



## TOWN OF PITTSBORO

The Pittsboro Board of Commissioners met in Regular Session on **Monday, September 26, 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 7:03 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, Downtown Development Director Theresa Thompson, Public Information Officer/Emergency Management Coordinator Colby Sawyer, Parks & Recreation Director Katy Keller, Planner II Janie Phelps, Planning Project Manager Molly Boyle, Director of Engineering Kent Jackson and Town Clerk Carrie Bailey.

## 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 modify the Regular Agenda by moving items #1 & #4 from Consent Agenda to New Business #2 and #3, seconded by Mayor Pro Tem Baldwin.***

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

**Mayor Perry welcomed Mr. Hazen Blodgett as new Interim Town Manager.**

## CITIZEN MATTERS

1. Interim Manager Updates

Interim Town Manager Blodgett shared that he spent several days debriefing with former Town Manager Kennedy. A Department Head meeting is scheduled for Tuesday to discuss Sewer Force Main, and staff office space needs. PIO/EMC Colby Sawyer is monitoring the current hurricane situation. Interim Town Manager Blodgett reminded the Mayor and Board that his contract runs until the end of January 2023, and the hiring of a new Town Manager is difficult and time consuming.

2. Mayor and Commissioner Updates and Concerns

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

Commissioner Bonitz requested the Town of Pittsboro submit for FEMA BRIC Grant assistance.



**Commissioner Shipp requested the FEMA BRIC Grant discussion be added to new business.**

3. Public Comment-none

### CONSENT AGENDA

Mayor Perry called for action on the Consent Agenda

The Consent Agenda contained the following items:

1. Minutes of the June 13, 2022 Regular Meeting of the Board of Commissioners
2. Minutes of the September 6, 2022 Special Meeting of the Board of Commissioners
3. Minutes of the September 12, 2022 Special Meeting of the Board of Commissioners
4. Minutes of the September 12, 2022 Regular Meeting of the Board of Commissioners
5. Resolution in Support of State of North Carolina Grant Funding Application for GAC (Granular Activated Carbon) Phase II
6. NCDOT CMAQ Funding Project Agreement for Pittsboro Elementary School Road Sidewalk
7. Set Public Hearing for ZTA-2022-05 – Staff Initiated Text Amendment to the UDO  
▪ Action Recommended: Set Public Hearing for October 10, 2022.
8. Board of Commissioners Future Agenda Item “Look Ahead” Tentative Schedule

**Commissioner Shipp made a motion to approve the amended consent agenda of moving items #1 and #4 of the proposed Consent Agenda to New Business #2 and #3, seconded by Commissioner Farrell.**

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

### PUBLIC HEARINGS

1. None.

### OLD BUSINESS

1. None.

### NEW BUSINESS

1. Request of feasibility study for alternative energy resources for expansion at the water plant to use towards the FEMA BRIC grant.

Commissioner Bonitz stated due to expectations of expansion of the water plant, using innovative technologies to reduce overall costs of capital project and energy usage, Bonitz revised a 2021 letter of intent created by former Town Manager Kennedy and the project



envisioned is the feasibility analysis and staff will need to define cost. An engineering firm expressed interest in the study being of no charge for business development to gain a potential client with an additional engineering firm charging ten to twenty-five thousand dollars.

***Commissioner Bonitz made a motion for Interim Town Manager Blodgett and staff submit to DPS a letter of intent for a FEMA BRIC grant and a feasibility analysis of solar plus battery back up at an expanded Pittsboro drinking water plant, seconded by Commissioner Vose.***

Farrell stated that he did not feel comfortable spending money on a feasibility study while in the process of a merger and was curious if it was worthwhile and if it worked out for the Town or Sanford.

Shipp asked what the advantage was of having staff pursue the grant if an engineering firm would do the feasibility study for free.

Bonitz stated that if we haven't gone through the DPS FEMA BRIC process to examine the feasibility of a project, the Town is at a disadvantage in future when requesting a grant for infrastructure and equipment.

Shipp stated the funding of a feasibility study must occur to bias the future grant process.

Bonitz stated that to get extra points they want you to be a prior client in the grant making program to examine the feasibility in what is proposed to do.

Interim Town Manager Blodgett shared that we all need to be sensitive to staff time and how much time will this require. Blodgett understood the concept that FEMA would like to see the Town to have an alternative source of electricity to reduce carbon footprint or for backup.

Blodgett asked the question of where the Town was going to get water from, Jordan Lake, Haw River, Town of Sanford and what would a water plant look like and there seems to be no vision for alternative power sources.

Bonitz asked if Blodgett and PIO/EMC Colby Sawyer discussed the EM Grants logins.

Sawyer shared that he was waiting on the State for the username and password.

