



Town of Pilot Mountain
Town Hall 124 West Main Street Pilot Mountain, NC 27041
Monday, October 12, 2020, 7:00 PM
Meeting will be available via Facebook Live

BOARD OF COMMISSIONERS REGULAR MEETING AGENDA

Call to Order/Moment of Silence/Pledge of Allegiance

Adoption of Agenda

Public Hearings

1. DDO Amemendments

Public Comment *Anyone may speak on any issue. Before speaking, please state your name and address. Please limit comments to three minutes. Citizens are encouraged to submit comments in writing to publiccomment@pilotmountainnc.org*

Consent Agenda

- [2.](#) Approval of Minutes
- [3.](#) Scenic Byway Resolution

Board & Committee Reports

- [4.](#) ABC Board Report

Unfinished Business

- [5.](#) UDO Text Amendment-DDO Changes

New Business

- [6.](#) Planning Board Changes
- [7.](#) Planning and Zoning Board Appointments
- [8.](#) November/December Meeting Schedule

Administrative Reports

- [9.](#) Town Manager/Staff Reports

Mayor and Commissioners Comments

Closed Session

10. Closed Session: Attorney Client Privilege

Other Business

Adjourn

**Town of Pilot Mountain
Board of Commissioners Meeting
Monday, September 14, 2020
Regular Meeting 7:00 PM**

Members Present: Mayor Evan Cockerham, Commissioner Kim Quinn, Commissioner Rachel Collins, Commissioner Donna Kiger and Commissioner Scott Needham

Staff Present: Town Manager, Michael Boaz 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 Needham led the pledge of allegiance.

Adoption of Agenda

Commissioner Needham made a motion to amend the agenda and add the Library Board appointments and it was unanimous.

Commissioner Collins made a motion to adopt the agenda as amended and it was unanimous.

Public Comment

No comments

Consent Agenda

- August 10, 2020 Regular Meeting Minutes
- August 18, 2020 Special Meeting Minutes
- Crestwood Drive Annexation – Resolution R2020-13
- Appointments to Library Board – Lisa Darisse and Amy Harpe
- Appointment to ABC Board – Billy Pell

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

ABC Board Report

August 2020 sales were \$147,714. A 33.9% increase over August 2019 sales of \$110,319.

New Business

FY 2020-2021 Budget Amendment 1

Mr. Boaz explained that this budget amendment would reflect money received from the County as part of the CARES Act Funds. The town has also submitted a request to FEMA for reimbursement of \$30K. This would also account for insurance claims related to the Nelson Street Pump Station and a police car that was damaged in an accident. Commissioner Kiger made a motion to approve FY 2020-2021 Budget Amendment 1 and it was unanimous.

Comprehensive Plan Steering Committee

Mr. Boaz stated that since the Town had engaged Mosaic Civic Studio to develop a new Comprehensive Plan for the town that it would be a good idea to appoint a steering committee to help with that process. Those appointed would represent different groups in town. The following people were recommended to serve on the steering committee: Mayor Cockerham (non-voting), Scott Needham, Donna Kiger, Todd Tucker/Andrew Wright, Mamie Sutphin, Neal Willard, Twanna Taylor, Harry Wilson and Christy Craig. Commissioner Collins made a motion to create the Comprehensive Plan Steering Committee and appoint the recommended representatives and it was unanimous.

Mt. Airy Interconnect Easement Update

Mr. Boaz explained that he has been working to get the required easements for the Mount Airy Interconnect project. It was thought that the water line would be in the NC DOT ROW along Old US 52 but they only own from edge to edge of pavement. There are approximately 80-90 property owners along the route of the proposed water line. Several property owners have signed easements in exchange for a water tap or cash. In order to get the remaining easements Attorney Woltz needs to begin the condemnation process against those property owners that have not signed. The project will go to bid in September and 30 days later the bid award process will take place and hopefully by the beginning of the year a notice to proceed will go to the contractor. The resolutions would allow for the condemnation process to gain those easements for the water interconnect project. Commissioner Quinn made a motion to approve the condemnation resolutions and it was unanimous.

Ordinance Amendment – No Through Trucks; Ordinance 2020-10

Mr. Boaz explained that the current Code of Ordinances lists Second Street and N. Depot Street where through trucks are prohibited. This makes deliveries impossible for those drivers that deliver behind the businesses on Main Street using the alleyway. Chief Jackson has spoken with several of the delivery drivers and he suggested allowing through trucks on Second Street to access the alleyway. Commissioner Needham made a motion to approve Ordinance 2020-10 and it was unanimous.

Coble Easement Condemnation Resolution

Mr. Boaz explained that an easement was needed from David and Carla Coble for the Sunset Sewer Project. Attempts to get the easement has been unsuccessful and this resolution would authorize the town attorney to file condemnation action for this easement. Commissioner Needham made a motion to adopt the condemnation resolution and it was unanimous.

