



## TOWN OF PITTSBORO

The Pittsboro Board of Commissioners met in Regular Session on **Monday, March 14, 2022** at 7:00pm in a virtual format via ZOOM with Mayor Cindy Perry presiding. The meeting was called to order at 7:05pm. 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 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, Customer Service Specialist Kelly Hughes, Chief of Police Shorty Johnson, Finance Director Heather Meacham, Planning Director Theresa Thompson, Engineering Director Kent Jackson, Project Engineer Morgan DeWit, Planning Project Manager Molly Boyle, and Planner II Janie Phelps.

## 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-5 Nay-0***

***Mayor Perry: N/A***

***Mayor Pro Tem Baldwin: Aye***

***Commissioner Bonitz: Aye***

***Commissioner Farrell: Aye***

***Commissioner Shipp: Aye***

***Commissioner Vose: Aye***

***Motion Passed.***

## PROCLAMATION FOR WOMEN'S HISTORY MONTH

Mayor Perry read the Proclamation aloud and entered it into the Town's official records.

## CITIZEN MATTERS

### 1. Manager Updates

Town Manager Kennedy shared that the agenda had been updated to add an item for ABC Board appointments under New Business. Kennedy provided an update on the Fast Track GAC water treatment plant project and thus far, the project remains on schedule for a July 2022 project delivery and operation startup. Water related, Kennedy also reminded the public that the Town is continuing to provide free water for Town customers at Chatham Marketplace and thanked Evan Diamond and his staff for their continued support. Kennedy outlined the Town's upcoming budget schedule for the development of the Fiscal Year 2022-23 budget. Kennedy stated that the Water



and Wastewater Capital Improvement Plan (CIP), System Development Fee (SDF), and rate study efforts should be completed very soon. Kennedy stated that he and Mayor Perry were working together for an Arbor Day event for 2022 with the local girl scouts and boy scouts. Kennedy shared that he has hired Mr. Colby Sawyer as the Town's first Public Information Officer (PIO) and Emergency Manager Coordinator and that he will be starting the middle of April 2022.

## 2. Mayor and Commissioner Updates and Concerns

Mayor Perry

- Chatham County Climate Change Advisory Committee
- Comments / Concerns

Mayor Perry stated that she had received several inquiries from the press and the public regarding the status of the Atlas Boone house on Hillsboro Street, next to French Connections. Mayor Perry advised that the property was purchased several years ago at auction but no improvements had been made to date. Mayor Perry stated that she spoke with the property owner, Mr. Dan Deacon, this week and relayed that he was working on State and federal tax credits for the construction and restoration. Mayor Perry added that she would be meeting with Mr. Deacon onsite this coming Friday. Mayor Perry announced that effective at 4:59pm today she rescinded the Town's State of Emergency for the COVID-19 pandemic. Mayor Perry asked for the Board to consider returning to in-person meetings. Mayor Perry stated that she and Mayor Pro Tem Baldwin attended a enterprise funding seminar hosted by the UNC School of Government.

Mayor Pro Tem Baldwin

- Chatham County Affordable Housing Advisory Committee (AHAC)
- Fairground Association
- Triangle J Council of Governments (TJCOG)
- Comments / Concerns

Mayor Pro Tem Baldwin stated that the AHAC has great recent meeting and reviewed the Chatham County Housing Needs Update. Baldwin stated that she would share this update with the Board. Baldwin stated that earlier this afternoon a meeting was held at Pittsboro Presbyterian Church to discuss the race-related incident at J.S. Waters school and that the School Board would be hearing from a number of people about racism in our school system.

Commissioner Bonitz

- Comments / Concerns

Commissioner Bonitz expressed concern and requested a timeline for additional sewer capacity.

Commissioner Farrell

- Pittsboro Business Association (PBA)
- Comments / Concerns

Commissioner Farrell agreed with the lifting of the State of Emergency. Farrell stated that he attended the most recent Pittsboro Business Association and offered updates for openings in the Chatham Park Vineyards neighborhood. Farrell stated that the PBA's Summer Fest event is to be held on July 3. Farrell requested that the Board consider adopting a Resolution to recognize the Northwood High School Lady Chargers basketball team who recently won the 3-A State Championship, preferably once we return to in-person meetings. Farrell also requested that NCDOT install signs along our Town entryways recognizing this achievement.

