

Minutes
Work Session
Aberdeen Town Board

January 14, 2019
Monday, 6:00 p.m.

Robert N. Page Municipal Building
Aberdeen, North Carolina

The Aberdeen Town Board met Monday, January 14, 2019 for the Work Session. Members present were Mayor Robert A. Farrell and Commissioners Ken Byrd, Wilma Laney, Joe Dannelley, and Elease Goodwin. Mayor Pro-tem Jim Thomas was not in attendance for the meeting. Staff members in attendance were Planning Director Justin Westbrook, Public Works Director Harold Watts, Town Manager Paul Sabiston, Interim Public Works Director Joe Wood, and Town Clerk Regina Rosy. Others in attendance included Reporter for The Pilot Laura Douglass, Tim Marcham, and Bryan Bowles.

Mayor Farrell called the meeting to order at 6:00 p.m.

1. Update on Social Media and consider options for Bon Accord Newsletter. (HR Specialist/PIO Jamie Dockery)

Manager Sabiston stated unfortunately Jamie was not able to make it to the meeting tonight but staff is prepared to present this item. Commissioner Dannelley requested that this item be tabled until the February Work Session so that the Board members can get a full report from Jamie since she is the one that works in this area every day.

2. Consider approval of the NCDOT Well Project Extension for Well #28. (Public Works Director Harold Watts / Joe Wood)

Director Watts stated staff is asking for an extension on the well remediation project for Well #28. Director Watts stated Well #28 is slightly behind schedule due to change in personnel at the grant section at NCDOT and rainy weather. The site has been cleared, the contractor has leveled the ground at the site, and the permanent well is installed – that is all that has taken place so far. Director Watts stated the extension needs to be approved by the Town of Aberdeen and NCDOT. Mayor Farrell asked if there is any penalty for this extension. Director Watts stated no penalty will be applied. Manager Sabiston stated the Town is basically only observers during this process.

A motion was made by Commissioner Byrd, seconded by Commissioner Laney, to approve the extension for one additional year for the Well #28 remediation project. Motion unanimously carried 4-0.

3. Consider appointments to the Downtown Aberdeen Advisory Board (DAAB). (Planning Director Justin Westbrook)

Director Westbrook provided a quick overview of the appointments and the requirements for those appointments for the DAAB. Director Westbrook stated Commissioner Goodwin has volunteered to be the Board liaison between the DAAB and the Town Board. Director Westbrook presented a list of applicants, accompanied by their current roles and past downtown involvement, with potential post numbers and term expirations.

Commissioner Byrd asked for Kirsten Ostby to be included as an appointment since she is a downtown business owner and would be a good addition to the DAAB. Planner Gallimore stated part of the goal of these appointments is to get a diverse group of people on the Board, which is something the Main Street group likes to see. Commissioner Dannelley stated he sees this as an opportunity to let those persons not appointed to still be involved on the Downtown Aberdeen Advisory Committee, and he thinks Kirsten can be a great help to that committee. Commissioner Dannelley stated he is comfortable with the recommendation of staff for the appointments and then relook at the appointments when they are up for reappointment.

A motion was made by Commissioner Dannelley, seconded by Commissioner Goodwin, to approve the following appointments and also find an opportunity to meet the DAAB members and shake their hands at the earliest convenience:

1. Kasey Zumwalt, Term expiration of 1/1/2020
2. Jaclyn Cornell, Term expiration of 1/1/2020
3. Courtney Holmes, Term expiration of 1/1/2020
4. Enrique Artiga, Term expiration of 1/1/2021
5. Stephen Wisniew, Term expiration of 1/1/2021
6. Alternate: Angela McKew, Term expiration of 1/1/2020
7. Alternate: Amanda Jakl, Term expiration of 1/1/2021

Motion carried 3-1, with Commissioner Byrd voting no.

4. Update on the Comprehensive Land Use Plan. (Planning Director Justin Westbrook)

Director Westbrook stated copies have been distributed to each Board member for review of the proposed Comprehensive Land Development Plan. Director Westbrook stated Dale Holland will present the final draft at the Planning Board meeting on Thursday, January 17th at 6:00 p.m. Manager Sabiston stated changes can be made up until the point of the public hearing on January 28th at 6:00 p.m. Commissioner Byrd stated he would like the Comprehensive Land Use Plan meeting to be held before the Planning Board Meeting since three Board members have a meeting already scheduled at 7:00 p.m. Manager Sabiston stated unfortunately the meeting has already been noticed for 6:30 p.m. and staff will do their best to keep the Planning Board meeting on schedule and begin the Comprehensive Land Use Plan meeting at 6:30 p.m.