Administrative Reports

Town Manager's Report

- The Police Department now has body cameras and they are being utilized during any interaction with a police officer.
- The Sunset Sewer Project will begin within the next few weeks. More information will be sent to residents in that area about what to expect during the construction.
- The Home Town Heroes banner project has turned out great. Banners were sponsored by members of the community to honor friends and family who are serving or have served in the armed services. He thanked Commissioner Kiger for taking the lead on the project and Xtreme! Marketing for printing the banners at cost as a donation to the project. The next application process will be in 2021.
- Encouraged everyone to participate in the 2020 Census – it is very important for the town

Mayor and Commissioners Comments

Commissioner Needham: Stated that he was proud of the Board and proud to be on the Board, with all of the independent efforts put in by everyone for the great projects happening. He is very happy about the press release signed by Mayor Cockerham regarding masks. He asked that everyone stay vigilant about wearing masks and keep everyone safe.

Commissioner Quinn: The Hometown Heroes is a great project and Xtreme! Marketing did a great job with the banners. She also congratulated Amelia Holt for bringing the Boston Marathon to Pilot Mountain.

Commissioner Collins: Congratulated Commissioner Kiger for the Hometown Heroes Banner Project. There have been so many great compliments received about the project and other towns are looking to do something similar.

Commissioner Kiger: Noted that the Hometown Heroes Project came from a group that she is part of, Air Force Moms. She challenged the City of Mount Airy to do the same project.

Mayor Cockerham: Excited to see that the local economy is recovering in seeing that sales tax numbers were up 9%. He also thanked Commissioner Kiger for her leadership on the Hometown Heroes Project. He mentioned that R & J Tree Service had donated their time and effort in the Louisiana hurricane clean up and it's great to see members from our community helping others outside of the town. A student at ESHS, Landon Smith, has been nominated for a scholarship. Early voting begins October 15th in the basement at town hall. Thanked the Police Department for their efforts to deter speeding. A grand opening will be held on October 2nd for the Yadkin Valley Tea Trade on Main Street.

Closed Session - §143-318.11(a)(6) –Personnel

Commissioner Collins made a motion to enter into closed session and it was unanimous.

Commissioner Needham made a motion to come out of closed session and it was unanimous.

Other Business

No other business to discuss.

Adjourn or Recess

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

Respectfully Submitted:

Attest:

Holly Utt
Town Clerk

Evan Cockerham
Mayor

STATE OF NORTH CAROLINA
COUNTY OF SURRY

TOWN OF PILOT MOUNTAIN
Resolution 2020-14

**RESOLUTION IN SUPPORT OF THE EXTENSION AND RENAMING OF
THE HANGING ROCK SCENIC BYWAY**

WHEREAS, Surry County is home to Pilot Mountain State Park, North Carolina's most recognizable natural landmark; and

WHEREAS, adjoining Stokes County is home to the unique geographic formation known as Hanging Rock State Park; and

WHEREAS, these natural resources provide an abundance of recreational opportunities such as Hiking, paddling, rock climbing, fishing, fauna, bird watching/nature observation, mountain biking, camping, and breathtaking vistas; and

WHEREAS, Pilot Mountain State Park and the visitors to the park are important to the economy of the Town of Pilot Mountain and to the businesses located in our Town; and,

WHEREAS, the existing Hanging Rock Scenic Byway, located along NC Highway 89, currently connects the Mount Airy area to Hanging Rock State Park and could be extended and renamed to provide connectivity to Pilot Mountain State Park; and

WHEREAS, portions of U.S. Highway 21, NC Highway 89, NC Highway 268, Shoals Road, Stony Ridge Road, and Perch Road in Surry County would be nominated to be included in the extension of the Hanging Rock Scenic Byway; and

WHEREAS, dedicated connectivity between these three state parks via a Byway would acknowledge the region's recreational significance.

THEREFORE, BE IT RESOLVED, the Town of Pilot Mountain Board of Commissioners supports the extension and renaming of the Hanging Rock Scenic Byway to the Middle Mountains Scenic Byway to connect these two state parks through the appropriate nomination processes to the North Carolina Department of Transportation.

Adopted this the 12th day of October 2020.

Signed:

Attest:

Evan J Cockerham, Mayor

Holly Utt, Town Clerk

SEAL



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

ABC Board Report	
<u>Background Information:</u>	
ABC Board Chairman Billy Pell will provide the monthly report on the ABC Store. September 2019 Sales: \$96,562 September 2020 Sales: \$151,221 Increase of 56.6%	
<u>Staff Recommendation:</u>	Information only
<u>Possible Board of Commissioner Actions</u>	
• Take no action	
<u>Attachments</u>	
• None	



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

UDO Text Amendment-DDO Changes	
<u>Background Information:</u>	
In August the Board of Commissioners enacted a 60 day moratorium on projects in the DDO area that would change the façade and/or cladding materials of buildings. The Board also directed that staff develop an amendment to the UDO that would prevent property owners from making changes to their buildings that could hurt the Town's chances of creating a National Register Historic District for our downtown. This amendment would accomplish that goal. This amendment was recommended by the Planning Board at their last meeting. I have attached Andy's memo that provides further detail.	
<u>Staff Recommendation:</u>	Adopt amendments to the UDO as presented.
<u>Possible Board of Commissioner Actions</u>	
• Approve amendments to the UDO • Deny approval of amendments to the UDO • Make minor changes to the proposed amendments and approve • Send back to the Planning Board for further review • Take No Action	
<u>Attachments</u>	
• Planning Staff Report	



TOWN OF PILOT MOUNTAIN, NC

124 WEST MAIN STREET - PILOT MOUNTAIN, NC 27041

Board of Commissioners Meeting

124 W. Main Street – Pilot Mountain, NC 27041

Monday, October 12, 2020

7:00PM

To: Mayor Cockerham & Board of Commissioners
From: Planning & Development Staff
Date: October 1, 2020
Subject: **2020-UDO-02** (DDO Exterior Building Materials)

A. ACTIONS REQUESTED BY THE BOARD OF COMMISSIONERS

1. Motion to adopt a statement approving the proposed ordinance amendment and describing its consistency with the plan; or
2. Motion to adopt a statement rejecting the proposed ordinance amendment and describing its consistency or inconsistency with the plan.