Commissioner Shipp

- Chatham County Affordable Housing Advisory Committee (AHAC)



- Chatham County Economic Development Corporation (EDC)
- Main Street Pittsboro (MSPBO)
- Comments / Concerns

Commissioner Shipp agreed with the lifting of the State of Emergency and thanked Mayor Perry. Shipp stated that he supported returning to in-person for Board meetings but also desired a hybrid format to allow the public to continue to participate remotely as well. Shipp stated that the EDC will meet this coming Wednesday. Shipp mentioned the upcoming MSPBO Find It, Chatham Rabbit event and that the mural in Page Vernon Park originally to be paid with Town funds in the amount of \$6,000 through MSPBO received a private donation to cover the expense. Shipp stated the Town is recruiting members for its soon-to-be appointed Downtown Advisory Board. Shipp offered that SoCo development in downtown has commenced with the exhumation of the graves located behind The Modern Life restaurant. The Pittsboro Boys & Girls is accepting summer applications.

Commissioner Vose

- Chatham County Arts Council
- Triangle Area Rural Planning Organization (TARPO)
- Comments / Concerns

Commissioner Vose stated that he has progressed in his contacts with Chatham County Arts Council

3. Public Comment

Mark Pavao, 421 Haven Road, Pittsboro, NC 27312

Mr. Pavao spoke to the Board to encourage the Board to select alternative alignment #8 for Chatham Park Way.

**CONSENT AGENDA**

Mayor Perry called for action on the Consent Agenda

The Consent Agenda contained the following items:

1. Town of Pittsboro Financial Reports by Month – January 2021
2. 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. 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. A-2022-04 Del Webb at Chatham Park – Property Along Sanford Road (PARID 60774, 7413, 89720), CPF, LLC
5. Letter from Town of Pittsboro to the North Carolina Utilities Commission Pertaining to the North Carolina Carbon Plan Mandate in Session Law 2021-165
6. Budget Amendment for Town of Pittsboro Police Car New Vehicle Purchase  
Increase Line Item Fund Balance Appropriated 100-9510-95100 \$55,120.00  
Increase Line Item Capital Outlay-Equipment 100-5100-55740 \$55,120.00
7. Legislation Tracking & Policy Updates for the Board of Commissioners



8. Board of Commissioners Future Agenda Item "Look Ahead" Tentative Schedule

*Commissioner Shipp made a motion to approve the consent agenda as presented, seconded by Commissioner Vose.*

*Vote: Aye-5 Nay-0*

*Mayor Perry: N/A*

*Mayor Pro Tem Baldwin: Aye*

*Commissioner Bonitz: Aye*

*Commissioner Farrell: Aye*

*Commissioner Shipp: Aye*

*Commissioner Vose: Aye*

*Motion Passed.*

## PUBLIC HEARINGS

1. None.

## OLD BUSINESS

### 1. NCDOT Chatham Park Way North Alignment Decision

Town Manager Kennedy provided a historical overview of this item and advised that NCDOT has communicated to the Town its preference decision for the alignment of Chatham Park Way North, selecting Alternative #6, and has requested the Town's formal concurrence with NCDOT's alignment preference decision. Kennedy stated that after discussion, he recommends that the Board decide upon a preference and direct him to respond to NCDOT with the Town's position.

Commissioner Vose expressed his concern and displeasure with the request as it is his understanding a vote from this Board, for any alternative, will have no impact on NCDOT's decision on the alignment decision.

Patrick Norman, NCDOT Division Engineer for Division 8, discussed NCDOT's position on the alignment and the financial implications of the different alternatives.

Discussion ensued about this alignment selection and the pertinent history related to this roadway.

The Board also discussed the desire and need for a new truck route around downtown utilizing Chatham Park Way or NC Highway 87 rather than US 15-501 through downtown.

Patrick Norman advised that the Town may request via Resolution that NCDOT consider moving the official truck route through town away US 15-501 and to another NCDOT



roadway. Norman added that AASHTO conformance would be needed to move the truck route.

Mayor Perry asked for the pleasure of Board with regard to a decision tonight.

Commissioner Shipp offered that the Board not take action on a decision this evening since the Town would not be concurring with NCDOT's alignment decision tonight.

Town Manager Kennedy advised that if the Board does not make any decision this evening, that he will not be able to respond to NCDOT's March 18, 2022 deadline for concurrence.

Mayor Perry asked for a motion.

No motion was made.

