

**STATE OF NORTH CAROLINA
COUNTY OF GASTON
TOWN OF CRAMERTON**

December 2, 2014

The Board of Commissioners for the Town of Cramerton met in regular session on Tuesday, December 2, 2014 at 6:00 p.m. in the G.M. Michael Room at the Cramerton Town Hall.

Board members present: Mayor Ronnie Worley; Mayor Pro Tempore Will Cauthen, Commissioners Sam Carpenter, Demetrios Koutsoupas, and Sandra R. Ware. Commissioner Lawrence arrived at 6:37 p.m.

Staff present: Michael Peoples, Town Manager; Bill Brown, Town Attorney; Greg Ratchford, Chief of Police; Joel Lineberger, Finance Director; Kevin Krouse, Planning Director; and Wilene Cunningham, Town Clerk.

Call to Order and Determination of Quorum: Mayor Worley called the meeting to order and determined that a quorum was present.

Adoption of Agenda for this Meeting: Commissioner Carpenter made a motion to adopt the agenda as presented. The motion was seconded by Mayor Pro Tem Cauthen and approved by all.

Discussion of Transition Plan for Town Manager Position. The Town Manager stated that he thought this discussion would be set up as a roundtable conversation regarding the recruiting and hiring process. Mayor Pro Tem Cauthen stated that Centralina Council of Government had been contacted and were asked to provide a proposal. A menu was provided of eleven items which could be chosen as all, or the option of selecting which menu items were to be utilized, and the cost would be approximately \$10,000.

Commissioner Koutsoupas asked if the background checks could be performed by our Police Department. Chief Ratchford stated this could be done in house and the only cost would involve the time required by personnel to provide this service. The Board discussed reviewing all applications received to review for qualifications and the use of an assessment center. Mayor Pro Tem Cauthen stated if CCOG was responsible he did not want to pick and choose what options they would be given. Commissioner Carpenter agreed stating that if CCOG is given permission to provide this service this would take the task off of the Town's staff and Police Department.

Commissioner Ware stated she did not think it was necessary to recruit applicants from all over the country as she would prefer someone from North Carolina be hired. Commissioner Koutsoupas asked if the request is made that they are North Carolina residents does that exclude all applicants living outside of the state. Mayor Worley asked if the League would be of any assistance to the Town. The Town Manager stated they can provide guidance tools for recruiting and suggest possible candidates to be the interim manager.

The Town Manager stated the recruiting process needs to begin as soon as possible due to the holidays. Commissioner Ware stated she would like to see the new Town Manager hired within six months. The Town Manager stated someone could possibly be in office by April 1st. He reminded the Board that an interim manager will need to be in place on January 24th. A motion was made by Mayor Pro Tem Cauthen to accept the Centralina Council of Government's proposal for recruitment services for a cost of \$9,850. Commissioner Carpenter seconded and the motion passed by unanimous vote.

Mayor Pro Tem Cauthen asked about the advertisement that would be distributed. The Town Manager stated he had utilized several different ads and combined them. Mayor Pro Tem Cauthen questioned the wording stating the Town Attorney is a full time employee. The Town Manager stated Attorney Brown is a full time employee and is available when needed. Commissioner Ware recommended the years of service should be five instead of seven.

Commissioner Lawrence arrived at 6:37 p.m.

Attorney Brown recommended that the advertisement state economic development would be a priority for the new few years.

The Town Manager distributed the budget calendar with proposed dates for meetings to be held with department heads. He stated the February 11th retreat meeting may need to be considered for another date.

Chief Ratchford stated that most December publications have already been distributed. The Town Manager stated the advertisement will be put online on the managers' listserve.

The Town Manager stated he will prepare a transition report. Mayor Pro Tem Cauthen asked for an executive summary. The Town Manager stated the code of ordinances is a priority.

A motion was made by Mayor Pro Tem Cauthen for a recess. The motion was seconded by Commissioner Carpenter and approved by all.

A motion was made by Mayor Pro Tem Cauthen to reconvene. The motion was seconded by Commissioner Carpenter and approved by all.

Invocation: Given by Attorney Brown.

Pledge of Allegiance: Given by all.

Public Comment: No one signed up to speak.

REVIEW AND DISCUSSION OF AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING:

Discussion and Possible Action to Approve Proposed November 6, 2014 Meeting Minutes.