Bonitz stated that he has revised the previous year's grant form and would only require staff to review and get comfortable with it prior to submission on October 3<sup>rd</sup>.

Mayor Pro Tem Baldwin is not in favor spending any funds.

Bonitz asked if Shipp had some actual experience with these kinds of systems and administering similar engineering analysis.

Shipp stated "no" but from an engineering perspective, Shipp was not sure of how to ask engineers to analyze what an electrical upgrade may be for an additional six million gallons, and how would an analysis be done. Shipp was concerned of staff time as well.

Bonitz stated that we know we will need water from the Western Intake Partnership and expansion will be needed.

Shipp agreed that if an engineering firm wants to take it on with minimal town staff input then there is no issue. Concern was voices for relying on the grant process requirements of staff and unknown cost for the study.

Commissioner Vose was interested in what the study says if it doesn't cost the Town money. If the Town is proceeding with a utility merger, does it solve a problem for Sanford?

Bonitz stated there does have to be some nominal cost to the project or there is no point in going to the DPS for the FEMA grant.

Baldwin asked if the letter of intent indicate that there are funds of the Town of Pittsboro would have to pay?

Bonitz stated that the Town's not going to the Department of Safety to ask for nothing and that the Town would need to pay for 25% of the project that was being asked.



**Vote: Aye-1 Nay-4 Commissioners Farrell, Shipp, Vose and Mayor Pro Tem Baldwin  
Motion failed.**

2. Minutes of the June 13, 2022 Regular Meeting of the Board of Commissioners

**Commissioner Shipp made a motion to approve the June 13, 2022 Regular Meeting Minutes, seconded by Commissioner Bonitz.**

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

3. Minutes of the September 12, 2022 Regular Meeting of the Board of Commissioners

**Commissioner Shipp made a motion to approve the September 12, 2022 Regular Meeting Minutes, seconded by Commissioner Bonitz.**

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

4. Main Street Program Façade Grant Funding Reimbursement Request-Realty World Downtown Development Director Theresa Thompson shared that Andrews Realty Company, 73 Hillsboro Street, received approval by Main Street Board on May 21, 2022, for façade grant to install a new canopy and wall sign. The total cost for the improvement \$15,573.60. The façade grant was approved for reimbursement in the amount of \$5000.00.

The property owner is requesting grant reimbursement approval in the amount of \$5,000.00, as approved. The project design and materials were reviewed and approved by the Main Street Pittsboro Board and the work was completed within four (4) months of application approval per the program's guidelines. Main Street's approval agreement noted: "MSPBO's ability to make the reimbursement mentioned above is conditioned on the above-mentioned Improvements, Owner/Applicant's acceptance of Improvements, payment, and documentation of payment for Improvements and MSPBO's concurrence being complete by 12:00 pm Thursday June 30, 2022. That will provide sufficient time for MSPBO to prepare and deliver a check for the reimbursement amount to the Owner/Applicant prior to mid-night of June 30, 2022. On July 1, 2022, MSPBO's restricted budget for Façade Grants will no longer be available to MSPBO for Façade Grant payments. The funds will be returned to the Town." The Pittsboro Downtown Advisory Board met on September 6, 2022, and recommended approval of the reimbursement request with a vote of 5-1. Town staff is requesting approval of the façade grant funding request in the amount of \$5,000.00.

**Commissioner Shipp made a motion to approve the update of the agreement to the Town of Pittsboro and \$5000.00 Reimbursement Request, seconded by Commissioner Farrell.**



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

### MISCELLANEOUS

#### 1. Pittsboro ABC Quarterly Update-Hugh Harrington

Mr. Hugh Harrington shared information on the independent audit for year-end report. Harrington stated that net sales are down 1.2%, net position is up 17.2% and mixed sales are up with store sales down potentially due to construction south of the Courthouse, supply chain issues and a new competing store on Highway 64. Harrington shared that income on operations are down with expenses being up due to twenty-five thousand in overtime due to employee shortage in the store, COVID, with hopes to manage going forward. Harrington stated that the cash position has improved to nineteen thousand and year end. Harrington shared that while being two months into the new fiscal year, current trends are up twenty-eight thousand in retail, mixed is increased by fourteen thousand as well. Commissioner Shipp asked about any excess working capital that is split with the Town and what was it set aside for. Harrington stated \$460,000.00 is for a new store. Shipp would like to see expansion plans to use funds. Harrington stated that a new store is based on retail only, as customers already have beverage customers at existing store.

### CLOSED SESSION

1. None.

Shipp-requests cutoff for handouts for items on the agenda.

### ADJOURNMENT

**Mayor Pro Tem Baldwin made a motion to adjourn at 8:37pm, seconded by Commissioner Bonitz.**

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

ATTEST:

---

Cindy S. Perry, Mayor

---

Carrie L. Bailey, Town Clerk