



## TOWN OF PITTSBORO

The Pittsboro Board of Commissioners met in Regular Session on **Monday, April 11, 2022** at 7:00pm in a virtual format via ZOOM with Mayor Cindy Perry presiding. The meeting was called to order at 7:01pm. Mayor Perry requested a moment of silence with the recitation of the Pledge of Allegiance following led by Mayor Perry.

**ELECTED TOWN OFFICIALS PRESENT:** Mayor Cindy Perry, Mayor Pro Tem Pamela Baldwin, Commissioner John Bonitz, Commissioner Jay Farrell, Commissioner Kyle Shipp, and Commissioner James Vose.

**TOWN STAFF PRESENT:** Town Manager Chris Kennedy, Town Attorney Paul S. Messick, Chief of Police Shorty Johnson, Finance Director Heather Meacham, Project Planner Molly Boyle, Planning Director Theresa Thompson, Engineering Director Kent Jackson, Public Utilities Director Adam Pickett, and Parks Planner Katy Keller.

## ADOPTION OF THE AGENDA

Mayor Perry called for a motion to either approve or modify the agenda as proposed.

***Mayor Pro Tem Baldwin made a motion to approve the agenda as proposed, seconded by Commissioner Shipp.***

***Vote: Aye-4 Nay-0 Motion carried unanimously. Commissioner Farrell was not present for the vote.***

## CITIZEN MATTERS

### 1. Manager Updates

Town Manager Chris Kennedy shared staff added a group of Resolutions to compliment Miscellaneous #2 on the agenda which is to discuss Federal or State Grant Funding and Loan forgiveness applications in case the Board chooses to adopt the Resolutions this evening.

Kennedy thanks those that assisted during the Town's Arbor Day celebration and hopes to make this event a Pittsboro tradition.

Kennedy stated there was an April 5, 2022, 1, 4 Dioxane announcement from the city of Greensboro. The Town of Pittsboro issued a press release based on the information received on April 8, 2022, and an additional update was released on April 11, 2022, with information from a sampling received that resulted in 1,4 Dioxane entered the distribution system.

Town staff are sampling water tanks around town to give us better data that is circulating throughout the system.

Kennedy reminded customers that the Town continues to provide filtered water through Chatham Marketplace with a coupon code available at the bottom of the customers water bill.

Kennedy thanks the Board for a great budget retreat and felt it was productive and will provide information at the first public hearing of the budget on April 25, 2022.

***Commissioner Jay Farrell joined the Zoom meeting.***



2. Mayor and Commissioner Updates and Concerns

Mayor and Board members gave updates on the committees and boards on which they serve.

Commissioner Farrell joined the meeting. Farrell stated his concerns of the Fire Department salaries compared to Town of Apex and North Chatham Fire Department. The Fire Department Board will be meeting to address this topic.

Mayor Pro Tem Baldwin agreed that the information pertaining to Pittsboro Fire Department salaries was a concern and needed to be assessed.

Commissioner Shipp spoke to Chief Griffin to strategize on how to work with the County on potential salary increases for the Fire Department.

3. Public Comment

Dr. Jennifer Platt, 830 Thompson Street, Pittsboro, NC asked the Commissioners to reconsider the role of the Pittsboro Water Quality Taskforce and expand it to be more of an Environmental Quality Taskforce.

### CONSENT AGENDA

Mayor Perry called for action on the Consent Agenda.

The Consent Agenda contained the following items:

1. Set Public Hearing for Fiscal Year 2022-23 Annual Budget Public Hearing #1
2. Set Public Hearing for A-2022-02 Chatham Park Commerce Center – Property Along Eubanks Road and US Highway 64 Business East (PARID 95045, 61066), Chatham Park Investors, LLC and COC Real Estate Co., LLC
3. Set Public Hearing for A-2022-03 Oldham Property – Property Along US 15-501 North (PARID 93983, 93984, 7107, 7108, 7109, 7110), Graham Scott Oldham and Graceledge Properties, LLC
4. Set Public Hearing for A-2022-04 Del Webb at Chatham Park – Property Along Sanford Road (PARID 60774, 7413, 89720), CPF, LLC
5. Town of Pittsboro Development Standard Specification “Specs” & Details Updates: Section 2 Utility Trenching & Section 5 Sanitary Sewer Pumping Stations
6. Memorandum of Understanding – Town of Pittsboro & Chatham Park Investors for Parkland
7. Memorandum of Understanding – Town of Pittsboro & Chatham Park Investors for Chatham Park Water Recovery Center (Wastewater Plant)
8. Legislation Tracking & Policy Updates for the Board of Commissioners
9. Board of Commissioners Future Agenda Item “Look Ahead” Tentative Schedule

***Commissioner Bonitz made a motion to move Consent Agenda item #6 and Consent Agenda item #7 to New Business # 2 and New Business #3 approve the amended consent agenda, seconded by Commissioner Bonitz.***

***Vote: Aye-5 Nay-0 Motion carried unanimously.***



## PUBLIC HEARINGS

1. None.

## OLD BUSINESS

1. None.

## NEW BUSINESS

1. Chatham Park Infrastructure Acceptance – Suttles Road Transmission Main and 300,000 Gallon Elevated Storage Tank

Town Engineer Kent Jackson shared that he and Public Utilities Director Adam Pickett reviewed the construction and completion of the following contracts with McKim and Creed. Two improvements that the Town is aware of is a valve replacement at Grant Drive/Suttles Road which Kim and Creed has committed to replace when the Town deems necessary, and a calibration of the aptitude valve and Chatham Park Investors has committed to resolve issues that may occur.