With each of these alternatives, the statement is also to include an explanation of why the governing board deems the action reasonable and in the public interest.

B. REQUIRED VOTES TO PASS REQUESTED ACTIONS

A majority vote is required to pass the requested actions.

C. PROPOSED AMENDMENTS

Additions are highlighted in **GREEN**. Deletions are highlighted in **RED**.

9.1.4 (E) Exterior Building Materials

The following regulations shall govern the types of materials that are permitted for use on the exterior portions of buildings within the DDO:

1. The building materials standards shall apply to each exterior building wall, which fronts on, or is otherwise visible from a public street, including side-building walls, which are set back from an interior lot line, but excluding rear building walls, which do not face a customer parking area.
2. Brick or **natural** stone, ~~including veneers or cast concrete panels having an appearance of one of these materials,~~ shall cover a minimum

of eighty percent (80%) of the exterior building walls, other than glazed surfaces, subject to the exterior building materials regulations.

3. The remaining twenty percent (20%) of each building wall may be clad with architectural grade metal, tile, integrally colored split faced block, or treated wood, including cedar shake shingles.
4. Horizontal lap siding and corrugated metal are prohibited for use as exterior building materials.
5. **Additional building materials may be supplemented with a written recommendation from State Historic Preservation Office.**

D. NCGS 160A-383

Consistency Statement

When adopting or rejecting any zoning amendment, the governing board shall also approve a statement describing whether its action is consistent with an adopted comprehensive plan and any other officially adopted plan (I.e. Land Use Plan) that is applicable, and briefly explain why the board considers the action taken to be reasonable and in the public interest. The statement shall be one of the following:

1. A statement approving the proposed zoning amendment and describing its consistency with the plan; or
2. A statement rejecting the proposed zoning amendment and describing its consistency or inconsistency with the plan.

E. LAND USE PLAN OVERALL OBJECTIVE

“To improve the quality of life of the citizens of Pilot Mountain by encouraging responsible growth management decisions, protecting the small town character, developing an attractive community, preserving and improving historical assets and insuring a healthy local economy”.

F. PLANNING & ZONING BOARD RECOMMENDATION

The Planning & Zoning Board reviewed the proposed amendment on September 22, 2020 and voted (3-0) that the amendment is consistent with the overall objective of the Land Use Plan and to recommend approval.



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

Planning Board Changes	
<u>Background Information:</u>	
As I have discussed with you in the past, Andy and I have been discussing the idea of combining our Planning Board and our Zoning Board of Adjustment into one combined Board. We have decided to recommend this action to you for two reasons. First, now that the UDO has been adopted neither of these Boards meets a lot. This is because many decisions were moved to the staff level as a part of the UDO. Second, we have a difficult time finding people to keep both Boards fully stocked with members. The ordinance that is being proposed tonight will repeal the section of the Town Code that creates the Zoning Board of Adjustment. This will immediately end all terms on this Board. The ordinance will also replace the sections of the Town Code that create the Planning Board with the new language that creates the combined Board. This will end all terms on the current Planning Board. This means that the Board of Commissioners will have the opportunity to appoint three regular members and one alternate to this new Board. The Town Board of Commissioners will also have the opportunity to recommend 2 regular and one alternate member who live in the ETJ to the County Commissioners for appointment. This new Board will be responsible for carrying out the duties of both of the previous boards. For your reference, the Planning Board was responsible for making recommendations to the Commissioners on changes to the UDO, both for map changes and text changes. This group was also responsible for reviewing and making recommendations about changes to the Land Use Plan and carrying out other similar planning duties. The Zoning Board of Adjustment is a quasi-judicial board and hears requests for variances, appeals of the decision of the zoning administrator, and Condition Use Permit requests.	
<u>Staff Recommendation:</u>	Adopt ordinance combining the two old Boards as presented.
<u>Possible Board of Commissioner Actions</u>	
• Approve ordinance amendment • Deny approval of ordinance amendment • Make changes to proposed ordinance amendment and adopt • Table until a later date • Take No Action	
<u>Attachments</u>	
• Ordinance 2020-11 Planning Board Changes	

ORDINANCE NO: 2020-11
ORDINANCE TO AMEND CHAPTER 2 OF THE TOWN OF PILOT MOUNTAIN
CODE OF ORDINANCES: TRAFFIC AND VEHICLES

WHEREAS, the Town is empowered to enact land use regulations by NCGS 160D; and

WHEREAS, the Town has decided to exercise those powers and has enacted land use regulations in the form of its Unified Development Ordinance; and,

