

Resolution 2023-01 Approving Rules of Procedure for the Conduct of Council Meeting
Ordinance 2023-01 to Reestablish Equitable Impact Fee for the Purpose of Planning and Financing park and
Recreational Infrastructure to Serve New Development
Resolution 2023-02 Appropriation Transfer

PITTSBORO TOWN COUNCIL MEETING
TUESDAY, FEBRUARY 7, 2023 @ 7:00 PM

QUORUM:

Jarod Baker
Terry Northern
William Majeske
Randy Price
Jay Thompson - ZOOM

Jim Buddenbaum, Attorney
Shari L. Ping, Clerk Treasurer
Police Chief Scott King

OTHERS: Jason Love, Town Manager; Carl Carson, Asst Police Chief; Jack Swalley, Building Inspector; Robin Swalley, Parks & Rec Superintendent; Spring Deaton, 86 Woodview Dr.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE:

President Jarod Baker welcomed everyone and brought the Council Meeting to order by establishing a quorum. Four (4) of the five (5) members are present. Jay Thompson joined via ZOOM. Jarod then asked the Council, staff, and audience to stand for the Pledge of Allegiance and to follow with a Moment of Silence.

APPROVAL OF MINUTES:

President Jarod Baker asked if there were any additions or corrections to the minutes from the December 6, 2022, meeting. There being none, Bill Majeske made a motion to approve the minutes, Jarod Baker seconded. Roll Call Vote: Jay-yes, Terry-yes, Randy-yes, Jarod-yes, Bill-yes, motion passes 5-0.

President Jarod Baker asked if there were any additions or corrections to the minutes from the January 3, 2023, meeting. Jay Thompson reported that Shari made the correction that he noticed. Jarod Baker made a motion to approve the minutes, Randy Price seconded. Roll Call Vote: Jay-yes, Terry-yes, Randy-yes, Jarod-yes, Bill-yes, motion passes 5-0.

President Jarod Baker asked if there were any additions or corrections to the minutes from the January 17, 2023, meeting. There being none, Jarod Baker made a motion to approve the minutes, Terry Northern seconded. Roll Call Vote: Jay-yes, Terry-yes, Randy-yes, Jarod-yes, Bill-yes, motion passes 5-0.

PUBLIC COMMENT

OLD BUSINESS

Dedication of Streets in Jefferson Park – Jarod Baker asked to table this until a future meeting.

Sanitation Update – Jarod Baker asked Jason Love to give an update. Jason reported that the truck he had his eye on was sold, so he is looking for another one. Jason reported that he stopped one of the drivers last week and went over the map books with outdated maps of the Town. He also found out the drivers and riders were from Michigan. Jason reported that he gave them new maps of the Town.

Meeting Structure Resolution – Jarod Baker explained the purpose of the **Resolution 2023-01 Approving Rules of Procedure for the Conduct of Council Meeting**. Terry Northern asked about the setting time limits when the agenda is set. Jim Buddenbaum explained it is noted in A.3. Time Limit Estimates. Terry also asked about the submission of items to be put on the agenda as noted in A.2. Council Submission. Jarod explained the process of setting the agenda at least one (1) week prior to the meeting. Discussion followed.

Jay Thompson noted the word "City" needs to be changed to "Town". Also remove the word "Mayor" from Section E. Special Meetings. Under Section H. Public Hearings/Public Comment and Community Engagement, Jay does not feel we should put a time limit on the public since we are here to serve them. Discussion followed.

Jarod Baker would like to change the wording to the Council instead of Council President, to allow public comment on topics on the agenda. Jarod asked Bill and Randy their thoughts on the three (3) minute time limit. Jim Buddenbaum suggested using a three (3) minute per individual but if only one (1) in attendance could speak for ten (10) minutes. Terry Northern proposed a 15 minute time limit for presenters and remonstrators but not more than three (3) minutes each person. Equal time between presenter and remonstrators. Jason Love read a question from Brian Estes, How do online comments play into the time limit? Public Comment must be made in person or by written notice prior to the meeting. Jason Love read the procedures from the Town of Apex. Spring Deaton, 86 Woodview Dr. agreed with the three (3) minute time limit being sufficient.

NEW BUSINESS

Review Website Proposal from Scott Smith – Jarod Baker explained the reason for this proposal. Scott is already working on the Parks section of the website and is offering to take over the Town's section of the website and Social Media. Jarod read the proposal from Scott and explained that Shari as the Clerk Treasurer doesn't have the time to keep up with the changes necessary to keep the website up to date. Terry Northern asked about the information being uploaded an issue. He is a Park employee and this would be done on the side. Terry asked about the fee of \$450/month, what amount of time would he be spending on the website a month. Terry would like to see milestones established. Jim Buddenbaum asked about a termination clause. Jay Thompson received an email from Chris Parks, North Park, asked about the photos becoming the Town property. Randy Price asked about a fee structure for business listings. Jarod Baker went over the changes requested and will go back to Scott for an amended proposal. Review in two (2) weeks.

Financial Solutions Group (FSG) 2023 Proposal – Jarod Baker went over the proposal for the new year. Terry Northern asked if this proposal includes the review of tax abatement submissions. Jason Love said no, since we could have one (1) a year or 100. Jason explained that they would need to submit an engagement letter with a fee of not to exceed amount per situation, abatements or TIFs. Terry is all for keeping them involved in all aspects of the Town. Terry then asked about the not to exceed amount of \$35,000. Jarod read that billing will occur monthly and payment is to be made within thirty (30) days of the invoice date. Bond issues and Redevelopment work will be billed separately. Shari Ping commented that they bill separately for the electric tracker quarterly. Jay Thompson mentioned that we paid them \$44,615 last year. Terry Northern and Randy Price are okay with continuing. Jarod Baker asked for a motion to allow Jarod to sign the proposal. Terry Northern made the motion, Randy Price seconded. Roll Call Vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes, motion passes 5-0.

