



**RESOLUTION FOR THE TOWN OF PITTSBORO'S
PLAN TO FURTHER FAIR HOUSING
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

WHEREAS, the Town of Pittsboro desires that the citizens and residents of the Town be afforded the opportunity to attain the national objective of a decent, safe and sound living environment; and

WHEREAS, Fair Housing involves individuals and families having the information, opportunity, and options to live where they choose without unlawful discrimination and other barriers related to race, color, religion, sex, familial status, national origin, or disability, and that their choices realistically include housing options in integrated areas and areas with access to opportunity; and

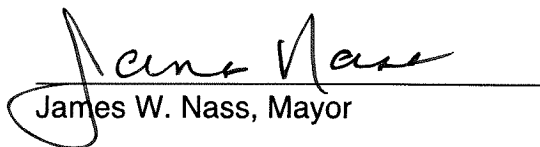
WHEREAS, the Town of Pittsboro is participating in the Community Development Block Grant Program under the Housing and Community Development Act of 1974 as administered through the North Carolina Department of Commerce; and

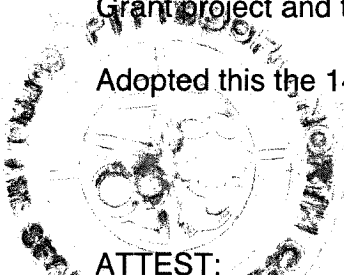
WHEREAS, a Plan to Further Fair Housing and Complaint Procedure are required for the Town's CDBG project; and


WHEREAS, as a result of the coronavirus (COVID-19) pandemic, the Town has been unable to adequately execute its current Fair Housing Plan.

NOW, THEREFORE BE IT RESOLVED, that to accomplish the above, the Pittsboro Board of Commissioners hereby adopts an accelerated Plan to Further Fair Housing to be used throughout the implementation of the Town's Community Development Block Grant project and the Town of Pittsboro Fair Housing Complaint Procedure.

Adopted this the 14th day of June, 2021 in Pittsboro, North Carolina.


James W. Nass, Mayor



ATTEST:

Cassandra Bullock, Clerk



MEMO TO: Mayor and Commissioners

FROM: Chris Kennedy, Town Manager

SUBJECT: Town of Pittsboro's Plan to Further Fair Housing and Fair Housing Complaint Procedure as Part of the Town's Building Reuse Grant – CDBG Number 18-E-3048

DATE: June 14, 2021

Purpose: To adopt a revised schedule for the Town's Plan to Further Fair Housing and to adopt the Procedure for Fair Housing Complaints for the Town of Pittsboro.

Background:

- In 2019, EG-GILERO, a manufacturer of medical devices, purchased the vacant building at 158 Credle Street, previously occupied by Biolex. EG-Gilero worked with the Chatham County EDC and Town Staff to make improvements on the existing building which will allow them to expand their operations. As part of the incentive package to encourage these improvements, an application to the North Carolina Department of Commerce for a Community Development Block Grant (CDBG) for Economic Building Reuse was applied for and awarded.
 - Please find attached the news release from the Chatham County EDC from 2019.
- Community Development Block Grant (CDBG) funds for renovation and up-fitting of vacant industrial and commercial buildings for economic development purposes. The building reuse program is designed to return vacant industrial/commercial buildings to economic use for new and/or expanding business and industry. The ultimate goal of the Building Reuse program is to provide jobs for low and moderate-income persons (LMI).
- The CDBG funding provides a \$300,000 grant to support the renovation of the site in exchange for the creation of 19 jobs and a minimum investment of \$4,566,800 in this project.
- As part of the Building Reuse program, the Town of Pittsboro is required to promote fair housing within our jurisdiction.
- Housing discrimination is prohibited by Title VIII of the Civil Rights Act of 1968 (Fair Housing Act) and the North Carolina Fair Housing

Act. It is the policy of the Town of Pittsboro to implement the CDBG program to ensure equal opportunity in housing for all persons regardless of religion, race, color, national origin, age, sex, familial status, or marital status

- Due to COVID-19 and the restrictions it has imposed on the Town's efforts, the Town has successfully received a grant extension for this project to June 30, 2022. As part of the CDBG funding extension, the Town also needs to revise its Plan to Further Fair Housing with an adjusted schedule and measures that we hope to implement over the next few years to fulfill the requirements of this Building Reuse funding.

