



TOWN OF PITTSBORO

The Pittsboro Board of Commissioners met in Regular Session on **Monday, November 28, 2022**, at 7:00pm in the meeting room at the Chatham County Agriculture and Conference Center with Mayor Cindy Perry presiding. The meeting was called to order at 7:04 pm. Mayor Perry requested a moment of silence with the recitation of the Pledge of Allegiance following led by Commissioner Farrell.

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

TOWN STAFF PRESENT: Town Attorney Paul S. Messick, Chief of Police Shorty Johnson, Deputy Chief Troy Roberson, Downtown Development Director Theresa Thompson, Public Information Officer/Emergency Management Coordinator Colby Sawyer, Utility Director Adam Pickett, Parks & Recreation Director Katy Keller, Planner II Janie Phelps, Director of Engineering Kent Jackson, Project Engineer Morgan DeWit and Town Clerk Carrie Bailey.

Mayor Perry presented the Resolution to recognize retirement of Patrol Lieutenant Carroll Edwin Swain Jr.

Mayor Pro Tem Baldwin made a motion to adopt the Resolution to recognize Patrol Lieutenant Carroll Edwin Swain Jr. seconded by Commissioner Bonitz.

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

Chief of Police Shorty Johnson and Deputy Chief Troy Roberson presented retired Patrol Lieutenant Carroll Edwin Swain Jr. the badge and service sidearm worn during service.

Mayor Perry presents the Resolution to Megan Scoggins for recognition “Bushel and a Peck Day” for Kenzie Scoggins.

Commissioner Farrell made a motion to adopt the Resolution of “Bushel and a Peck Day” for Kenzie Scoggins, seconded by Mayor Pro Tem Baldwin.

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

ADOPTION OF THE AGENDA

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

Commissioner Shipp made a motion to approve the Regular Agenda, seconded by Commissioner Farrell .

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

CITIZEN MATTERS



1. Interim Manager Updates

Interim Town Manager Hazen Blodgett shared the major focus this past week is water and sewer. Blodgett met with Sanford employees to gain insight of needs for citizens long term needs. Blodgett shared next steps would be to find an attorney that can navigate the technical aspects of a potential merger. Blodgett shared Mayor Perry has designated Commissioner Shipp to be liaison as Board member with merger items. A reminder that Freese and Nichols will be presenting rate study on Tuesday December 13, 2022. Blodgett extended a shout out to Director of Engineering, Kent Jackson, who is doing a great job in the engineering of bid projects. A meeting will be created with Division of Infrastructure to discuss closing gap of funding. Public Information Officer, Colby Sawyer, will begin accepting Citizens Academy applications starting in January 2023 with the Academy beginning in April 2023.

2. Mayor and Commissioner Updates and Concerns

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

3. Public Comment

None.

CONSENT AGENDA

Mayor Perry called for action on the Consent Agenda.

The Consent Agenda contained the following items:

1. Adoption of 2023 Board of Commissioners Regular Meeting Schedule
2. Adoption of 2023 Planning Board Regular Meeting Schedule
3. Adoption of 2023 Town of Pittsboro Parks and Recreation Advisory Board (PARAB) Regular Meeting Schedule
4. Adoption of 2023 Pittsboro Downtown Advisory Board (PDAB) Regular Meeting Schedule
5. Adoption of 2023 Town of Pittsboro Holiday Schedule
6. Minutes of the October 24, 2022 Regular Meeting of the Board of Commissioners
7. Minutes of the November 3, 2022 Special Session Meeting of the Board of Commissioners
8. Storm Drainage Engineering Specifications

Mayor Pro Tem Baldwin made a motion to move item # 6 to Old Business # 1 and move item # 8 to New Business # 1 and to adopt the balance of the Consent Agenda, seconded by Commissioner Vose.

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

PUBLIC HEARINGS

1. None.



OLD BUSINESS

1. Minutes of the October 24, 2022 Regular Meeting of the Board of Commissioners

Mayor Perry was concerned of newly appointed Johnny Richardson, applicant for the Board of Adjustment, no longer lived in the ETJ and suggested to have removed from the minutes.

Mr. Messick stated the minutes reflected the action of the meeting and stated the replacement of applicant would be a new matter.

