

PINEHURST
VILLAGE COUNCIL
WORK SESSION AGENDA
JULY 19, 2011
9:00 A.M.
CONFERENCE ROOM
VILLAGE HALL
PINEHURST, NORTH CAROLINA

1. Call to Order.
2. Reports –
 - Manager
 - Council
3. Discussion of the Village Station Post Office closing.
4. **Action:** Motion authorizing the entering into of a contract for custodial services. (Susan Key Cleaning; Village Hall, Fire Station, Police Station, Public Services)
5. **Action:** Discussion of and consideration of Resolution #11-27: A Resolution regarding updates to the 2010 Comprehensive Plan.
6. **Action:** Ordinance #11-21: An Ordinance Amending the Budget of the Village of Pinehurst (Irrigation well, Village Hall and Arboretum).
7. **Action:** Ordinance #11-22: An Ordinance Amending the Budget of the Village of Pinehurst (Roll-forward budget amendment).
8. **Action:** Discussion of and consideration of a proposed Change Order for additional sewer service taps and road repairs (Jackson Hamlet Sewer Extension CDBG project).
9. **Action:** Discussion and consideration of a motion to adopt new Local Historic District Standards and Guidelines.
10. **Action:** Discussion and consideration of a motion to adopt a Green Building Incentive Program.
11. **Discussion:** Triangle J Council of Governments Programs with Mr. Kirby Bowers, Executive Director, Triangle J Council of Governments.
12. Preview of Regular Meeting Agenda.
13. Other Business.
14. Consideration of Mrs. Karen W. Kaplan for appointment to the Village Center Enhancement Committee.
15. Comments from attendees.
16. Motion to go into Closed Session pursuant to NCGS 143-318.11 (a) (3) to consult with the Village Attorney in order to preserve the attorney-client privilege between the Village Attorney and the Village Council.
17. Adjournment.

**VILLAGE OF PINEHURST
VILLAGE COUNCIL
WORK SESSION
July 19, 2011**

**395 MAGNOLIA ROAD
ASSEMBLY HALL
PINEHURST, NORTH CAROLINA
9:00 A.M.**

The Pinehurst Village Council held a Work Session at 9:00 a.m., Tuesday, July 19, 2011 in the Assembly Hall of the Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Virginia F. Fallon, Mayor
Ms. Joan M. Thurman, Mayor Pro-Tem
Ms. Nancy Roy Fiorillo, Councilmember
Mr. Douglas A. Lapins., Councilmember
Mr. Mark W. Parson, Councilmember
Mr. Andrew M. Wilkison, Village Manager
Ms. Linda S. Brown, Village Clerk
And approximately 25 attendees, including 3 staff and 1 press.

1. Call to Order.

Mayor Virginia F. Fallon called the meeting to order.

2. Reports:

Councilmember Fiorillo reported that the Pinehurst Development Rewrite Committee met for the first time last Tuesday and had a good discussion of the areas of concern from the consultant. Next meeting is Tuesday, July 26th.

3. Discussion of the Village Station Post Office closing.

Council discussed the closing of Village Station Post Office with N.C. Representative Larry R. Brown. Other citizens contributed comments to the discussion including Deborah Myatt, Steve Saye, Jack Farrell, Scott Lincicome and John Marcum.

Consensus of Council was to file an appeal of the Post Office consolidation (if possible) and also contract for a cost analysis of the value of the downtown Post Office building.

Motion. Since the discussion of the Post Office closing included the question of how this would impact the National Landmark Designation, Council decided to officially request more specific drawings be prepared for the proposed renovation and enhancement of the sand parking lot. Councilmember Fiorillo moved that the landscape planners move ahead with the next drawings of the proposed changes to the sand parking lot so these can be forwarded to the National Park Service. Councilmember Parson seconded the motion which carried unanimously by a vote of 5-0.

4. Motion authorizing the entering into of a contract for custodial services (Susan Key Cleaning: Village Hall, Fire Station, Police Station, Public Services).

Councilmember Lapins moved that the Mayor be authorized to execute a contract for custodial services with Susan Key Cleaning Service in the amount of \$33,800 for the period of July 20, 2011 to June 30, 2012. Councilmember Thurman seconded the motion which carried unanimously by a vote of 5-0. (Copy of a contract for custodial services with Susan Key Cleaning is in the Minute File.)

**VILLAGE OF PINEHURST
VILLAGE COUNCIL
WORK SESSION
July 19, 2011**

5. Discussion of and consideration of Resolution #11-27: A Resolution Regarding Updates to the 2010 Comprehensive Plan.

Council discussed the proposed updates to the 2010 Comprehensive Plan with Director of Planning and Inspections Andrea Correll. Councilmember Lapins opined that the responsibilities assigned to the Council are overwhelming. Mayor Fallon requested a change to the Utility Infrastructure portion-Section A- to statement # 4, add the Water Committee as a partner. Consensus of Council was to table the resolution until the August Council meeting. (Copy of resolution is found in the Resolution Book and in the Minute File.)