WHEREAS, NCGS 160D-301 and 302 require that the Board of Commissioners appoint a Planning Board and a Zoning Board of Adjustment; and,

WHEREAS, the Board of Commissioners had previously created both a Planning Board and a Zoning Board of Adjustment through Division 2 and Division 5 of Chapter 2 Article IV of the Pilot Mountain Code of Ordinances; and,

WHEREAS, the Board of Commissioners believes that it is in the best interest of the Town of Pilot Mountain to combine the Planning Board and the Zoning Board of Adjustment into one combined Planning and Zoning Board

NOW, THEREFORE, be it ordained by the Board of Commissioners of Town of Pilot Mountain, that the Code of Ordinances be amended as follows:

Section 1. That Section 2-211 of the Code of Ordinances of the Town of Pilot Mountain be repealed and removed in its entirety.

Section 2. That Chapter 2, Article IV, Division 2 be replaced in its entirety with the following:

DIVISION 2. - PLANNING & ZONING BOARD

Sec. 2-130. - Authority and enactment.

Pursuant to the authority granted by the General Assembly of North Carolina in G.S. 160D-301 and 302, hereby is created a joint Planning Board and Board of Adjustment, which shall be known as the Planning & Zoning Board.

Sec. 2-131. - Composition and terms.

The Planning & Zoning Board shall consist of seven (7) members and the term of each member shall be three (3) years. The extra-territorial jurisdiction shall be represented on the Planning & Zoning Board as required by G.S. 160D-307. In making the initial appointments to the Planning & Zoning Board, the Board of Commissioners may appoint some members to terms of less than three (3) years in order to insure staggered terms in the future. The Board of Commissioners may recommend to the County Board of Commissioners that it do the same.

Sec. 2-132. - Filling vacancies.

The Board of Commissioners shall fill vacancies occurring on the Planning & Zoning Board for reasons other than expiration of terms as they occur for the period of the unexpired terms.

Sec. 2-133. - Appointment of officers and employees.

The Planning & Zoning Board shall elect a Chairman and a Vice-Chairman, create, and fill other offices as it may determine. The term of the Chairman and other offices shall be one (1) year, with eligibility for reappointment.

Sec. 2-134. - Meetings.

- (1) The Planning & Zoning Board shall call meetings on an as-needed basis and all of its meetings shall be open to the public. There shall be a quorum of four (4) members for taking any official action required by this division.
- (2) Missing three (3) unexcused meetings of the Planning & Zoning Board in a calendar year is grounds for removal from the board.
- (3) When meeting as the Board of Adjustment, the Planning & Zoning Board shall follow the quasi-judicial procedures as contained in N.C.G.S. 160D-406.

Sec. 2-135. - Powers and duties.

- (1) To prepare, review, maintain, monitor, and periodically update and recommend to the governing board a comprehensive plan, and such other plans as deemed appropriate, and conduct ongoing related research, data collection, mapping, and analysis.
- (2) To facilitate and coordinate citizen engagement and participation in the planning process.
- (3) To develop and recommend policies, ordinances, development regulations, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner.
- (4) To advise the governing board concerning the implementation of plans, including, but not limited to, review and comment on all zoning text and map amendments as required by G.S. 160D-604.
- (5) To exercise any functions in the administration and enforcement of various means for carrying out plans that the governing board may direct.
- (6) To provide a forum for decisions on quasi-judicial matters, as contained in N.C.G.S. 160D-406.

- (7) To perform any other related duties that the governing board may direct. (2019-111, s. 2.4.)
- (8) The Planning & Zoning Board shall carry out all of the duties outlined in the provisions of N.C.G.S. 160D-705.
- (9) The Planning & Zoning Board may initiate, from time to time, proposals for amendment of the Unified Development Ordinance, based upon its studies and the comprehensive plan. In addition, it shall review and make recommendations to the town board concerning all proposed amendments to the Unified Development Ordinance.

Sec. 2-136. - Rules and records.

The Planning & Zoning Board shall adopt rules for the transaction of its business and shall keep a record of its members' attendance and of its resolutions, discussions, findings and recommendations, which record shall be a public record.

Secs. 2-138—2-157. - Reserved.

Section 3. All laws and clauses of laws in conflict herewith are repealed to the extent of any such conflict.

Section 4. This ordinance is effective upon adoption.

Adopted this the 12th day of October, 2020.

