bonitz to approve the Consistency Statement for REZ-2016-06.

Vote Aye-5 Nay-0

Motion made by Commissioner Farrell seconded by Commissioner Foley to approve REZ-2016-06 (1345 Thompson Street).

Vote Aye-5 Nay-0

**A RESOLUTION ADOPTING A CONSISTENCY STATEMENT FOR AN
AMENDMENT TO THE ZONING ORDINANCE OF THE TOWN OF PITTSBORO 1345
THOMPSON STREET REZ-2016-06 IS RECORDED IN THE BOOK OF
RESOLUTIONS NUMBER ONE, PAGE 157**

**AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE TOWN OF
PITTSBORO REZ-2016-06, 1345 THOMPSON STREET IS RECORDED IN THE BOOK
OF ORDINANCES NUMBER ONE, PAGES 87-89**

UPDATE FROM CHATHAM PARK INVESTORS (BUBBA RAWLS/TIM SMITH)

Mr. Tim Smith gave a power point update on Chatham Park Development. .

PowerPoint presentation can be viewed at:

http://pittsboronc.gov/index.asp?Type=B_BASIC&SEC={F648A9BA-F689-42B3-85D4-D7DF405FA4F6}&DE={9845F4F5-0925-46FC-A60F-1510AF65872A}

Audio came be found at (September 12, 2016) (39:14-64:42):

http://pittsboronc.gov/index.asp?Type=B_BASIC&SEC={4C7C3625-8815-40A4-8490-3497C47A479B}&DE={19B1765B-20AA-47EB-8B9B-17044D64E4DE}

Mr. Smith said he will be back to update the board in three months.

CHATHAM PARK ADDITIONAL ELEMENTS REVIEW COMMITTEE (JEFF JONES)

Planning Director Jones stated since the last meeting he, Mr. Gruesbeck and Jim Nass, Convener of the committee have met to discuss the committee meeting schedule and thoughts on how the committee might function. He and Mr. Nass set the first meeting of this committee for September 20, 2016 at 7:00 p.m.

Mr. Jones said one thing outstanding is the timeline for bringing recommendations back to the Board.

Mr. Jones said the committee will need the first few meetings to absorb things and then he can report back to the Board how much time they think it may take. He feels it may take up to the end of October to get the committee up to speed. He would like for Chatham Park to make presentations to the committee as well.

Mayor Perry asked that members of the current board that were not involved in the Master Plan be advised on these meetings also.

After discussion, Mayor Perry asked if a vote was necessary. Mr. Jones said no vote is necessary he has a good understanding that the Board would like for him to come back the second meeting in October with a thought on how long the committee thinks it will take to review and bring it back to the Board of Commissioners. Commissioner Fiocco said he thinks it is workable to get it back to the Board the second meeting in February 2017.

Mayor Perry stated she sent letters to all the interested persons that were not appointed to the committee to thank them for their interest in serving and advised them that all the meetings are open to the public.

NEW BUSINESS

ABC BOARD REPORT

Mr. Nass said he came before the Board of Commissioners in 2015 with a request that they allow the Pittsboro ABC Board to retain a share of its working capital provided that they make the request on an annual basis. The share was split 60% to the Pittsboro ABC and 40% to the Town of Pittsboro. The Board approved the request for 2015.

During FY 2015-2016, the Pittsboro ABC gross sales exceeded the maximum amount that can be retained without Town approval by \$114,348. They are requesting to retain 60% of this amount (\$60,608) and to distribute 40% (\$45,740) to the Town of Pittsboro.

Mr. Nass said although it is not require the board agreed to provide some educational initiatives (Youth Leadership Council at Northwood High School and with the health department on fetal alcohol syndrome).

Mr. Nass presented checks to Mayor Perry; \$10,049 for quarterly distribution, \$45,740 from excess working capital and \$1,216 for law enforcement for a total of \$57,005.

Motion made by Commissioner Fiocco seconded by Commissioner Foley to renew the agreement from 2015 for one year.

Vote Aye-5 Nay-0

Commissioner Baldwin was excused at 8:30 p.m.