Proposed Police Department Spending Plan – Jarod Baker went over the attached spending plans for the Police Department from the Public Safety LIT, Tax Levy Appeal and GO Bond monies received this year. Jay Thompson asked Scott King what his oldest vehicle is in his fleet. Scott replied a 2014 Dodge Charger.

Proposed Park Department Spending Plan – Jarod Baker went over the attached spending plans for the Park Department from the GO Bond and Tax Levy Appeal monies received this year.

Meeting Structure continued – Jarod Baker asked Jim Buddenbaum to go over the changes made to the Resolution 2023-01. Jim said he liked the suggestion made by Jason using the Town of Apex procedure. Terry Northern asked about any time limit on the petitioner. Jim said no he didn't include a time limit. Jim mentioned that most of the work is done prior to coming to the Council. Jarod Baker made a motion to approve **Resolution 2023 Approving Rules of Procedure for the Conduct of Council Meeting**, Bill Majeske seconded. Roll Call Vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-no, motion passes 4-1.

Park Impact Fee – Jarod Baker explained that this was brought before the Advisory Plan Commission in a Public Hearing, there were no public comments. Jarod reminded everyone that Eric Wathen is not present to answer any questions since he did most of the work on the study. It was reviewed by Financial Solutions Group (FSG). Jay Thompson asked about a structure being damaged, it would incur more fees. Jim Buddenbaum answered no. Jay also mentioned that 2023 will be a slow start but sees an estimated 36 new home. Jay asked if this is taking Hidden Hills into consideration. Yes. Jay thanked the committee for their work on the study. Jarod Baker introduced for consideration **Ordinance 2023-01 to Reestablish Equitable Impact Fee for the Purpose of Planning and Financing**

Park and Recreational Infrastructure to Serve New Development, Bill Majeske seconded. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes. Motion passes 5-0. Jarod Baker made the motion to approve Ordinance 2023-01, Terry Northern seconded. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes. Motion passes 5-0.

Salary Manual Review – Jarod Baker explained that he forgot to send the State Board of Accounts (SBOA) specifically asked us to tackle. We will table this until March 7th meeting.

Appropriation Transfer Resolution – Jarod Baker asked Shari Ping to go over the specifics of the transfer. FSG has gone over and approved as well. Terry Northern asked what the from numbers mean. Shari and Jason explained. Jarod Baker made the motion to approve **Resolution 2023-02 Appropriation Transfer**, Bill Majeske seconded. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes. Motion passes 5-0.

Move 110 W Main Street – Jarod Baker asked Jason Love to explain. The whole scope around the Town Hall was to tear down 110 W Main Street to allow for more parking. Someone approached Jason asking if they would give the house to them. They would move it away at no cost to the Town, but if we put it in the dumpster at our cost. Jarod Baker asked about something in writing that he will be responsible for damages. Three (3) things we need from him- 1) an agreement to repair any damages, 2) provide proof of insurance, 3) clean up the mess. Terry Northern asked about a waiver for asbestos and lead paint. Jason said we should have that in our purchase documents. Jason said it will cost us \$5-\$10,000.

New Wells – Jason Love gave an update on the process to look for new wells. Jason reported we are paying less money to Citizens, but we need more water. We don't have any hard numbers but will be around the \$5-6,000 per hole. Jason is working with FSG to find money to appropriate to the wells. Jay Thompson commented that we are paying Citizens the same as we were paying them three (3) to four (4) years ago, but the number of homes has gone up. Jarod gave Jason the go ahead with FSG to find the money to drill wells.

Jason Love wanted to make a comment regarding the complaints he keeps receiving about us raising our rates. He wants everyone to know that we are not allowed to do that. Residents need to look at their consumption before accusing the Town of raising their rates.

ACKNOWLEDGMENT OF CORRESPONDENCE: None

COUNCIL COMMENT

Jay Thompson asked Jason Love about the frozen pipes at the Police Station. The little house at 110 W Main had a busted line so they shut the water off to it. The Police Station had a frozen line to their toilet, Jason's guys went over and thawed the line and put straw around the hole in the crawl space. Scott King mentioned they have critters living in the attic again.

Jay Thompson asked about the drafts & claims including a payment for the Panhandle Eastern case.

APPROVAL OF DRAFTS & CLAIMS

President Jarod Baker asked Shari Ping to present the drafts and claims for February 7, 2023, which includes all payments made since our January 17th meeting. Bill Majeske made a motion to approve drafts and claims as presented by Shari, Jarod Baker seconded. Roll call vote: Bill-yes, Jarod-yes, Randy-yes, Terry-yes, Jay-yes. Motion passes 5-0.

ADJOURNMENT

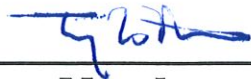
Jarod Baker made a motion to adjourn, Randy Price seconded. Roll call vote: Jay-yes, Terry-yes, Randy-yes, Jarod-yes, Bill-yes. Motion passes 5-0.

Respectfully submitted,

Shari L. Ping
Clerk Treasurer



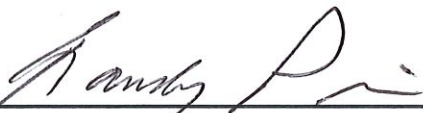
Jarod Baker, President



Terry Northern



William Majeske



Randy Price



Jay Thompson

Attest:



Shari L. Ping, Clerk Treasurer