

MINUTES  
TOWN OF PITTSBORO  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MONDAY, MARCH 28, 2016  
7:00 PM

Mayor Perry called the meeting to order and called for a moment of silence.

**PLEDGE OF ALLEGIANCE**

Commissioner Farrell led the Pledge of Allegiance.

**ATTENDANCE**

Members present: Mayor Cindy S. Perry, Mayor Pro Tem Pamela Baldwin, Commissioner Jay Farrell, Michael Fiocco and Bett Wilson Foley. Commissioner John Bonitz excused absence.

Staff present: Manager Bryan Gruesbeck, Clerk Alice F. Lloyd, Attorney Paul Messick, Jr., Chief of Police Percy Crutchfield, Engineer Fred Royal, Planning Director Jeff Jones and Water Treatment Superintendent Adam Pickett.

Motion made by Commissioner Fiocco seconded by Commissioner Foley to approve the regular agenda as presented and adding three items the Mayor suggested (1) discussion about posters on poles downtown (2) Resolution on HB2 and (3) office space for the Mayor/Town Board to New Business.

Vote Aye-4 Nay-0

**CONSENT AGENDA**

Commissioner Fiocco made a correction to page 6, paragraph 4 to read Commissioner Fiocco .... be upon the Town and County to decide to establish a district and that #4 be moved to New Business. Mayor Perry asked that corrections be made to the Joint Meeting spelling Commissioner John Bonitz and Commissioner Bett Wilson Foley names correctly. Motion was made by Commissioner Fiocco seconded by Commissioner Foley to approve the consent agenda with the corrections listed above. The Consent Agenda contains the following items:

1. Approve Minutes of the March 14, 2016 Regular Meeting. (Correction to page 6, paragraph 4 to read Commissioner Fiocco .... be upon the Town and County to decide to establish a district.
2. Approve Minutes from March 9, 2016 meeting with Chatham County Board of Commissioners and Chatham County Board of Education. (with corrections to spelling to Commissioner John Bonitz and Commissioner Bett Wilson Foley)
3. Approve Financial Summary Report for FY 2015-2016 through February 29, 2016.

4. Approve Cape Fear Regional Hazard Mitigation Plan and Chatham County Emergency Operations Plan. (Moved to New Business for discussion)  
Vote Aye-4 Nay-0

## **REGULAR MEETING AGENDA**

### **CITIZENS MATTERS**

None

### **COMMISSIONER UPDATES**

Mayor Updates – no report.

- EDC
- RPO
- Fairground Association
- PBA/Downtown
- Triangle J Council of Governments – Commissioner Baldwin attended a meeting last week and brought a handout back for each board member.
- Main Street – Commissioner Fiocco stated they will be having a NCDOT follow up meeting this Thursday, 9 a.m. at Pittsboro Roadhouse
- Climate Change

### **OLD BUSINESS**

#### **DROUGHT MANAGEMENT PLAN, WATER EFFICIENCY AND RECLAIMED WATER ORDINANCES AND POLICIES (FRED ROYAL)**

Engineer Fred Royal presented information on the draft Drought Management Plan and Jennifer Platt presented information on the Water Efficiency and Reclaimed Water Ordinances and Policies.

Mr. Royal said this is an information session and that they will bring it back to the Board of Commissioners with corrections/revisions and also will make a presentation to the Planning Board for their input.

Commissioner Fiocco asked what “raining purposes” meant Mr. Royal said he did not know but he would find out. He asked about Stage 5 language Mr. Royal said he would check on it.

Commissioner Fiocco stated in one location it is mentioned as Emergency Response Mayor Perry asked Ms. Platt if the Board could receive a copy of the Draft Water Efficiency Ordinances she was going over.

Commissioner Baldwin asked if the “stages” are consistent with what other counties would consider stage 1, 2, etc.

Jennifer Platt said they are working with Triangle J so that it will have regional consistency.

Mr. Royal said they are also working on reducing the amount of non-revenue water (changing out old pipes will help); figuring out how much water we are making versus what we are selling; looking at connection point with Chatham County; water audits and working on a Water Assets Management Plan.

### **CAPE FEAR REGIONAL HAZARD MITIGATION PLAN AND CHATHAM COUNTY EMERGENCY OPERATIONS PLAN**

Commissioner Fiocco stated the reason he pulled this item is because he wanted to know if the Town had any input in the document. It was discussed that it is a document that has to be updated every five years or so.

Chief Crutchfield stated he has reviewed the law enforcement portion.