A motion was made by Commissioner Ware to approve the proposed November 6, 2014 meeting minutes. The motion was seconded by Commissioner Koutsoupas and approved by all.

Discussion and Possible Action to Amend the Town of Cramerton Position Classification Plan. Information will be presented at the next Board meeting.

Presentation of Information Regarding the Application for the Planning and Zoning Board for Donald Rice and the Application for the Parks and Recreation Advisory Board for Ashlyn Shrewsbury. Commissioner Koutsoupas stated Ms. Ashlynn Shrewsbury would serve as an alternate for the Parks and Recreation Advisory Board. A motion was made by Commissioner Carpenter to approve the appointment of Mr. Donald Rice to the Planning and Zoning Board and Ms. Ashlynn Shrewsbury as an alternate member to the Parks and Recreation Board. The motion was seconded by Commissioner Ware and passed by unanimous vote.

UPDATE ON CONTINUING PROJECTS:

Update on Goat Island Park, Phase II Schedule and Update from Parks and Recreation Advisory Board on Playground Equipment: The center section of the bridge has arrived and is stored at the Fire Department lot. The gate will arrive at a later date. Commissioner Lawrence stated she was quite impressed. The Town Manager stated traffic will be detoured at different times during this process. The crane will be delivered on Monday and the bridge should be erected on Monday or Tuesday. Commissioner Carpenter stated he had a citizen complain about no access available to the drug store. The Town Manager stated information will be provided through a message on Connect CTY and Facebook.

The ping pong tables should be set up next week along with three sets of cornhole boards. No pay request has been received for payment from the contractor.

NCDOT Projects:

- **Lakewood Road/Eagle Road Sidewalk.** Waiting on information to be received from Mr. Gary Spangler with NCDOT.
- **Alternative Fuel Kits for Vehicles.** Nothing new to report.
- **Lakewood to US 29/74 Greenway.** Mr. Krouse stated Withers and Ravenel was chosen for this project and work could begin in approximately two weeks. Mr. Francis Gallagher will be in charge of this project and has had a lot of experience working with NCDOT.
- **Miscellaneous Items:** NCDOT was reminded about the resurfacing of Peach Orchard Road and the turnaround on Wilkinson Boulevard as cold weather is approaching.

UPDATE ON DEVELOPMENT PROJECTS:

Village at South Fork Greenway: Mr. Krouse stated that Mr. William Ratchford stated his contractor is hoping to complete prior to the asphalt plant closing due to cold weather. A discussion has been held with Mr. Billy Packer regarding the greenway and his property. An update will be available to the Board of Commissioners at the next meeting.

PSNC: Fencing has been installed and preparations are being made for placement of asphalt.

Villages at Cramerton Mills Project: A meeting is scheduled with Mr. Nick Parker on Friday to discuss construction of streets. Water and sewer infrastructure is currently being installed. Commissioner Lawrence asked if there had been any discussion regarding any retail businesses and the Town Manager stated no.

COMMITTEE REPORTS:

Parks and Recreation Advisory Board: Commissioner Koutsoupas stated 340 children are signed up to play basketball. The gym lighting looks good and will provide substantial energy savings. The Turkey Shoot had a good turnout. Mr. Caleb Davis will be playing at the upcoming Christmas tree lighting.

Centennial Celebration Committee: A mural is being discussed to be placed on the BB&T building and who would be responsible for maintenance. Banners are being finalized. PSNC has committed to a \$2,000 donation. The Centennial Celebration Committee's next meeting is scheduled for Wednesday at 5:30 p.m.

BUSINESS ITEMS/TOPICS OF DISCUSSION FOR EACH COMMISSIONER:

Commissioner Lawrence had nothing to report.

Commissioner Ware asked about the status of the tavern as she had noted there had been activity occurring inside the building.

Commissioner Koutsoupas stated the holiday decorations around Town look great. He asked if the banners at the Kingsway gas station could be removed or replaced as they are in poor shape or even missing. Mr. Krouse stated he would review the ordinances. He stated the tattered banners can be requested to be removed per the Town's ordinance.