Evan J. Cockerham, Mayor

Holly Utt, Town Clerk



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

Planning and Zoning Board Appointments	
<u>Background Information:</u>	
Assuming that the Board approves the ordinance amendment that combines the Planning Board and the Zoning Board of Adjustment into one body, the Board will need to appoint new people to the Board. The new Board has 7 total members, 5 regular members and 2 alternates. Three of the five regular members and one alternate are made up of in Town residents and the balance are from the ETJ. The Town Board of Commissioners can appoint the in Town members and can recommend folks to be appointed to the ETJ seats to the County Board of Commissioners. I have asked the existing Board members who would like to members of the new Board and I have heard from the following folks: Steve Gwaltney, Chris Cook and Les Bennett. Rick Smith said that he would serve if needed, but would also be okay if the Board found someone to take his spot. We also got a message from David Thomas that he would be willing to continue to serve as well. The Mayor is making the following recommendations for this newly combined Board: In-Town Regular Members: Vince Hancock (3 Year Term), Thomas McCluskey (2 Year Term), Steve Gwaltney (3 Year Term) In-Town Alternate: (1 Year Term) ETJ Regular: Chris Cook (2 Year Term), Les Bennett (3 Year Term) ETJ Alternate: Neil Willard (1 Year Term) As a general rule the terms for this Board will be for 3 years, but for the first appointments the staff is recommending the above terms so that in the future the terms will be staggered. It is also important to remember that the ETJ appointees are recommendations only; they must be confirmed by the Surry County Board of Commissioners.	
<u>Staff Recommendation:</u>	Approve Mayor's Recommendations
<u>Possible Board of Commissioner Actions</u>	
• Approve Mayor's Recommended Appointments • Appoint Different People • Take No Action	
<u>Attachments</u>	
• Hancock Application	



APPLICATION FOR APPOINTMENT TO A BOARD/COMMITTEE

The Town of Pilot Mountain appreciates your interests in serving on a Board/Committee and requests that you complete the following application. This application requests general information based on your interest in applying for a Board or Committee and assists in determining eligibility for appointment.

Contact Information:

Name:	<u>Vincent A Hancock</u>	Date of Application:	<u>07/15/2020</u>
Mailing Address:	<u>727 West Ridge Dr, Pilot Mountain NC 27041</u>		
Physical Address:	<u>Same</u>		
Phone Number:	<u>(336) 682-0241</u>	Alternate Phone Number:	
E-mail address:	<u>vince.hancock60@gmail.com</u>		

Residency

Do you reside in:	☒ Town Limits ☐ ETJ	Length of residence in Pilot Mountain:	<u>22</u> Years <u>2</u> Months
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Interest

Please indicate below the Boards or Committees you are interested in serving on:

☒ Planning & Zoning Board ☐ Board of Adjustment ☐ Tourism Development Authority ☐ Other

Questionnaire (Please attach additional sheets if needed)

Why do you want to serve on this board/committee?

As a resident and property owner in Pilot Mountain I have a keen interest in seeing that the town grows in a way that is consistent with the traditions, history, and lifestyle established over generations. Stimulating growth that is consistent with these values is imperative.

Why do you think you would be an asset to this board/committee?

I would bring enthusiasm, experience, and perspective to the role, with a sense of mission to help guide the town's growth in ways that are compatible with what we love now about the community.

What do you feel are your qualifications for serving on the board/committee requested?

In addition to a keen interest and passion, I previously worked in VA's home loan guaranty program which provided background in zoning issues related to home mortgages, building, etc. I have a BA in Political Science from Kennesaw University.

What areas of concern would you like to see the board/committee address?

In short, balanced growth. In my estimation, the town needs housing and jobs for the younger generation that are leaving Pilot Mountain now for areas that have these. These needs can be balanced with maintaining our current community standards and values.

Prior Public Service Experience (Boards/Committees/Civic groups - Please include dates of service):

Cub Scout Leader (Asst Packmaster and Den Leader), Pack 545 in Pilot Mountain, 2003-2008; PARC (committee to save and restore the old school auditorium), approx 1999-2001.

Has any formal charge of professional misconduct ever been sustained against you? If yes, please explain.

No

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Board of Commissioners? If yes, please explain.

No

Additional Comments:

Ethics Guidelines for Town Boards

(Please check if you agree)

☒ Yes, if appointed, I pledge to comply with the following ethics guidelines for boards as adopted by the Town of Pilot Mountain.

Members of boards shall not discuss, advocate, or vote on any matters in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board.

If the board believes he/she has a conflict of interest, then the member should ask the board to be excused from voting. The board should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the board establishes a conflict of interest, then the board member shall remove themselves from the voting area.

Any board member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the board should excuse himself/herself from voting. The board may request the Town Attorney to respond in writing. I understand that is application is a public document. Additionally, I understand that some committee appointments require a criminal background check.

Vincent A Hancock

Print Name

Vincent A. Hancock
116347

Signature of Applicant

Digitally signed by Vincent A.
Hancock 116347
Date: 2020.07.15 12:38:01 -04'00'

07/15/2020

Date



APPLICATION FOR APPOINTMENT TO A BOARD/COMMITTEE

The Town of Pilot Mountain appreciates your interests in serving on a Board/Committee and requests that you complete the following application. This application requests general information based on your interest in applying for a Board or Committee and assists in determining eligibility for appointment.

Contact Information:

Name: THOMAS MCCLUSKEY Date of Application: 10/11/20
Mailing Address: 210 S. BOYLES STREET
Physical Address: _____
Phone Number: 336 401-0491 Alternate Phone Number: 336 719-8105
E-mail address: TMCCCLUSKEY@GMAIL.COM

Residency

Do you reside in: ☒ Town Limits ☐ ETJ Length of residence in Pilot Mountain: 3 Years 3 Months

Interest

Please indicate below the Boards or Committees you are interested in serving on:

☒ Planning & Zoning Board ☐ Board of Adjustment ☐ Tourism Development Authority ☐ Other _____

Questionnaire (Please attach additional sheets if needed)

Why do you want to serve on this board/committee?