Attachments:

1. Recipient's Plan to Further Fair Housing
2. Fair Housing Complaint Procedure
3. Resolution to Further Fair Housing
4. Original Press Release from 2019 for EG-Gilero

Recommendation:

- Approve the proposed Plan to Further Fair Housing, Fair Housing Complaint Procedure, and the attached Resolution as part of the Town of Pittsboro's requirements for the CDBG Building Reuse Grant.

ATTACHMENT #1

Recipient's Plan to Further Fair Housing

Grantee: Town of Pittsboro

Recipient's Address: Post Office Box 759
Pittsboro NC 27312

Contact Person: Chris Kennedy

Contact Phone #: 919-542-4621 ext 1105

Contact Email: ckennedy@pittsboronc.gov **TDD #:** 1-800-735-2962

- I. Indicate if the Recipient will be affirmatively furthering fair housing for the first time or has implemented specific activities in the past.**

First Time _____ Past Activities X

- II. Identify and analyze obstacles to affirmatively furthering fair housing in recipient's community.** (Use additional pages as necessary)

Discussions with local public officials indicate that housing related industries (contractors, lenders, realtors, appraisers) are aware of the need for fair housing; however, these industry stakeholders may lack information regarding Federal and State Fair Housing legislation. Conversely, public-assisted housing providers are often more knowledgeable of Fair Housing policy, however local governments in non-entitlement areas are less familiar. Furthermore, Fair Housing infrastructure serving rural communities is increasingly problematic.

- III. Will the above activities apply to the total municipality or county?**

Yes X No _____ **If no, provide an explanation.**
(Use additional pages as necessary)

- IV. Briefly describe the quarterly activities that the recipient will undertake over the active period of the grant to affirmatively further fair housing in their community. A time schedule and estimated cost for implementation of these activities must be included. Activities must be scheduled for implementation at least on a quarterly basis.** (Use attached table)

The Town of Pittsboro has developed a Plan to Further Fair Housing that includes activities that target meaningful action, in addition to combatting discrimination, that overcome

patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. The Town of Pittsboro's list contemplates activities that can continue to occur in a world with and without COVID-19 restrictions. While restrictions and operational shifts due to COVID-19 are lessening, long-term impacts remain unknown. The activities and timeline schedule for the Town's CDBG Program are listed below:

Grantee Name: Town of Pittsboro

| Quarterly Fair Housing Activity | Months | Year | Estimated Cost | Actual Cost |
|---|-----------------|-------------|-----------------------|--------------------|
| <i>Example: Establish FH policy, Complaint Procedure</i> | <i>Jan-Mar.</i> | <i>20xx</i> | <i>\$xxxx</i> | <i>\$xxxx</i> |
| Prepare a Fair Housing discrimination complaint procedure. Publish the fair housing complaint procedure in the <i>Chatham News + Record</i> . | June - July | 2021 | \$500 | |
| Place the Fair Housing message on the Town's website. | August | 2021 | \$160 | |
| Obtain updated Fair Housing pamphlets and posters from the North Carolina Human Relations Commission. Distribute the information to local libraries, banks, grocery stores Town government offices and local post offices. | September | 2021 | \$200 | |
| Develop a mailing list of housing related industries (contractors, lender, realtors, appraisers) and disseminate the fair housing discrimination complaint procedures. | October | 2021 | \$300 | |
| Prepare and publish a newspaper article regarding Fair Housing laws and the complaint procedure. The article will summarize fair housing requirements Under Title VIII of the Civil Rights Act of 1968, as amended. The article will also inform citizens of the housing discrimination complaint procedures. | November | 2021 | \$500 | |
| Maintain Fair Housing messaging on the Town's website. | December | 2021 | \$100 | |
| Distribute a Fair Housing brochure that summarizes fair housing requirements Under Title VIII of the Civil Rights Act of 1968, as amended. | January - March | 2022 | \$80 | |
| Distribute the Fair Housing brochure to the housing related industries mailing list. | April – June | 2022 | \$300 | |