Commissioner Carpenter asked if the Beautification Committee was governed by a Town ordinance and if this ordinance had been changed. Attorney Brown stated the Beautification Committee has been suspended by the Town's Board of Commissioners and no changes were made to an ordinance. Commissioner Carpenter asked if a public hearing should have been held regarding this matter. Attorney Brown stated no public hearing was required for this action as the Town's Board of Commissioners can regulate and suspend committees.

Mayor Pro Tem Cauthen stated he had not received any comments from the Board regarding the list that was presented for review for projects and ideas for the Beautification Committee. He stated the guideline was to assist the Beautification Committee in successful completion of

projects. This item was requested to be kept on the upcoming agenda for further discussion. Mayor Pro Tem Cauthen stated a timeline for the hiring process for a Town Manager needs to be given to CCOG. He stated that an all day CCOG event is scheduled on December 11th and that he and Mr. Krouse would be attending.

Commissioner Ware reminded the Board that the Build A Better Boulevard meeting is scheduled for December 11th. Mr. Krouse stated this meeting would include elected officials from the City of Belmont and the Town of McAdenville.

TOWN MANAGER'S REPORT:

Gaston EDC Wilkinson Boulevard Corridor Study: The EDC report is still in draft form. Some interest has been shown for retail businesses. Additional information will be presented by Mr. Krouse at a later meeting.

Miscellaneous: Decorations for the C.C. Dawson bridge railing has been purchased. The two trees at the front of Town Hall will be decorated with lights for the holiday season. The Public Works Department will finish the placement of wreaths and decorations prior to the parade. A Christmas tree has been placed in the Town Center amphitheater.

January 14th meeting: A motion was made by Mayor Pro Tem Cauthen to schedule a special transition meeting for January 14th beginning at 8:30 a.m. which would include meeting with department heads. The motion was seconded by Commissioner Koutsoupas and approved by all. Discussion was held regarding the meeting could possibly last until 2:00 p.m. or later that day. The Town Manager stated the budget calendar needs to be reviewed.

UPDATES FROM TWO RIVERS UTILITIES, MR. MIKE BYNUM AND UPDATES FROM CRAMERTON DEPARTMENT HEADS (TOWN ATTORNEY, POLICE CHIEF, FIRE CHIEF, PLANNING DIRECTOR, FINANCE DIRECTOR, AND MORE AS NEEDED):

Update from Two Rivers: Mr. Mike Bynum stated Two Rivers Utilities completed twelve weekly checks for lift stations, responded to eleven water meter related calls, and repaired two water leaks. TRU obtained water quality samples at three locations and all samples met or exceeded the minimum State drinking water standards. TRU responded to one water quality complaint which was an airborne mold which showed up as pink rings around faucets and drains. An explanation was given to the citizen along with tips on how to discourage it from returning.

The contractor at Villages at Cramerton Mills cut the force main crossing the site today and TRU assisted in making the repair. Operations are normal at the Eagle Road Wastewater Treatment Plant.

Town Attorney: Nothing to report.

Police Department: Chief Ratchford stated the roads affected by the parade route would be closed at 3:40 p.m.

Fire Department: Chief Foulk was absent.

Town Clerk: The Board was reminded of the staff luncheon scheduled for Friday at noon and the Boards and Committees appreciation dinner on Tuesday at 6:00 at Amberjack's Restaurant.

Planning Director: Mr. Krouse reminded the Board of the upcoming Build A Better Boulevard meeting scheduled for December 11th at 6:00 p.m. at Town Hall.

Finance Director: The Finance Director distributed bound copies of the Town's FY 2014 Audit. He stated this was the second year that there were no findings of fact. He stated post-employment benefits will need to be addressed for the Police Department in the upcoming future. Revenue from the property taxes for November and December are being received as expected.

A motion was made by Commissioner Ware to enter into closed session. The motion was seconded by Mayor Pro Tem Cauthen and passed by unanimous vote.

A motion was made by Commissioner Lawrence to compensate the Town Manager for 88 hours of vacation time and to surplus his computer and offer it to be purchased by the Town Manager for \$1 after any data capturing has been completed. The motion was seconded by Mayor Pro Tem Cauthen and approved by all.

ADJOURNMENT: A motion was made by Mayor Pro Tem Cauthen to adjourn the meeting at 8:18 p.m. The motion was seconded by Commissioner Ware and approved by all.

Mayor Ronald E. Worley

ATTEST:

Wilene Cunningham, Town Clerk