## NEW BUSINESS

### **1. Pittsboro ABC Board Member Appointments**

Mayor Perry introduced this agenda item and stated that the Board was to consider the membership of the Pittsboro ABC Board due to expired terms. The ABC Board is comprised of three (3) members, each appointed for a 3-year term. The Pittsboro ABC board is served by Hugh Harrington, who serves as chair, Jamie Fiocco, and Beth Turner. Currently, the Pittsboro ABC board has two (2) members seeking reappointment, Mr. Harrington and Ms. Fiocco. The Pittsboro ABC board has requested the reappointment of Mr. Harrington and Ms. Fiocco to serve the following terms:

- Hugh Harrington – Term: December 31, 2020 – December 31, 2023
- Jamie Fiocco – Term: January 28, 2022 – January 28, 2025

***Mayor Pro Tem Baldwin made a motion to reappoint Hugh Harrington and Jamie Fiocco for an additional 3-year term and to approve Hugh Harrington as Chairperson of the Pittsboro ABC Board, seconded by Commissioner Shipp.***

Discussion on the motion prior to the vote:

Commissioner Shipp questioned whether business of the ABC Board conducted since these terms expired is valid.

Hugh Harrington stated that members may serve until replaced and added that the ABC Board had received a letter from the State that the Pittsboro ABC Board should not meet further until the terms are renewed.

Commissioner Shipp also expressed concern about the lack of proactive updates from Pittsboro ABC Board to the Board of Commissioners and the lack of revenue for excess working capital.

***Vote: Aye-5 Nay-0***



**Mayor Perry: N/A**  
**Mayor Pro Tem Baldwin: Aye**  
**Commissioner Bonitz: Aye**  
**Commissioner Farrell: Aye**  
**Commissioner Shipp: Aye**  
**Commissioner Vose: Aye**

**Motion Passed.**

**2. Town of Pittsboro Water AIA Grant Presentation to the Board – Hydrostructures**

Town Engineering Director Kent Jackson presented an overview of the agenda item and stated that the Town was awarded an Asset Inventory and Assessment (AIA) Grant from NCDWI in 2017 for a project budget of \$180,000, \$30,000 of which is supplied by the Town as a 20% funding match. The grant proceeds were used to fund an inventory analysis of the Town's water distribution system, to identify deficiencies and critical assets, and to establish an interactive system to monitor and adjust with the expansion of our water distribution system. Jackson added that with the completion of the AIA, the NCDWI requires a Resolution from the Board confirming the completion and acceptance of the project.

Becky Smith, with the Town's consulting engineering firm Hydrostructures, provided a PowerPoint presentation detailing their work on the AIA project.

The Board discussed the financial impacts of the asset management plan. The Board thanked Becky Smith for her presentation and work on the AIA project.

***Mayor Pro Tem Baldwin made a motion to approve the Resolution Confirming Project Completion and Acceptance of the Town of Pittsboro Water Asset Inventory and Assessment Grant, seconded by Commissioner Bonitz.***

**Vote: Aye-5 Nay-0**

**Mayor Perry: N/A**  
**Mayor Pro Tem Baldwin: Aye**  
**Commissioner Bonitz: Aye**  
**Commissioner Farrell: Aye**  
**Commissioner Shipp: Aye**  
**Commissioner Vose: Aye**

**Motion Passed.**

**MISCELLANEOUS**

**1. HDR Report to the Board on Project Status of the Western Intake Partnership**

Town Manager Kennedy provided a summary of the Town's historical involvement in the Western Intake Partnership (WIP) for sourcing potable water from Jordan Lake with the



Town's governmental partners, those being Chatham County, the City of Durham, and OWASA (Orange Water and Sewer Authority). Kennedy noted that OWASA was a declining partner thus far in the effort. Kennedy introduced Jeff Adkins with engineering consulting firm HDR.

Jeff Adkins presented a PowerPoint to the Board the public regarding the latest with the WIP project. Adkins discussed the history of the WIP, mentioning that it dated back to 2014. Adkins added that the origins go back to the authorization of Jordan Lake in the 1960s, the Army corps of engineers authorized 100 million gallons per day of the overall water supply for drinking water. In the design of the reservoir and planning for the Western intake facilities began in the 1980s when OWASA purchased property near the lake for a future water treatment facility. The partners have worked with Town of Pittsboro staff and the group has discussed 6 - 9 million gallons a day for Pittsboro long-term

Discussion ensued between the Board and Mr. Adkins about the costs of the project, emerging contaminants and planned advanced treatment methods, the envision sustainability framework for environmental sustainability.

## **2. Main Street Pittsboro Continuation of Services for FY 2022-23 Conversation**

Town Manager Kennedy provided an overview of the purpose behind this agenda item stating this item was to give the Board an opportunity to have a conversation on the latest information regarding the Town bringing the Main Street program administration back into the Town as a Town department and away from being run by the 501(c)(3) entity that has run the program for the past few years.