ADDITIONAL UPDATES AND REPORTS

MANAGER'S UPDATE ON PROJECTS

Manager Gruesbeck remind the Board of the September 29, 2016 Joint meeting with Chatham County Board of Commissioners and Board of Education to be held at CCCC Multipurpose Room at 6:30 pm.

Manager Gruesbeck said he went back to look at previous documents about the size of the Chatham Park water storage tank and in all previous documents it was a 300,000 tank.

Chatham Park PDD Master Plan: Sanford Force Main – Mr. Messick, Town Attorney and I met with Sanford Staff regarding Agreement language. Sanford Staff is reviewing their cost of providing the service in order to right size their

Wooten is currently developing a contract and costs proposal for design work. Once this document is complete, Staff will present it to the Board for review.

Staff worked with the Wooten Company to develop cost estimates for repurposing the Town's existing WWTP into a headworks/equalization basin that could serve the forcemain to Sanford. Wooten has also developed operations and maintenance costs (O&M) for the repurposed facility.

Davenport & Co is using the O&M estimates from the repurposed facility and matching it with other systemic O&M costs for the purpose of developing a high-level estimates for the customer costs of the Sanford Forcemain. This info will presented to the Board for review – likely in September/October 2016.

Staff met with the State Department of Environment Quality (DEQ) on August 24 with Wooten and on August 31 with Wooten and McKim & Creed (Chatham Park Engineers) regarding the forcemain “Engineering Report” (ER). Monthly meetings are anticipated with DEQ in order to facilitate communication between all parties

Chatham County EDC Opportunity Chatham - The EDC has reserved eight (8) tickets for the Town Board. The annual breakfast event will be held Friday, October 21, 2016 from 7:30am to 10am at the Barn at Fearington. If you haven’t already, please let me know ASAP if you are able to attend so that I can pay for your ticket and help arrange your seating.

Mayor Perry said she feels we should have a “Utilities Workshop” that is not held during a regular meeting time. The board agreed it was a great idea and that it not be held during a regular meeting. Staff will work on a time and date that is agreeable.

Duke Energy Electric Vehicle (EV) Charging Stations – In July 2016, after suggestion from Commissioner Bonitz, you discussed applying for grant or reimbursements from Duke Energy to install electric vehicle charging stations in various locations in Town. During that discussion, there was consensus from the Board to direct Staff to develop possible locations and submit letters of intent to Duke Energy for funding under this program.

I identified a handful of possible EV locations in Pittsboro and submitted the Letter of Intent and an Application to Duke Energy for the following possible locations: 1) Town Hall; 2) Mary Holmes Barber Park; 3) Page Vernon Park; 4) Community House.

The next step will be to secure proposals from firms to determine the feasibility of each location. The desirability of each location will likely include factors such as ease of access, availability of electrical infrastructure and whether EV owners can use any of the locations.

Working with Duke Energy Staff, I will begin this process immediately and report back to you.

Commissioner Bonitz said he would like to speak to the Pittsboro Business Association about this. Commissioner Fiocco said they meet on Wednesday morning.

COMMISSIONER CONCERNS

Commissioner Farrell asked about the sidewalk on 87. Mr. Royal stated the bid packet are ready and they are going out to bid for both project at the same time, with two different contracts.

Commissioner Fiocco stated on 15-501 North (old Hydro Tube) erosion control protection was installed but never removed and they are dangerous. He would like for them to be removed. Commissioner Bonitz said while public works is out there they can pick up to old sign bases that use to have the large flags on them.

Mayor Perry stated that she and her husband removed signs from the pole close to Beggars and Choosers and it took two people hours. She thought about doing something like “adopt a pole” instead of “adopt a road”. She said if public works has some extra time maybe they can clear a couple of the poles.

Mayor Perry stated she can compose a letter to the editor about placing signs on utility poles.

FYI –

1. Memo – USEPA 319 Grant Update (Bioretention Ponds) (Mayor Perry brought this to everyone’s attention)

ADJOURNMENT

Motion made by Commissioner Fiocco seconded by Commissioner Bonitz to adjourn at 9:00 p.m.

Vote Aye-4 Nay-0

Cindy S. Perry, Mayor

ATTEST:

Alice F. Lloyd, CMC, NCCMC
Town Clerk