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|--|--------------------|------|-------|--|
| Publish the Fair Housing discrimination complaint procedure in the <i>Chatham News + Record</i> . | July - September | 2022 | \$300 | |
| Update the existing mailing list of housing related industries (contractors, lender, realtors, appraisers) to include those not reached by past Fair Housing activities and disseminate the fair housing discrimination complaint procedures. | October - December | 2022 | \$400 | |
| Make Fair Housing educational materials available at public places such as local libraries, Banks, grocery stores Town government offices and local post offices. | January - March | 2023 | \$250 | |
| Maintain Fair Housing messaging on the Town's website. | April - June | 2023 | \$100 | |
| Prepare and publish a newspaper article regarding Fair Housing laws and the complaint procedure. The article will summarize fair housing requirements Under Title VIII of the Civil Rights Act of 1968, as amended. The article will also inform citizens of the housing discrimination complaint procedures | July - September | 2023 | \$400 | |
| Update the existing mailing list of housing related industries (contractors, lender, realtors, appraisers) to include those not reached by past Fair Housing activities and disseminate the fair housing discrimination complaint procedures. | October - December | 2023 | \$400 | |
| Make Fair Housing educational materials available at public places such as local libraries, Banks, grocery stores Town government offices and local post offices | January - March | 2024 | \$200 | |
| Maintain Fair Housing messaging on the Town's website. | April - June | 2024 | \$80 | |
| Publish the Fair Housing discrimination complaint procedure in the <i>Chatham News + Record</i> . | July - September | 2024 | \$300 | |
| Distribute the Fair Housing brochure to the housing related industries mailing list. | October - December | 2024 | \$150 | |
| Obtain updated Fair Housing pamphlets and posters from the North Carolina Human Relations Commission. Distribute the information to local libraries, banks, grocery stores Town government offices and local post offices. | January - March | 2025 | \$100 | |

| | | | | |
|--|--------------|------|------|--|
| Maintain Fair Housing messaging on the Town's website. | April - June | 2025 | \$80 | |
|--|--------------|------|------|--|

V. Describe recipient’s method of receiving and resolving housing discrimination complaints. This may be either a procedure currently being implemented or one to be implemented under this CDBG grant. Include a description of how the recipient informs the public about the complaint procedures. (Use additional pages as necessary)

1. Any person or persons wishing to file a complaint of housing discrimination in the Town may do so by informing the Planning Director, Town of Pittsboro, 480 Hillsboro Street, PO Box 259, Pittsboro NC 27312, Phone Number 919-542-2063, TDD# 1-800-735-2962 of the facts and circumstance of the alleged discriminatory acts or practice.
2. Upon receiving a housing discrimination complaint, the Planning Director shall acknowledge the complaint within 10 days in writing and inform the North Carolina Department of Environmental Quality (NC DEQ) - Division of Water Infrastructure, and the North Carolina Human Relations Commission (NCHRC) about the complaint.
3. The Planning Director shall offer assistance to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the Town.
4. The Planning Director shall publicize in the local newspaper, with the TDD#, who is the local agency to contact with housing discrimination complaints.

The Town has developed and will disseminate the above Fair Housing Complaint Procedure. The public will be informed through handouts, educational materials, posters, internet access and newspaper article(s).