Commissioner Shipp discussed the concepts and the split of the administration of the Main Street program and the Welcome Center efforts. Shipp added that there is a significant amount of conversation occurring with the Main Street Pittsboro board and that he expects more concrete updates in the near future. Shipp offered that both parties, the Town and Main Street Pittsboro, are interested in a smooth transition.

Commissioner Shipp reiterated that the Town is seeking members for its downtown advisory board.

Discussion ensued about the Town's historical investment in the Welcome Center and the viability of the Welcome Center once the Town is no longer the primary investor after June 30, 2022.

No further discussion was had.

## **3. Town of Pittsboro Construction of a New Town Hall - Status Update from Town Manager**

Town Manager Kennedy provided an overview of the status of the new Town Hall project from a funding and construction status. Kennedy stated that the Town remained under review for USDA financing, but the Town had yet to receive official approval due to the



Town's debt ratio showing the Town's financial position being too weak to take on the debt for the new Town Hall. Kennedy added that the affordability had been affected by the escalation in materials and construction labor costs that ballooned the project from \$15.5 million in 2019 to over \$26 million in current estimated project costs. The Town has continued to work with USDA and our architects, Hobbs Architects, but the significant costs escalation threatens the Town's ability to complete the project.

Discussion ensued about cost saving alternatives in the construction and the process remaining with USDA.

Commissioner Shipp offered that it was his gut feeling that the Town does not need this building yet and that it is not worth it to take parts and pieces from it to lower the cost.

Discussion ensued about the Town's expected staffing levels and space needs as the Town employee numbers grow. The Board also discussed Chatham County's options for leasing in the Town Hall building and the County's future move to Renaissance Drive.

Mayor Pro Tempore Baldwin stated that she appreciated all of the conversation regarding this, but she would recommend that the Town put this on the back burner.

Town Manager Kennedy stated that he would work with USDA while not adding more expense to the application but appreciated the Board's desire to put the project on hold due to affordability issues. No formal vote was taken or requested.

#### **4. Fiscal Year 2022-2023 Board of Commissioners Budget Scoping Session #2**

Town Manager Kennedy began the conversation with a proposal to find an alternative date for the Board's annual budget retreat conversation and provided an overview of the manager's proposed budget schedule. Kennedy also discussed the current projects underway for the enterprise fund to assist in the budgeting process.

The Board agreed with a budget retreat on Thursday, April 7, 2022.

Town Manager Kennedy asked for any additional comments on the budget as staff prepares for the Fiscal Year 2022-23 budget.

Commissioner Shipp asked for more clarity on the ABC revenue as part of the budget process.

### **CLOSED SESSION**

- 1. None.**

### **FINAL BOARD OF COMMISSIONERS COMMENTS**

Mayor Perry inquired if any Board members had any final comments.





The Board discussed returning to in-person meetings for the Board's Regular Meetings, the technological requirements for moving forward with hybrid meetings to accommodate both in-person and remote participation, and whether to require masks or not for the public.

Commissioner Farrell questioned why the Town chose a Public Information Officer with an Emergency Manager component in the job description when Chatham County currently provides that service for free to the Town.

Town Manager Kennedy explained the benefits of Mr. Sawyer's role and expertise to the Town.

Commissioner Farrell reiterated his desire to recognize the Northwood High School Lady Chargers basketball State Championship via a Board Resolution.

Commissioner Bonitz requested future staff briefings for the Board regarding wastewater availability and NCDOT projects, specifically bonus allocations and the STIP process.

Town Manager Kennedy stated that he would work with staff and schedule those briefings for a future Board meeting.

#### ADJOURNMENT

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

***Commissioner Farrell made a motion to adjourn at 11:14pm, seconded by Commissioner Bonitz.***

***Vote: Aye-5 Nay-0***

***Mayor Perry: N/A***

***Mayor Pro Tem Baldwin: Aye***

***Commissioner Bonitz: Aye***


***Commissioner Farrell: Aye***

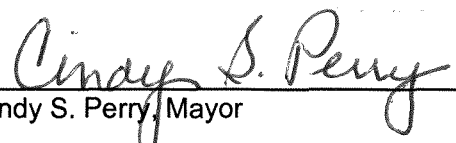
***Commissioner Shipp: Aye***

***Commissioner Vose: Aye***

***Motion Passed.***

ATTEST:

  
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Paul S. Messick, Jr., Interim Town Clerk

  
\_\_\_\_\_  
Cindy S. Perry, Mayor

