

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

December 18, 2014

The Board of Commissioners for the Town of Cramerton met in regular session on Thursday, December 18, 2014 at 7:00 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, Tammy Lawrence, and Sandra R. Ware.

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

Public Comment: No one signed up to speak.

Presentation by Mr. Tim Gause, Duke Energy, in Regard to the Transmission Towers from Peach Orchard Road to Mayflower Drive. Mr. Gause stated there had been discussion over the years regarding the removal of the transmission towers from Peach Orchard Road to Mayflower Drive. He stated currently the right of way is being maintained by Duke Energy. Mr. Gause stated a recent study was completed and it was determined that the transmission towers from Peach Orchard Road to Mayflower Drive would be removed and the costs would be covered by Duke Energy. Completion of the removal process would be at the end of 2015. Mr. Gause stated Duke Energy would continue to maintain the easement and no structures will be constructed on the property. The property could be considered for purchase if someone is interested. Commissioner Lawrence asked where the project would begin as the Town has its Centennial Celebration scheduled in October 2015. Mr. Gause stated the towers support each other and he is aware there is some interest in commercial development on Wilkinson Boulevard.

Mayor Pro Tem Cauthen thanked Mr. Gause for the speediness of this process as originally the study was forecast as being an 18 month process. Mayor Worley stated this project will be economically beneficial along improving the aesthetics of the Town.

The Town Manager asked how information would be distributed to the public. Mr. Gause stated notification would be provided to the Town and all affected property owners. Work safety zones will be set up around all affected areas during the transmission tower removal process. Mr. Gause stated Duke Energy will also need to contact the railroad regarding this project. The Town will be kept up to date regarding all plans related to this project.

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. Eric Howard provided the report as Mr. Mike Bynum was absent. Two Rivers Utilities completed fourteen weekly checks for lift stations, responded to three water meter related calls, and repaired three water leaks, two sewer related calls, and two utility locates.

Town Attorney: Nothing to report.

Police Department: Chief Ratchford stated Officer Craig Branch's father passed away this week and former Cramerton police officer.

Fire Department: Chief Foulk was absent.

Planning Director: Mr. Krouse stated the Build A Better Boulevard meeting was held on December 11th. The final presentation will be on January 15th at 6:00 p.m. at Town Hall. Information has been given to Senator Kathy Harrington regarding the study and she has contacted Mr. Mike Holder with NCDOT. No lane reductions are being recommended. Lane size width reductions are being proposed which will improve the traffic flow and allow for street improvements to be completed within the existing right of way. This will provide sixteen feet of right of way along

Mr. Robert Cloninger who now works for the City of Gastonia will be providing training and some inspections to assist with the Town's stormwater program.

A celebration is scheduled for Arbor Day, April 25th in Belmont's Stowe Park from 11 a.m. to 2 p.m. with Caleb Davis providing music. The theme will include healthy eating and lifestyles. Belmont and Cramerton will take turns hosting the annual event.

Mayor Worley stated the Federal Highway Administration website is promoting the road diet as there is a lot of wasted space.

Finance Director: The Finance Director stated no invoice has been received from Blythe Construction for the Goat Island Phase II project at this time. The bond is in place for the fire apparatus. Revenue from tax collections and expenses are being received as forecasted.

Updates from Town Clerk, Including the Discussion of Board and Committee Appointments. No Board and Committee appointments are due at this time.

TOWN MANAGER'S REPORT:

Central Park Engineering Study: The Gantt chart has been updated. The next progress meeting is scheduled for January 21st.

ABC Board Travel Policy: Commissioner Carpenter stated he needed the Board to approve the usage of the Town's travel policy for the ABC Board. A motion was made by Commissioner Ware to approve the usage of the Town's travel policy for the ABC Board. The motion was seconded by Commissioner Lawrence and approved by all.

Town Clerk's Evaluation: An evaluation will be performed at the next Board meeting on January 6th.

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

Discussion and Possible Action to Approve Proposed November 20, 2014 Meeting Minutes.

A motion was made by Commissioner Ware to approve the proposed November 20, 2014 meeting minutes. The motion was seconded by Mayor Pro Tem Cauthen and approved by all.

Discussion of Proposed 2016 Budget Calendar. A motion was made by Commissioner Carpenter to approve the 2016 Budget Calendar. The motion was seconded by Commissioner Ware and approved by all. The Town Manager reminded the Board that they may need to change the February 11th date of the Board Retreat meeting.

Discussion and Possible Action to Adopt Proposed Budget Amendments as Presented by Joel Lineberger, Finance Director. A motion was made by Commissioner Ware to approve the proposed budget amendments for \$143,500 to provide funds for observation piers and canoe portages from NC Wildlife Commission, VCM Bowman, and Village at South Fork development fees collected and anticipated; \$2,475 to provide funds for replacement of stolen turnout gear recognizing VFIS insurance proceeds; \$67,100 to transfer funds budgeted as capital outlay to operating expense account for aggregate cost of new radios each of which does not meet the established capitalization threshold of \$5,000; and \$35,600 to transfer funds budgeted as capital outlay to operating expense account for aggregate cost of new equipment each of which does not

meet the established capitalization threshold of \$5,000. The motion was seconded by Mayor Pro Tem Cauthen and approved by all.