6. Ordinance #11-21: An Ordinance Amending the Ordinance Appropriating Funds for Operations of the Village of Pinehurst for fiscal Year 2012, Regarding Revenues and Expenditures of the General Fund for the Village of Pinehurst, North Carolina (Irrigation Well, Village Hall and Arboretum).

The Manager explained the need for the Ordinance #11-21. Upon the motion of Councilmember Fiorillo, seconded by Councilmember Parson, Ordinance #11-21 was unanimously approved by a vote of 5-0. (Copy of the ordinance is found in the Ordinance Book and in the Minute File. Copy of a memo from Director of Financial Services John Frye dated July 14, 2011 regarding this budget amendment is in the Minute File.)

7. Ordinance #11-22: An Ordinance Amending the Ordinance Appropriating Funds for Operations of the Village of Pinehurst for fiscal Year 2012, Regarding Revenues and Expenditures of the General Fund for the Village of Pinehurst, North Carolina (Re-Appropriate FY 2010-2011 Funds In FY 2011-2012).

The Manager explained the need for the Ordinance #11-22. Upon the motion of Councilmember Thurman, seconded by Councilmember Lapins, Ordinance #11-22 was unanimously approved by a vote of 5-0. (Copy of the ordinance is found in the Ordinance Book and in the Minute File. Copy of a memo from Director of Financial Services John Frye dated July 14, 2011 regarding this budget amendment is in the Minute File.)

8. Discussion of and consideration of a proposed Change Order for additional sewer service taps and road repairs (Jackson Hamlet Sewer Extension CDBG project).

Council discussed the proposed Change Order with Village Engineer Mike Apke. Councilmember Fiorillo moved that the Mayor and Village staff be authorized to accept and execute a change order, identified as Change Order #3, for the Jackson Hamlet Phase 2 CDBG-R project, in the amount of \$27,440.00 prepared by Mike Apke of McGill Associates, provided that all funding is from Community Development Block Grant funds and not local funds. Councilmember Lapins seconded the motion which carried unanimously by a vote of 5-0. See document #1 which is hereby incorporated by reference and made a part of these minutes.

9. Discussion and consideration of a motion to adopt new Local Historic District Standards and Guidelines.

Council discussed the proposed amendments to the Local Historic District Standards and Guidelines with Senior Planner Molly Goodman. Councilmember Lapins moved to approve the amended Local Historic District Standards and Guidelines as set forth in the memo from Senior Planner Molly Goodman dated July 8, 2011. Councilmember Parson seconded the motion which carried unanimously by a vote of 5-0. (Copy of the memo from Senior Planner Molly Goodman dated July 8, 2011 is in the Minute File.)

**VILLAGE OF PINEHURST
VILLAGE COUNCIL
WORK SESSION
July 19, 2011**

10. Discussion and consideration of a motion to adopt a Green Building Incentive Program.

Council discussed the proposed Green Building Incentive Program with Senior Planner Molly Goodman and Mr. Larry Cox, Chairman of the Alternative Energy Committee of the Conservation Commission. Councilmember Thurman moved to approve the Green Buildings Incentive Program as set forth in the memo from Senior Planner Molly Goodman dated July 8, 2011 and in the Standard Procedure entitled Green Building Incentive Program, with an effective date of August 1, 2011. Councilmember Lapins seconded the motion which carried unanimously by a vote of 5-0. (Copies of the memo from Senior Planner Molly Goodman dated July 8, 2011 and the Standard Procedure entitled Green Building Incentive Program, with an effective date of August 1, 2011 are in the Minute File.)

11. Discussion of Triangle J Council of Governments Programs with Mr. Kirby Bowers, Executive Director, Triangle J Council of Governments.

Mr. Kirby Bowers, Executive Director of Council J Council of Governments discussed the value of Triangle J membership with the Council.

12. Preview of Regular Meeting Agenda.

The Council previewed the Regular Meeting Agenda for July 19, 2011 and made no changes.

13. Other Business.

There was none.

14. Consideration of Mrs. Karen W. Kaplan for appointment to the Village Center Enhancement Committee.

Council met with Ms. Karen Kaplan, a potential appointee to the Village Center Enhancement Committee. Council interviewed Mrs. Kaplan.

After the candidate had been dismissed, Councilmember Fiorillo moved to appoint Mrs. Karen W. Kaplan to the Village Center Enhancement Committee for a term of 2 years, ending July 31, 2013. The motion was seconded by Councilmember Lapins and passed unanimously by a vote of 5-0.

15. Comments from Attendees.

Doug Middaugh expressed surprise that Council had voted today to go ahead with the parking issue since this action is contrary to the National Park Service concerns.

