

**Town of Pilot Mountain
Board of Commissioners Meeting
Monday, August 10, 2020
Regular Meeting 7:00 PM**

Members Present: Mayor Evan Cockerham, Commissioner Kim Quinn and Commissioner Scott Needham

Staff Present: Town Manager, Michael Boaz, Town Attorney, Ed Woltz and Town Clerk, Holly Utt

Call to order 7:00 PM

Mayor Cockerham called the meeting to order at 7:00 PM. After a moment of silence, Commissioner Quinn led the pledge of allegiance.

Adoption of Agenda

Commissioner Needham made a motion to adopt the agenda as presented and it was unanimous.

Board of Commissioners Vacancy

Mayor Cockerham announced that Hilda Willis had submitted her resignation to the Board due to moving outside the city limits. Mr. Boaz read the resignation letter. Commissioner Needham made a motion to accept the resignation and it was unanimous.

Mayor Cockerham stated that there were two applicants running for the two open seats in November, Rachel Collins and former mayor, Dwight Atkins. Mayor Cockerham asked the Board to appoint Rachel Collins to the remaining term for Hilda Willis. Commissioner Needham made a motion to appoint Rachel Collins to fill the vacancy and it was unanimous.

Mayor Cockerham swore in Commissioner Rachel Collins.

Public Hearing – UDO Text Amendment

Mayor Cockerham opened the public hearing. There was no one present to speak and no comments were submitted by email. Mayor Cockerham closed the public hearing.

Public Comment

No comments

Consent Agenda

- June 29, 2020 Re-zoning Hearing
- July 13, 2020 Regular Meeting Minutes

Commissioner Needham made a motion to approve the consent agenda as presented and it was unanimous.

ABC Board Report

Sales for July 2020, \$157,715. Increase of 57.2% over July 2019 sales of \$100,331.

Unfinished Business

UDO Text Amendment

Mr. Boaz explained that this amendment to the Downtown Design Overlay (DDO) would change the guidelines that pertain to physical appearance of buildings. When the DDO was originally adopted in 2018 it also included a color palette. There has been some trouble with that since it is hard to match the colors and hard to enforce because the painting could take place over a weekend. Staff has drafted an amendment which eliminates the palette for building colors and also allows the painting of murals. The Planning Board approved the recommendation to the BOC unanimously. Commissioner Needham made a motion to approve the UDO Text Amendment and it was unanimous.

New Business

Rules of Procedure Amendment

Mr. Boaz explained that the rules of procedure adopted a few years back allowed members to participate electronically but it did not allow them to make up a quorum or break a tie. This amendment would allow the Board to meet totally electronically as such has been done during the COVID-19 pandemic. Attorney Woltz stated that if the members that are participating electronically lose contact then it would drop them from the quorum. Commissioner Needham made a motion to adopt the Rules of Procedure Amendment and it was unanimous.

Temporary Moratorium Ordinance

Mr. Boaz explained that the town had been working on getting a National Historic Registered District for several years now. The way the application is reviewed would be between contributing buildings and non-contributing buildings. In order to get approved in a district there needs to be more contributing buildings than non-contributing. The proposed ordinance would put a temporary 60 day moratorium to disallow exterior changes in the DDO. There are tax credits available for property owners to make the proper improvements to those contributing buildings. Discussion ensued by the Board about communicating to property owners in the DDO as to the status of their buildings to see if they are contributing or non-contributing buildings. Commissioner Needham made a motion to schedule a public hearing for August 18, 2020 at 6:00 PM to consider the temporary moratorium ordinance and it was unanimous.

Administrative Reports

Town Manager's Report

- Mr. Boaz stated that the Governor did not renew the EO that prevents the town from charging late fees and disconnecting service for non-payment. Letters have been sent to the customers who are delinquent and they have been encouraged to contact the utility department and set up a payment plan. The town will extend the payment plan up to 12 months. Delinquent accounts that are not on a payment plan by August 26 will be disconnected. If the customer does get disconnected then they can come to town hall and request to be on a payment plan. The town is currently absorbing the cost of the credit card fees for now.
- The Safer at Home Phase 2 has been extended until September 11, 2020. Mr. Boaz recommended that events be cancelled through the end of September and the Board could re-evaluate for future events.
- Surry County Board of Elections will be using the downstairs portion of Town Hall for one stop early voting which starts mid-October.
- Mr. Boaz encouraged everyone to participate in the 2020 census. It is very important in getting the town funding.

- The smoke testing has been completed. A number of issues were found that need addressing and staff is currently working on those.
- There will be a change to the Planning Board and Board of Adjustment brought before the Board in October. This will include the possibility of combining the two boards along with changes to the UDO that are required by the NCGS 160D.

Commissioner Quinn asked about the sales tax revenue. Mr. Boaz stated that the amounts were off by a 5% decrease. He reminded the Board that the revenue comes in three months behind the reporting month.

Mayor and Commissioners Comments

Commissioner Needham: Thanked former Commissioner Willis for her decision to be a member of the Board and valued her commitment to serve.

Commissioner Quinn: Thanked former Commissioner Will for her commitment to the Board and also welcomed Commissioner Collins to the position.

Commissioner Collins: Thanked the Board for appointing her and she looks forward to working with everyone and serving the community. She also thanked the town for providing the Pilot Strong masks.

Mayor Cockerham: Welcomed Commissioner Collins to the Board. He went with Main Street Coordinator, Jenny Kindy, on a manufacturing tour. They toured Gitman Brothers, SPX Cooling and Xtreme Marketing. Despite Covid-19, they have found other innovative ways for their employees to keep working and also to help with the face masks and shields. He mentioned that the Police Department will be expanding into the former Board room and they have also stated the body camera program to keep the officers and community safer. He called upon businesses to have customers use more masks so others will not take their business elsewhere. Masks are available at Town Hall.

Mr. Boaz added that the Police Department normally hold the National Night Out in August. Due to Covid-19 this had been tentatively scheduled for October 6, 2020.

Adjourn or Recess

Commissioner Collins made a motion to adjourn and it was unanimous.

Respectfully Submitted:

Attest:

Holly Utt
Town Clerk

Evan Cockerham
Mayor