A motion was made by Commissioner Dannelley, seconded by Commissioner Goodwin, to schedule the public hearing for January 28th at 6:00 p.m. Motion unanimously carried 4-0.

5. Discussion regarding Zoning District Standards. (Planning Director Justin Westbrook)

Director Westbrook stated in April 2018 the Board of Commissioners adopted UDO Text Amendment #18-10 to increase the minimum lot sizes of newly created lots in residential single-family zoning districts. Director Westbrook stated the overall goal was to allow staff adequate time to revise and amend the Comprehensive Land Use Plan, and then based upon that plan's recommendations, revise and amend the subdivision regulations in the UDO. Director Westbrook stated if the Land Use Plan is adopted by April 23, 2019, then the Land Use Plan takes precedence. If the adoption of the Land Use Plan is delayed, then the governance will stay in place for the lot size restrictions until April 23, 2020.

Director Westbrook stated the recommendation is to stay the course right now and wait for adoption of the Land Use Plan which will hopefully happen prior to April 23, 2019.

Director Westbrook stated when the Board recently approved the DAAB in December 2018, they also approved the Technical Review Committee (TRC) which is

a group of staff members that meet weekly. Director Westbrook stated the TRC reviews site plan pdf submittals and staff identifies capacity needs for the project, fire hydrant locations, etc. and ensures the Board gets compliant plans for future development. Manager Sabiston stated the TRC is a good process and he feels like it is working well.

Director Watts briefly discussed water and sewer capacity needs in Aberdeen. Director Watts stated since the capacity study, Hoke County is no longer pulling water from the Town which used to be 80,000 gallons per day. Director Watts stated Town staff is still in negotiations with a military training facility which will not necessarily create additional capacity for the Town but will provide connection to the facility. Director Watts stated as of today if all planned development were built out the capacity would be around 13 million gallons of water per month, and production levels are currently averaging at 43 million gallons of water per month. Director Watts stated when Well #28 is completed, that will add 138 gallons per minute to available capacity. Director Watts discussed the current scheduling of sanitation routes and the need to track additional needs as projects are built out. Commissioner Byrd stated being able to project the needs for additional development is what this is all about, and this is a big focus for Triangle J Council of Government members.

6. Legislative Agenda Items for Local Delegation. (Town Manager Paul Sabiston)

Manager Sabiston stated Senator McInnis hosted a meeting at the Recreation Center earlier this month asking for suggestions from Towns on what their needs are. Senator McInnis asked for a more manageable list of 3 needs and a short list of wants. Manager Sabiston stated a list of those items is included in the Board member agenda packets.

A motion was made by Commissioner Byrd, seconded by Commissioner Goodwin, to approve the top 3 needs and wants with the inclusion of Item #17 and #18 (as a combined item) in the list. Motion unanimously carried 4-0.

7. Discussion on Municode Update. (Town Manager Paul Sabiston)

Manager Sabiston stated staff would like to request more time to review the Municode draft before having the Board consider action on it. Manager Sabiston stated staff has discovered a few discrepancies in the draft and would like to get

those resolved before moving forward. Commissioner Dannelley requested a binder copy of the Municode draft to review.

8. Other Business.

a. Extension for Audit.

Manager Sabiston stated unfortunately the audit for FY 17-18 has been delayed and will not be completed until spring time.

b. CSX Railroad Easement.

Director Westbrook stated CSX has stated nothing can be placed in the easement on the property of the Railhouse Brewery. Director Westbrook stated the silos in the easement may be in violation. Director Westbrook stated, that through negotiations with CSX for a lease agreement along the railroad right-of-way, the railroad has come down from their initial annual lease amount. Commissioner Byrd asked for an updated quote from Riley Paving on paving improvements. Commissioner Byrd asked Director Westbrook to continue looking into this item for some sort of affordable option to pave this easement and use for public parking.

c. Historic Plaques.

Director Westbrook stated a google survey was sent out to all historic district property owners to gauge interest in purchasing a historic plaque. Questionnaires were mailed out on January 9th and staff will continue to collect results through the end of the month. Next step will be door to door visits.

9. Adjournment.

A motion was made by Commissioner Byrd, seconded by Commissioner Goodwin, to adjourn the Work Session. Motion unanimously carried 4-0.

Regina M. Rosy
Regina M. Rosy, Town Clerk

Minutes were completed in
Draft form on January 14, 2019

Robert A. Farrell
Robert A. Farrell, Mayor

Minutes were approved
on January 28, 2019