Discussion and Possible Action to Approve Updated Signature Card for the Bank of the Ozarks. A motion was made by Commissioner Ware to add Mayor Pro Tem Cauthen to the signature card for the Bank of the Ozarks. The motion was seconded by Commissioner Carpenter and approved by all. Discussion was held regarding the signature card would need to be updated when the interim manager is appointed.

Discussion and Possible Action to Amend the Town of Cramerton Position Classification Plan. The Town Manager stated this action could be taken at the January 6, 2015 meeting as additional information is being collected. Positions being considered for possible amendment are the Town Manager and Town Planner positions.

Discussion of Centennial Celebration Committee Recommendation for Sponsorship Levels for Fundraising. The Centennial Celebration banners will be available for purchase with or without sponsorship information. The Town has ordered 55 banners. Commissioner Koutsoupas asked the corporate sponsorships and what would occur if two businesses wanted to share an expense. The Board discussed a possible higher sponsorship level for corporations. Attorney Brown stated that corporate event recognition could be listed as corporate sponsors at different levels. The proposed shirt and banner were presented to the Board. A motion was made by Commissioner Ware to approve the banners at the cost of \$200 per sponsorship banner and \$150 without sponsorship being listed. The motion was seconded by Commissioner Koutsoupas and approved by all. The Town Manager stated the banners could include a logo and/or name. Mayor Worley stated these are keepsake banners.

Discussion of Proposed Beautification Committee Responsibilities and Charge for 2015. Mayor Pro Tem Cauthen stated he had not received any feedback regarding the proposed draft that was presented to the Board. He stated it was important to set up specific goals and expectations to provide to the Beautification Committee. He recommended the Neighbors Helping Neighbors possibly be reduced to once a year to gauge this project and see how it will work. Commissioner Koutsoupas stated the wayfinding signs would be important due to the upcoming Centennial Celebration. Mayor Pro Tem Cauthen stated he was not sure he wanted this item listed as a project for the Beautification Committee as he wanted the Board to have input. Commissioner Koutsoupas stated there were several areas around Town that may need to be spruced up prior to the Centennial Celebration. Mayor Pro Tem Cauthen stated notes could be added to include items regarding the Centennial Celebration and to have a once per year Neighbors Helping Neighbors event. Commissioner Lawrence stated these items had been discussed in the past and she liked the ideas presented. Mayor Worley stated this was a good place to start and he recommended this item remain on the upcoming agenda for discussion.

Discussion of the Town Manager Transition Plan. Mayor Pro Tem Cauthen stated the assessment center was added back to the CCOG package and there is the flexibility to change the package. Commissioner Koutsoupas asked about the timeline. Mayor Pro Tem Cauthen stated the ad is on the NCLM and NCACC League's websites and on the NC School of Government's managers listserv. Mayor Pro Tem Cauthen stated all applications received by CCOG are to be sent to the Town for review within 48 hours of receipt. Commissioner Lawrence asked if there needed to be some form of negotiation with CCOG regarding the possibility that the applicant leaves within a specific timeframe after accepting the position. Attorney Brown stated this could be considered but felt CCOG would require some type of additional fee for this service. Mayor Pro Tem Cauthen stated CCOG has a vested interest in making sure the process goes well. Attorney Brown stated CCOG is set up under State Statute and is providing assistance for this process and is not a headhunter type service.

Commissioner Koutsoupas asked if the applicants would be utilizing the Town's employment application. The Town Manager stated this could be part of the second phase of the process. Commissioner Koutsoupas asked if a financial or credit background check would be completed. Attorney Brown stated as part of the process a credit background could be conducted. The Town Manager recommended the credit background be conducted only on the candidates being considered for employment.

Mayor Worley stated he would like to have a committee of three members from the Board to review applications and rank them. Mayor Pro Tem Cauthen and Commissioner Ware stated they would like to serve on that committee. The committee would meet weekly. A motion was made by Mayor Pro Tem Cauthen to establish the manager's selection search committee. The motion was seconded by Commissioner Lawrence and approved by all. Mayor Worley asked if an alternate Board member needed to be selected. Attorney Brown stated no as there needed to be continuity in this committee.

Mayor Pro Tem Cauthen stated CCOG will choose five to eight candidates to interview. The manager's selection search committee will rank the top twenty and report back to the Board. Discussion was held regarding the Board receiving and reviewing all applications. Commissioner Koutsoupas asked about contract negotiations. Attorney Brown stated CCOG did not assist with the contract process and negotiations at the last hiring process were done directly with Mr. Peoples. Commissioner Koutsoupas asked what CCOG would be able to do to assist in the transition process when the new manager is hired. Mayor Pro Tem Cauthen stated the staff is going to be busy during the transition process and it would be beneficial to have an independent agency responsible for some items.