I FEEL IT IS OUR OBLIGATION AS CITIZENS TO CONTRIBUTE TO OUR COMMUNITY IN WHATEVER WAYS WE CAN.

Why do you think you would be an asset to this board/committee?

AS A FAIRLY RECENT MEMBER OF THE COMMUNITY I WILL ADD INSIGHT AND PERSPECTIVE OF THOSE OF US WHO HAVE CHOSEN TO MAKE PILOT MOUNTAIN OUR HOME

What do you feel are your qualifications for serving on the board/committee requested?

AS AN ENGINEER BY PROFESSION, I FEEL I WOULD BRING A KNOWLEDGE OF ANALYTICAL THINKING AND PROCESS TO THE EVALUATION AND DECISION PROCESS.

What areas of concern would you like to see the board/committee address? NONE

Prior Public Service Experience (Boards/Committees/Civic groups - Please include dates of service): NONE

Has any formal charge of professional misconduct ever been sustained against you? If yes, please explain. NO

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Board of Commissioners? If yes, please explain. NO

Additional Comments:

Ethics Guidelines for Town Boards

(Please check if you agree)

☐ Yes, if appointed, I pledge to comply with the following ethics guidelines for boards as adopted by the Town of Pilot Mountain.

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If the board believes he/she has a conflict of interest, then the member should ask the board to be excused from voting. The board should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the board establishes a conflict of interest, then the board member shall remove themselves from the voting area.

Any board member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the board should excuse himself/herself from voting. The board may request the Town Attorney to respond in writing. I understand that is application is a public document. Additionally, I understand that some committee appointments require a criminal background check.

THOMAS McCLUSKEY

Print Name



Signature of Applicant

10/11/20

Date



TOWN OF PILOT MOUNTAIN
BOARD OF COMMISSIONERS MEETING

November/December Meeting Schedule	
<u>Background Information:</u>	
As it stands now, the Board of Commissioners is scheduled to meet on November 17 for its regular workshop meeting and is also scheduled to meet on Monday, November 9 for its regular scheduled meeting. In the past, the Board has cancelled this regular meeting and the regular meeting in December and held on meeting at the end of November or the first of December. Since this is an election year, the Board is required to swear in its newly elected members by its first meeting in December. I would recommend that the Commissioners hold a meeting on either November 23, November 30, or December 7. At this point in time, I do not have a topic of conversation for the workshop scheduled for November 17. If the Board wanted, we could have a meeting to give an update on all current projects that we are working on. While the newly elected Commissioners will not have taken their seat at this point, we should know who they will be. If this doesn't appeal to the Board, I am happy to discuss any other topic that you may want to discuss or to cancel this meeting.	
<u>Staff Recommendation:</u>	Make amendments to November/December meeting schedule
<u>Possible Board of Commissioner Actions</u>	
• Approve date for November/December meetings • Take No Action	
<u>Attachments</u>	
• None	

**Pilot Mountain Town Hall
124 West Main St.
Pilot Mountain, NC 27041**



**(Phone) - 336.368.2247
(Fax) - 336.368.9532
www.pilotmountainnc.org**

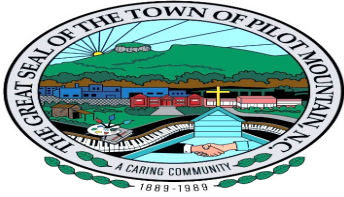
MEMORANDUM

TO: Mayor and Board of Commissioners
FROM: Michael Boaz, Town Manager/Finance Officer
DATE: October 5, 2020
RE: October 2020 Manager's Report

- We have received permission from the State to do an informal bid process on our Sunset Water line project. This will shorten the bid process and does not require us to advertise the bid opportunity and thus allows us to save a little money on this process.
- Just as a reminder to the Board and the public, early voting will be held in Pilot Mountain in the basement of Town Hall. This will begin on October 15 and will run until October 31. Any resident of Surry County can vote at any early voting site. You can also register on-site at the early voting site if you are not already registered to vote. You can also request absentee ballots online. If you choose to vote by absentee, please remember to follow the instructions regarding witness signatures on your ballot exactly. If you have any concerns or issues, please contact the Board of Elections.
- The contractor has started work on the Sunset Sewer project. We expect this work to continue through March or April.
- The Town Attorney and his team are working on sending out letters on the easements we need along Old US 52 S for the Mt Airy interconnect.
- I am going to be out of the office a good bit over the next couple of weeks. I will have my computer and my phone and will be working from home, but it may take me longer to respond than normal.

PROJECT UPDATES

1. Depot Street Stream Restoration Project: All easements have been collected and design/build is underway. We may have to ask for an additional 1 year extension.
2. Main Street National Register District: Our consultant is preparing the necessary final applications and it will be submitted to the State in the near future.
3. Street Paving Project: The funding has been approved by USDA, but we are working on getting LGC approval and on clarification from the NC DOT about whether or not they will be able to move forward.
4. Sunset Sewer Sub-Basin Project: The contractor expects to start construction in September 2020.
5. Water Treatment Upgrade: Plans have been approved by DEQ. We are working to secure the necessary easements.
6. Streetscape Project: We have received the preliminary cost estimate from Duke Energy. It was significantly higher than expected. We are working with WR to regroup.
7. WWTP & Pump Station Project: Design is underway.
8. Asset Inventory & Assessment Project: WR continues to work on the final reports, CIP, and financial plan. This work is expected to be completed by the end of the year.