Contract No. 1 – Two (2) Pressure Control Valves, 750 LF 16” PVC Reclaimed Water Main, 450 LF DIP Tank Overflow Pipe, 8,500 LF 12” DIP Water Main, Hydrants, and Appurtenances.

Contract No. 2 – 300,000 Gallon Elevated Steel Multi Leg Tank, Foundation, Sitework, Yard Piping and Appurtenances.

Mayor Pro Tem Baldwin would like clarity and commitment of the language on the proposed contract to clearly detail costs covered if operational issues are detected.

Commissioner Bonitz asked Town Engineer Jackson to confirm the infrastructure would benefit the Town of Pittsboro as well as Chatham Park. Jackson stated it would.

***Town Manager Kennedy shared staff would continue to work with Chatham Park to provide necessary language for clarity and expectations on the item presented and would return to the Board later. No motion or vote was made.***

2. Memorandum of Understanding – Town of Pittsboro & Chatham Park Investors for Parkland

Commissioner Bonitz shared concerns of how parklands will be received by the Town and does not precede the residential development and supersede the additional element.

Town Manager Kennedy shared that the Town may be trying to supersede the additional element due to revenue commensurate with the demands of maintenance. Chatham Park needs to dedicate land, but the Town cannot accept the land due to lack of maintenance financially.

Commissioner Bonitz requested to have extra time to review.

***Commissioner Bonitz made a motion to add MOU of Town of Pittsboro and Chatham Park Investors for Parkland to Consent Agenda at the next meeting, seconded by Mayor Pro Tem Baldwin.***

***Vote: Aye-5 Nay-0 Motion carried unanimously.***



3. Memorandum of Understanding – Town of Pittsboro & Chatham Park Investors for Chatham Park Water Recovery Center (Wastewater Plant)

Commissioner Bonitz asked for clarification of responsibility of Chatham Park Water Recovery Center. Town Engineer Kent Jackson stated there was a demarcation point is located at a meter outside the fence of the C.P. Recovery Center and the lines to the Town's Wastewater plant are considered public.

Commissioner Bonitz asked additional treatment would be required of the water from the C.P. Water Recovery Center.

Town Manager Kennedy stated the Water Recovery Center will treat sewer quickly for the Town to flash with U.V. and then sent to reclaim or discharged into Roberson Creek.

***Commissioner Shipp made a motion to approve the MOU and authorize Town Manager Kennedy to authorize the document, seconded by Commissioner Shipp.***

***Vote: Aye-5 Nay-0 Motion carried unanimously.***

#### MISCELLANEOUS

1. Main Street Pittsboro Quarterly Update: January 1, 2022 – March 30, 2022

Chair of Main Street Pittsboro, Michael Fiocco, updated the Board of Commissioners on the status of façade grants and recent promotional programs. Michael Whitman gave an overview of the financial analysis as shared in the PowerPoint which included net revenue as a negative \$17,702.73. with cash at end of period as \$23,924.00.

There were no questions by the Board.

2. Federal or State Grant Funding & Loan Forgiveness Applications: Discussion from Town Engineering Staff about Outsourced Engineering Contracts to Secure Funding for Utility Projects

- a. A Resolution in Support of Grant Application for Hearne Road Water Main Replacement and Extension
- b. A Resolution in support of Grant Application for Pittsboro Find it/Fix it Sewer Rehabilitation
- c. A Resolution in Support of Grant Application for Pittsboro Wastewater Master Plan Update
- d. A Resolution in Support of the State Division of Water Infrastructure Grant Application for UV-AOP Water Treatment Facilities
- e. A Resolution in Support of the State Fiscal Recovery Fund Application for the Western Intake Partnership

***Mayor Pro Tem Baldwin made a motion to approve the completion of grant applications for all five projects as indicated, seconded by Commissioner Bonitz.***

***Vote: Aye-5 Nay-0 Motion carried unanimously.***



**CLOSED SESSION**

***Commissioner Bonitz made a motion to go into closed session for the purposes of §143-318.11(a)(3) and §143-318.11(a)(4) at 9:54pm, seconded by Commissioner Shipp.***

***Vote: Aye-5 Nay-0 Motion carried unanimously.***

***Commissioner Shipp made a motion to come out of closed at 12:24am, seconded by Commissioner Farrell.***

***Vote: Aye-5 Nay-0 Motion carried unanimously.***

**ADJOURNMENT**

With no further business, Mayor Perry called for a motion to adjourn.

***Commissioner Shipp made a motion to adjourn at 12:26am, seconded by Commissioner Bonitz.***

***Vote: Aye-5 Nay-0 Motion carried unanimously.***

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Cindy S. Perry, Mayor

ATTEST:

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Carrie L. Bailey, Town Clerk