Commissioner Bonitz made a motion to approve the Minutes of October 24, 2022, seconded by Commissioner Farrell.

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

NEW BUSINESS

1. Storm Drainage Engineering Specifications

Commissioner Bonitz made a motion to approve the storm drainage engineering specifications with additional note for imprinting or notifying the general public of watershed, seconded by Commissioner Shipp.

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

2. Downtown Pittsboro Annual Work Plan

Theresa Thompson, Downtown Director, presented the Downtown Work Plan FY 2023 which covers July 2022-June 2023. Community input process began in July with a questionnaire for challenges in downtown Pittsboro and the creation of the Downtown Advisory Board. August was the community vision forum to discuss strengths and weaknesses. The Online Community Vision survey received 353 responses. Answers most important were attracting new business, more places to shop, more downtown events, more areas to sit and socialize. The Downtown Pittsboro visioning process identified three key principles-Innovation, Vibrancy, and Inclusion. Economic Development Strategies were formulated to achieve goals presented.

Commissioner Shipp made a motion to accept the Downtown Pittsboro Annual Work Plan, seconded by Commissioner Bonitz.

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

3. Chatham Park Way Bonus Allocation Agreement

Mr. Paul Messick shared a draft resolution and draft agreement between the Town and Chatham Park regarding a bonus allocation funding proposal for a portion of Chatham Park Way that is to be constructed north of US 64 bypass. The State Transportation Improvement



Program allows for local contributions to facilitate and reduce road construction costs for the state.

Eric Vernon, Attorney representing Chatham Park Investors, and David Mason of Chatham Park Investors, and Stephen Perry (via Zoom) presented the details of the Bonus Allocation Agreement R-5930A Chatham Park Way.

Questions and discussion ensued amongst the presenters and the Mayor and Board of Commissioners.

Commissioner Bonitz made a motion to table this matter until the next meeting on the 12th of December, that we would earnestly enter into negotiations and cooperation to seek a solution here, and that any additional questions that the Board might have, are urged to be submitted to Mr. Vernon as soon as possible, seconded by Commissioner Vose.

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

The board agreed to a five-minute break.

Commissioner Bonitz made a motion to take a five-minute break, five minutes ago, seconded by Commissioner Vose.

Vote: Aye-5 Nay-0 Commissioner Shipp abstained. Motion carried.

Commissioner Bonitz made a Motion to end the break and resume our work, Bonitz, seconded by Commissioner Vose.

Vote: Aye-5 Nay-0 Commissioner Shipp abstained. Motion carried.

4. Telecommunication Towers

Janie Phelps, Planner II, shared telecommunication towers are only permitted by right in M-1 (Light Industrial) and M-2 (Heavy Industrial) zoning districts per the UDO. Phelps requests confirmation to draft language to support allowing telecommunication towers by Special Use Permit and develop standards to be allowed in non-residential zoning districts. The Board agreed to allow staff to draft standards for the Board to review.

5. Citizens Academy-PBO 101 Memorandum

Colby Sawyer proposed details of Citizens Academy, an eight-week program of evening classes for Town residential participants, with costs of up to four thousand dollars for eight weeks of department led exercises or activities, beginning in April 2023.

Commissioner Shipp made a motion to approve for four thousand dollars be used from the Governing Board Funds for Citizen's Academy-PBO 101, seconded by Mayor Pro Tem Baldwin.



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

MISCELLANEOUS

1. Sustainable Development Incentives Memorandum

Staff requested item to be moved to the Agenda on December 12, 2022.

Commissioner Bonitz made a motion to move Miscellaneous item Sustainable Development Incentives Memorandum to the December 12th meeting, seconded by Commissioner Vose.

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

CLOSED SESSION

1. None.

FINAL BOARD COMMENTS

Commissioner Shipp requested to change the start time from 9:00am to 8:30am for closed session on November 30, 2022.

ADJOURNMENT

Commissioner Bonitz made a motion to adjourn at 10:04 pm, seconded by Commissioner Vose.

Vote: Aye-5 Nay-0 Motion passed unanimously.

Cindy S. Perry, Mayor

ATTEST:

Carrie L. Bailey, Town Clerk