TOWN OF PILOT MOUNTAIN

Monthly Financial Dashboard
FISCAL YEAR ENDING June 30, 2021

Reporting Period: September 1-September 30 2020

OUR CASH AND INVESTMENTS

Balances on September 30 2020, in whole dollars

CASH & INVESTMENTS BY FUND

GENERAL FUND	September 2019	September 2020
Central Depository	\$ 674,132	\$ 700,265
NCCMT	2,295	(3,664)
NCCMT-Powell Bill	705	710
NCCMT-Term Account	35,269	21
Police Drug Forfeiture	2,195	2,196
Centura Bank CD	25,031	25,031
Fiduciary Funds	60,692	13,159
TOTAL GENERAL FUND	\$ 800,319	\$ 737,718
OTHER FUNDS	September 2019	September 2020
Water & Sewer Fund	\$ (16,917)	\$ 52,247
NCCMT-Water/Sewer	\$ 3,633	\$ 4,405
Water & Sewer AIA	\$ (4,500)	\$ (819)
Interconnection CP	\$ (6,000)	\$ 7,000
WWTP Upgrade	\$ (10,800)	\$ (58,029)
Lola Lane CP	\$ 3,286	\$ 0
Water Treatment Upgrade	\$ (239,485)	\$ (308,469)
Streetscape Project	\$ 11,857	\$ 1,216
Sunset Sewer Project	\$ (236,151)	\$ (11,195)
Street Resurfacing	\$ 14,951	\$ 6,019
Capital Reserve	\$ 18,174	\$ 71,735
TOTAL OTHER FUNDS	\$ (461,951)	\$ (235,890)
TOTAL CASH & INVESTMENTS TOWN-WIDE	September 2019	September 2020
ALL FUNDS	\$ 338,368	\$ 501,828

OUR CASH FLOWS...

GENERAL FUND REVENUES & EXPENDITURES	Comparison of FYTD %	
	Prior FYTD %	Current FYTD %
Fiscal Year Budget	\$ 1,892,090	\$ 1,754,560
Revenues Fiscal Year to Date	42.00%	40.00%
Expenses Fiscal Year to Date	31.51%	24.95%
WATER & SEWER ENTERPRISE FUND		
Fiscal Year Budget	\$ 906,480	\$ 986,135
Revenues Fiscal Year to Date	\$ - 24.62%	3.00%
Expenses Fiscal Year to Date	\$ 0 25.41%	19.85%
WWTP & PUMP STATION REHAB PROJECT		
Project Budget	N/A	\$ 1,374,500
Revenues Project to Date	\$ 52,606 N/A	3.83%
Expenses Project to Date	\$ 58,029 N/A	4.22%
Water Treatment Upgrade Project		
Project Budget	\$ 3,978,000	\$ 3,978,000
Revenues Project to Date	\$ 306,530 0.00%	7.71%
Expenses Project to Date	\$ 308,469 4.96%	7.75%
Sunset Sewer Rehabilitation Project		
Project Budget	\$ 2,573,038	\$ 2,573,038
Revenues Project to Date	\$ 361,297 1.72%	14.04%
Expenses Project to Date	\$ 377,534 10.27%	14.67%
WATER & SEWER AIA PROJECT	NA	\$ 305,000
Project Budget		
Revenues Project to Date	\$ 191,603 0%	63%
Expenses Project to Date	\$ 162,442 0%	53%

SPECIFIC REVENUE COLLECTIONS AT A GLANCE...