After discussion a motion was made by Commissioner Farrell seconded by Commissioner Foley to approve the Resolution to Adopt the Cape Fear Regional Hazard Mitigation Plan and authorize the Town Manager to sign the Statement of Adoption/Approval of the Chatham County Emergency Operations Plan.

Vote Aye-4 Nay-0

### **A RESOLUTION TO ADOPT THE CAPE FEAR REGIONAL HAZARD MITIGATION PLAN AND STATEMENT OF ADOPTION/APPROVAL OF THE CHATHAM COUNTY EMERGENCY OPERATIONS PLAN IS RECORDED IN THE BOOK OF RESOLUTIONS NUMBER ONE, PAGES 72-73**

#### **UPDATE FROM WATER TREATMENT PLANT SUPERVISOR REGARDING 1, 4 DIOXANE (ADAM PICKETT)**

Mr. Pickett said there is ongoing research to find out where it's coming from. It has been detected in the Randleman Reservoir. At the present it looks like the State is going to be on the wastewater discharge side (which means it will be on the permit and it will be monitored).

Mr. Pickett spoke to the following individuals that have some knowledge on the 1, 4 Dioxane.

Steve Drew- City of Greensboro, Director of Water Resources 336-373-7893  
[steve.drew@greensboronc.gov](mailto:steve.drew@greensboronc.gov)

Greg Flory – PTRWA – Regional Water Authority Director, 336-498-5510  
Detlef Knappe- Professor NCSU- 919-515-8791 - [knappe@ncsu.edu](mailto:knappe@ncsu.edu)

Mick Nolan – Fayetteville Public Works Commission - [mick.noland@faypwc.com](mailto:mick.noland@faypwc.com)

Tiffany Hawley – DWQ - Environmental Senior Specialist – 919-791-4250,  
[Tiffany.Hawley@ncdenr.gov](mailto:Tiffany.Hawley@ncdenr.gov)

Julie Grzyb – NC-DEQ – Permitting Dept. - 919-807-6389 – [Julie.Grzyb@ncdenr.gov](mailto:Julie.Grzyb@ncdenr.gov)

This link is one of the latest publications, [http://www.greensboro.com/news/downstream-communities-worry-about-triad-s-dioxane/article\\_6eecb8e9-bdae-5649-afb5-d7831a9a8cfa.html](http://www.greensboro.com/news/downstream-communities-worry-about-triad-s-dioxane/article_6eecb8e9-bdae-5649-afb5-d7831a9a8cfa.html)

## **NEW BUSINESS**

### **SITE PLAN REVIEW - SP-2016-01 PITTSBORO OUTDOOR EQUIPMENT (JEFF JONES)**

Planning Director Jeff Jones said the proposal is being presented to the Board as a Site Plan for review and approval. The plans have been reviewed in accordance with the Town's applicable development ordinances by the appropriate departments. The proposal is to construct a one story commercial building totaling 6,000 square feet. This site plan was presented to the Planning Board at their March 7, 2016 meeting.

Mr. Jones stated the Planning unanimously (6-0) to recommend approval. The Planning Board had questions regarding deliveries to the building, site lighting, and outdoor storage and or display. Generally, the Planning Board thought the site plan and the Building will complement the surrounding area.

Mr. Jones stated staff recommends approval of the proposed request, subject to issuance of any additional local and state permits.

Commissioner Fiocco stated deliveries made by a tractor trailer would be tight. Mr. Jones said he hopes that is being considered by the developer.

Jason Jeremiah said he has been working in Pittsboro since he was fifteen years old. He is interested in expanding his business. He currently has 4 full-time and 3 part-time employees.

Mr. Jeremiah said that most of their deliveries come by UPS and FEDX. It is seasonal when they receive shipments with tractor trailers. He pointed out that the driveway goes all the way around the building and out.

After discussion a motion was made by Commissioner Fiocco seconded by Commissioner Baldwin to approve the site plan, subject to issuance of additional local and state permits.

Aye-4 Nay-0

### **SIGNS ON TELEPHONE POLES**

Mayor Perry said while she and Mr. Royal were walking downtown she noticed all the posters that are crammed on utility poles. Then along came the poster.com guy posting signs. The guy said he gets paid for posting the signs. He said that Chapel Hill has passed an ordinance where they are banned from posting posters on utility pole and stationary items except for kiosks.

It was discussed to look at the ordinance Chapel Hill has and that maybe the Main Street group can look at design.

Commissioner Farrell said a good place to put it would be at the Page Vernon Park.

## HB2

Mayor Perry said this bill limits that Town's authority regarding wages, etc. of our employees.