ATTACHMENT #2



TOWN OF PITTSBORO FAIR HOUSING COMPLAINT PROCEDURE

Housing discrimination is prohibited by Title VIII of the Civil Rights Act of 1968 (Fair Housing Act) and the North Carolina Fair Housing Act. It is the policy of the Town of Pittsboro to implement the CDBG program to ensure equal opportunity in housing for all persons regardless of religion, race, color, national origin, age, sex, familial status, or marital status. In an effort to promote fair housing and that the rights of housing discrimination victims are protected the Town of Pittsboro has adopted the following procedures for receiving housing discrimination complaints:

1. Any person or persons wishing to file a complaint of housing discrimination in the Town may do so by informing the Planning Director, Town of Pittsboro, 480 Hillsboro Street, PO Box 259, Pittsboro NC 27312, Phone Number 919-542-2063, TDD# 1-800-735-2962 of the facts and circumstance of the alleged discriminatory acts or practice.
2. Upon receiving a housing discrimination complaint, the Planning Director shall acknowledge the complaint within 10 days in writing and inform the North Carolina Department of Environmental Quality (NC DEQ) - Division of Water Infrastructure, and the North Carolina Human Relations Commission (NCHRC) about the complaint.
3. The Planning Director shall offer assistance to the Commission in the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the Town.
4. The Planning Director shall publicize in the local newspaper, with the TDD#, who is the local agency to contact with housing discrimination complaints.

This information is available in Spanish or any other language upon request. Please contact Theresa Thompson at 919-542-2063 or at 480 Hillsboro Street, Pittsboro NC 27312 for accommodations for this request. Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Theresa Thompson at 919-542-2063 or at 480 Hillsboro Street, Pittsboro NC 27312 de alojamiento para esta solicitud.

ATTACHMENT #4

Medical Device Manufacturer EG-GILERO Adding 60 Jobs in Pittsboro with \$4 Million Expansion

PITTSBORO, NC – EG-GILERO, a Morrisville-based medical device manufacturer, recently announced plans to invest more than \$4 million and create 60 jobs in Chatham County, at what will be its third North Carolina location. EG-GILERO will take over a 40,000-square-foot industrial space in downtown Pittsboro to accommodate production and workspace for employees.

“We are very excited to be expanding our manufacturing footprint and to be calling downtown Pittsboro our new neighborhood,” said Ted Mosler, president and chief technology officer of EG-GILERO. “Pittsboro and Chatham County residents and staff have been very welcoming to us and we look forward to being a good neighbor for years to come. For EG-GILERO and our customers, Pittsboro is a hidden gem; but with the expected growth in the area, many others will come to realize the charm and benefits Pittsboro has to offer – as we have.”

EG-GILERO, a vertically-integrated contract manufacturer, said it plans to hire engineers, laboratory technicians, operators and other support roles to staff the manufacturing facility. The salaries will vary by position but average \$44,317, higher than Chatham County’s average of \$36,731.

Founded in 2002, EG-GILERO designs, develops and manufactures products for the medical device and drug delivery device markets.

“By expanding to Chatham County, EG-GILERO can take advantage of strong talent, educational resources, and other competitive benefits the Research Triangle region offers life science companies,” said Alyssa Byrd, president of Chatham Economic Development Corporation (EDC). “They found a unique opportunity in Pittsboro, and we look forward to continuing to work with them as they establish their new facility.”

“We’re thrilled that EG-GILERO has chosen Chatham County for its planned expansion, and particularly that they’ve chosen an existing under-utilized facility in downtown Pittsboro,” said Chatham County Commissioner Mike Dasher. “This project aligns perfectly with Plan Chatham, the county’s long-range comprehensive plan, which directs more growth and economic development within our municipalities. The Board is so appreciative of Alyssa and the EDC’s work in attracting EG-GILERO to Chatham County.”

EG-GILERO’s expansion to Chatham County will be facilitated, in part, by an economic development incentive agreement approved at the March 18, 2019 meeting of the Chatham County Board of Commissioners. The five-year agreement takes into account new tax revenue generated by both real and personal property improvements and authorizes potential grant awards based on a proportion of the property tax. The grant

payments occur only when the company has verified meeting its targets for investment and job creation.

“EG-GILERO is bringing new jobs and opportunities for our residents, and reviving an underused property in the downtown corridor. This is a good economic development opportunity that strengthens our town,” said Pittsboro Mayor Cindy Perry.

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Alyssa Byrd

President

Chatham Economic Development Corporation

964 East St. | PO Box 1627 Pittsboro, NC 27312 chathamedc.org