	Comparison of FY %	
	Prior FY %	Current FY %
AD VALOREM PROPERTY TAX		
Fiscal Year Budget	\$ 847,090	\$ 867,500
Revenues this Month	\$ 363,392 45.43%	41.89%
Revenues FYTD	\$ 500,003 57.71%	57.64%
SALES & USE TAX		
Fiscal Year Budget	\$ 469,790	\$ 398,600
Revenues this Month	\$ 49,021 9.32%	12.30%
Revenues FYTD	\$ 129,320 26.80%	32.44%
UTILITY FRANCHISE TAX		
Fiscal Year Budget	\$ 106,020	\$ 118,140
Revenues this Month	\$ 22,303 23.16%	18.88%
Revenues FYTD	\$ 22,303 23.16%	18.88%
REFUSE COLLECTION FEES		
Fiscal Year Budget	\$ 69,840	\$ 73,010
Revenues this Month	\$ 5,912 8.33%	8.10%
Revenues FYTD	\$ 18,507 25.89%	25.35%
SALES & SERVICES		
Fiscal Year Budget	\$ 23,500	\$ 81,700
Revenues this Month	\$ 4,917 23.29%	6.02%
Revenues FYTD	\$ 7,609 107.44%	9.31%
WATER & SEWER ENTERPRISE FUND REVENUES		
Fiscal Year Budget	\$ 906,480	\$ 986,135
Revenues this Month	\$ 111,622 8.13%	11.32%
Revenues FYTD	\$ 249,633 24.62%	25.31%
GENERAL FUND DEPARTMENTS	Comparison of Monthly Expenses	
	Fiscal Year 2021 Budget	YTD Expenses
		Prior FY Current FY
Governing Body	\$ 69,400	\$ 14,696 \$ 28,640
Administration	272,660	77,000 93,806
Community & Economic D	41,330	10,102 5,252
Downtown Revitalization	107,550	35,823 25,356
Police Dept	903,258	266,695 190,555
Street Dept	95,230	36,701 25,882
Powell Bill	43,420	3,919 6,056
Sanitation	224,580	62,517 63,677
Pilot Center	20,340	6,353 15,747
Library	40,340	2,328 3,661
Debt Service	65,330	20,053 11,243
Non Departmental	-	501 -
	\$ 1,883,438	\$ 536,688 \$ 469,874
Fiscal Year Budget	\$ 1,892,090	\$ 1,883,438
YTD % of Annual Budget Expended		28.36% 24.95%
WATER & SEWER ENTERPRISE FUND		
General	\$ 167,190	\$ - \$ -
Water/Sewer Administration	134,790	44,276 31,444
Production	165,530	52,537 52,652
WWTP	254,790	57,689 56,859
Line Maintenance	263,835	75,871 54,822
	\$ 986,135	\$ 230,372 \$ 195,777
Fiscal Year Budget	\$ 906,480	\$ 986,135
YTD % of Annual Budget Expended		25.41% 19.85%

**Pilot Mountain Police Department
Monthly Report for September 2020**

Accidents

9/3/2020 213 E Marion St
9/9/2020 731 S Key St
9/12/2020 219 JOLO Winery Ln
9/23/2020 626 S Key St

	<u>TOTAL</u>	<u>AMOUNT</u>	<u>RECOVERED</u>
Police Service	128		
Wrecks Investigated	4	\$ 5,400.00	
Assaults	3		
Larcenies	1	\$ 500.00	\$500.00
Disturbances/Domestic	16		
Burglar Alarms	9		
Breaking & Entering	1	\$ -	
MIP & Property Damage	1	\$ 200.00	
Traffic Citations	33		
Intoxicated Drivers	2		
Intoxicated Pedestrians	1		
Forgery/Fraud	0		
Armed Robbery	0		
Drug Charges	0		
Other Crimes	7		
Total Arrests	8		
Totals:	214	\$ 6,100.00	\$ 500.00

OTHER:

9/6/2020 Served OFA
9/15/2020 Served OFA
9/14/2020 Served OFA
9/20/2020 Assault Inflicting Serious Injury
9/21/2020 Served OFA
9/22/2020 Assault on Female
9/28/2020 Assault Inflicting Serious Injury

NOTES:

9/1/2020 Chief Jackson and Capt Easter participated in the LEPC Conference call
9/3/2020 NCGSHP Check point
9/6/2020 Booze it or Loose it Campaign
09/07 thru 09/13/2020 NCGSHP Check point
9/12/2020 NCGSHP Check point
9/14/2020 Town Board Meeting
9/16/2020 NCGSHP Check point
9/18/2020 Chief Jackson attended Deputy Hendrix Funeral (Henderson County SO)
9/20/2020 NCGSHP Check point
09/21 thru 09/23/2020 Chief Jackson taught BLET
09/21 thru 09/25/2020 Ptl Wooten attended Radar School
09/21 thru 09/27/2020 NCGSHP Child Passenger Safety Wek
9/26/2020 NCGSHP Checkpoint
9/30/2020 K9 Assisted Stokes County SO on vehicle stop

**MONTHLY STATUS REPORT OF
OPERATION FOR THE PILOT MOUNTAIN
WATER TREATMENT PLANT**

MONTH: September

YEAR: 2020

OPERATIONS:

MILLION GALLONS OF RAW WATER TREATED	8.12	DAILY AVERAGE RAW WATER TREATED (MGD)	.270
MILLION GALLONS WATER FILTERED	7.80	DAILY AVERAGE WATER FILTERED (MGD)	.260
MILLION GALLONS PUMPED TO SYSTEM	6.28	DAILY AVERAGE WATER PUMPED TO SYSTEM (MGD)	.209

CHEMICALS USED:

ALUMINUM SULFATE	881 LBS.
SODA ASH	853 LBS.
CHLORINE	209 LBS.
HEXAMETAPHOSFATE	65 LBS.

OPERATIONS SUMMARY:

All monthly drinking water laboratory tests were in compliance and the monthly report (eMOR) was submitted to NCDENR on October 2nd, 2020.

ACTIVITY REPORT CODE ENFORCEMENT

JULY 2020

7 VIOLATIONS LETTERS

4 MEETING WITH OWNERS

5 PHONE CALLS

AUGUST 2020

5 VIOLATION LETTERS

2 MEETING WITH OWNERS

8 PHONE CALLS

SETEMBER 2020

3 VIOLATION LETTERS

4 MEETINGS WITH OWNERS

10 PHONE CALLS

1 VEHICLE REMOVED ON 10-06-20