It was stated that Chapel Hill, Carrboro and Orange County has submitted Resolutions opposing HB2.

Attorney Messick stated it also includes employment law and public facilities.

Commissioner Baldwin stated she is concerned about the contract portion of the bill.

Commissioner Fiocco said he is in favor of exploring a Resolution reference HB2. The Board agreed Mayor Perry gather information from NCLM, other municipalities that have approved resolutions, and work with the board members interested, Mr. Gruesbeck and Attorney Messick to prepare a Resolution.

### OFFICE SPACE AT TOWN HALL

Mayor Perry stated she would like to have an office to use temporarily to meet with constituents at Town Hall. After discussion the board agreed.

### ADDITIONAL UPDATES AND REPORTS

#### MANAGER'S UPDATE ON PROJECTS

Manager Gruesbeck discussed the following update he submitted in the agenda packet.

**Sanford Sanitary Sewer Line Extension/WWTP Enhancements** – Staff has been finalizing a Request for Qualifications (RFQ) for the Sanford Force main and working with the State to determine the necessity of an RFQ for the WWTP enhancements. The Sanford Force main RFQ will likely be released early during the week of March 28, 2016.

**Chatham Park PDD Master Plan: Additional Elements** – Preston Development reports that the Additional Elements will be submitted to the Town by the end of March or early April 2016. Staff will provide an overview of process for the Additional Elements to the Town Board of Commissioners during a subsequent meeting. The first Small Area Plans are anticipated by early May 2016.

**Engineering/Planning/Parks/Utilities Office Space** – Parking stripes have been painted in the parking lot and handicap area of Chatham Mills. The cost was approximately \$600 and the Town will be compensated for this effort. New furniture and dividers have been installed and the unpacked boxes are steadily disappearing.

**Finance Director:** I am excited to announce that we have hired Heather Meacham as our new Finance Director. Heather joins our team from Credit Suisse in RTP where she worked for the past six (6) years in various capacities as a senior financial analyst. Previous to that she worked in Boston, MA and Middlebury, VT for eight (8) years in similar capacities at the Bank of Boston and the Bank of Middlebury. She holds an MBA/MSF and a BS in Econ/Finance.

Heather currently resides near Burlington, NC but is looking forward to a shorter drive (and definitely more peaceful than her commute into Boston a few years ago). Her first day in Pittsboro will be April 5, 2016.

**Planner II Hiring:** An additional position was budgeted to accommodate an increased workload associated with development associated with Chatham Park and other developments. With the move to the new office in Chatham Mills complete we are ready to bring on a qualified planner. Staff has placed a “help wanted” advertisement in various publications, listserves, and the local newspaper. Applications and resumes will be accepted until April 1, 2016. Interviews are anticipated during the week of April 11, 2016. The successful candidate could start work in early/mid-May 2016.

**Unified Development Ordinance (UDO) Joint Meeting w/Planning Board:** Just a friendly reminder that a joint meeting between the Planning Board and the Town Board of Commissioners has been scheduled for Wednesday, March 30 from 6p-8p. Staff will provide and agenda on March 28. Handed out an agenda for the meeting tonight.

**Budget** – work continues.

Manager Gruesbeck said he attached as a FYI item the Request for Qualifications for Financial Advisor for the Town of Pittsboro.

### COMMISSIONER CONCERNS

Commissioner Farrell stated he was still confused about HB2. Attorney Messick explained what the bill contained and there was further discussion.

Commissioner Foley asked where the dinosaur in the park came from. It came from French Connections. She said residents of Powell Place want to know when Millbrook is going to be paved. Mr. Royal said they have met with them on how they are going to fix the items on the punch list but he doesn't know when it will be done.

Commissioner Baldwin said a resident of 365 East Cornwallis Street (Mr. Rone) wanted to know why he didn't have trash pickup when homes on both sides of him does. Clerk Lloyd advised the house is not in-town and the one on both side are because they requested annexation to receive sanitary sewer service.

Mayor Perry stated a constituent approached her about the drop off from Highway 64 East onto Beck Street. Manager Gruesbeck stated John has already obtained a quote for repairing it when we are getting paving work done.

### FYI

1. Request for Qualifications for Financial Advisor for the Town of Pittsboro

**ADJOURNMENT**

Motion made by Commissioner Foley seconded by Commissioner Fiocco to adjourn at 9:18 p.m.  
Vote Aye-4 Nay-0

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Cindy S. Perry, Mayor

ATTEST:

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Alice F. Lloyd, CMC, NCCMC  
Town Clerk

DRAFT