Councilmember Parson asked if Council would contact Rich Mandell if we are going ahead with the Comprehensive Study that the National Park Service requested. Mr. Mandell has already done all of what is being asked for; it just needs pulling together.

Village Manager Andy Wilkison replied that he would contact Mr. Mandell.

16. Motion to go into Closed Session.

Councilmember Lapins moved to recess the Work Session and enter a Closed Session pursuant to NCGS 143-318.11 (a) (3): To consult with the Village Attorney in order to preserve the attorney-client privilege between the Village Attorney and the Village Council. The motion was seconded by Councilmember Thurman and carried unanimously.

**VILLAGE OF PINEHURST
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GENERAL ACCOUNT

The Council and the Village Manager discussed the status of potential land acquisition.

17. Motion to adjourn the Closed Session.

Councilmember Fiorillo moved to adjourn the Closed Session and re-enter the Work Session. The motion was seconded by Councilmember Thurman and carried unanimously.

17. Adjournment.

Councilmember Fiorillo moved to adjourn the Work Session. The motion was seconded by Councilmember Thurman and carried unanimously. The meeting adjourned at 11:55 a.m.

Respectfully Submitted,



Linda S. Brown, CMC
Village Clerk

Natalie E. Dean

Document #1

From: Mike Apke <mike.apke@mcgillengineers.com>
Sent: Thursday, July 14, 2011 2:04 PM
To: Natalie E. Dean
Cc: Linda S. Brown; Jeff Batton; Bruce Gould; 'Steve Austin'; Andy Wilkison
Subject: Jackson Hamlet Change Order No. 3
Attachments: Jackson Hamlet Phase 2 Change Order No. 3 summary.pdf

Natalie,

Please find attached for your review a sheet summarizing several items that are being considered for inclusion in the Jackson Hamlet Phase 2 Sewer project to utilize additional funds remaining in the CDBG-R grant obtained by the Village. Based on the low bid provided by Columbus Utilities and the two (2) change orders that were previously approved by Village Council, there are currently \$82,946.75 in funds remaining from the original \$680,600 budget that was approved for construction of the project.

The attached sheet summarizes \$27,438.00 of additional work as follows:

1. Connect 3 residences to the new sewer main at 215, 220, and 235 Cotton Street and abandon their existing septic tanks in accordance with Moore County guidelines. Service taps were previously installed for each of these residences with clean-outs at the edge of the right-of-way, but the residences were not connected to the main line because the owners did not sign up for service prior to award of the construction contract. The total estimated cost to connect all 3 services and abandon all 3 septic tanks is \$6,750.00.
2. Connect 2 new mobile homes on McRae Street to the new sewer system. Since these are new residences, taps are currently not installed on the main sewer line. Therefore, the proposed work includes the installation of two (2) "saddle taps" on the existing line (as required by Village standards), plus the addition of service lateral piping, clean-out assemblies, and related appurtenances. The total estimated cost to install the saddle taps and connect the 2 new residences to the existing sewer is \$7,188.00.
3. Construct roadway improvements at the end of Armstrong Lane. Armstrong Lane is an existing asphalt road that is maintained by NCDOT to the point where the existing asphalt ends. An existing fire hydrant is located approximately 220 feet past the end of the existing asphalt, and access to this hydrant is extremely limited due to lack of an adequate roadway and vegetation growth. The proposed improvements involve grading work and the installation of ABC stone to extend the roadway and improve access to the hydrant. Since the work will be performed outside of the current NCDOT right-of-way, it is recommended that an encroachment form be obtained from local property owners prior to beginning work. The total estimated cost to construct the improvements to the end of Armstrong Lane is \$13,500.

Based on correspondence from Steve Austin, it's my understanding that these improvements are eligible for reimbursement under the CDBG-R grant that the Village received for this project. We have reviewed the contractor's proposal for these modifications and believe that the estimated costs are fair and reasonable. After the Council meeting on the 19th, we will advise Columbus Utilities of the final scope of work to be completed, and request that they return to the site to complete all work, including the final asphalt paving in the area.

Should you have any questions or require additional information, please do not hesitate to give me a call.

Thanks,

Mike Apke, PE
Director - Pinehurst Office

**Proposed Change Order No. 3 Summary
Jackson Hamlet Phase 2 CDBG-R Project**

Item #1 - Connect 215, 220, and 235 Cotton Street to the new line	\$6,750.00
Item #2 - Connect 2 new homes on McRae Street with saddle taps	\$7,188.00
Item #3 - Construct roadway improvements at the end of Armstrong Lane	\$13,500.00
Total Proposed Change Order Amount	\$27,438.00

Project Budget Summary

Original Construction Budget	\$680,600.00
Low Bid By Columbus Utilities	\$412,064.50
Change Order No. 1 (Previously Approved)	\$29,703.50
Change Order No. 2 (Previously Approved)	\$155,885.25
Current Funds Remaining	\$82,946.75
Funds Remaining After Change Order No. 3	\$55,508.75