Mayor Worley asked that all applications received will be printed and placed in the agenda packets. Commissioner Koutsoupas asked about the position of interim manager. A motion was made by Commissioner Ware to appoint Mr. Kevin Krouse as interim manager. The motion was seconded by Commissioner Koutsoupas. The position will become effective at the time of Mr. Peoples' resignation on at twelve o'clock midnight, Saturday, January 24th. Mr. Krouse accepted the offer. Discussion regarding salary during the interim will be discussed at the January 6, 2015 meeting. The motion 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 Gantt chart has been updated. Holes are being augered for the playground area for the three to five year olds playground equipment. The cornhole board and tennis table play areas have been completed. Hydro-seeding and fence quotes for the dog park are being worked on with completion at the end of January. Work is being done on the dog park area and the loop trail is being prepared to be compacted. Stone is being removed from the pilings area at the bridge. The fit pavilion area has been prepared and the fitness exercise equipment will be delivered and completed the first week of January. The construction contract period for the project is scheduled to be completed by April 4, 2015 with the grand re-opening proposed for Friday, May 1st.

The 80' x 3' long concrete slabs are scheduled to be delivered on January 7th for the connection from the bridge to the Fire Department. Commissioner Koutsoupas asked if the bridge would have a gate or fence. A temporary fence or bridge is being considered. The Town Manager stated pedestrians may be allowed to walk on the bridge during this time without any access to Goat Island. Commissioner Lawrence asked if there was an ordinance to prohibit fishing off of the bridge. The Town Manager stated there are rules currently in place regarding Goat Island. Chief Ratchford stated an ordinance would need to be put in place regarding no fishing off of the bridge. The ordinance regarding UTV and golf cart usage also needs to be reviewed. Signs will need to be put in place for enforcement. Chief Ratchford stated he would bring information to the Board regarding this at the next meeting.

Mayor Pro Tem Cauthen stated he would like to schedule an official lighting ceremony for Goat Island Bridge. The Town Manager stated the construction contract period is through April 4th.

A motion was made by Commissioner Koutsoupas to begin preparations for the grand re-opening ceremony for Goat Island for May 1, 2015. The motion was seconded by Commissioner Ware and approved by all.

Attorney Brown stated due to construction activity on Goat Island the bridge should have lighting prior to opening for pedestrians due to public safety and there are no active construction sites. He stated a rider would need to be added to the Town's insurance policy. Chief Ratchford stated the bridge will not allow two golf carts to pass at the same time with a pedestrian. He stated there are twenty-six units registered with the Town and six of these are UTVs. Chief

Ratchford stated when special events were being held that he would recommend the bridge be open only to pedestrians. He stated discussions were being held with Mr. Cam Carpenter about markings on the bridge for pedestrians. Mayor Pro Tem Cauthen stated the bridge was an important part of the connectivity to the Town Center area.

The Town Manager stated Blythe Construction to pave the greenway parking lot using 30 tons of ABC stone and add drainage near the driveway along with two inches of asphalt. Costs would be reduced as Blythe Construction is already on site. Chief Ratchford stated this would assist in reducing the number of complaints about dust. A motion was made by Commissioner Koutsoupas authorizing the pavement by Blythe Construction up to but not to exceed \$35,000. The footprint of the area will remain the same and the lot will be striped.

Commissioner Lawrence asked if there would be a location for the rental or purchase of amenity items to be used for disc golf, cornhole boards, or table tennis. The Parks and Recreation Advisory Board will be discussing this. A deposit system is being considered and local businesses could be involved. Chief Ratchford stated the Board needs to consider a dog leash ordinance regarding dogs being allowed off of their leashes while at the dog park.

UPDATE ON NCDOT PROJECTS:

- **Lakewood Road/Eagle Road Sidewalk.** No updates at this time.
- **Alternative Fuel Kits for Vehicles.** Nothing new to report.
- **Lakewood to US 29/74 Greenway.** The kickoff meeting date for this project is scheduled for next Tuesday. No information has been received from Mr. William Ratchford. Pictures were provided showing the greenway being constructed at the Village at South Fork development.

UPDATE ON DEVELOPMENT PROJECTS:

PSNC: Nothing new to report.

Villages at Cramerton Mills Project: Attorney Brown stated the closing will not be complete by the end of the calendar year regarding the firing range. Commissioner Ware asked how this affects Public Works and the storage of mulch and leaves. The Town Manager stated other opportunities are being researched along with disposal at the Philadelphia Church Road facility. Infrastructure is being installed on Hamrick Road and vertical construction should occur in the first quarter of 2015.

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. 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 wished everyone a happy holiday.

Commissioner Carpenter wished everyone a happy holiday.

Mayor Pro Tem Cauthen wished everyone a happy holiday.

Commissioner Koutsoupas wished everyone a happy holiday.

Commissioner Ware wished everyone a happy holiday.

The Finance Director asked that Mr. Krouse be added to the signature card for the Bank of the Ozarks effective January 24th. A motion was made by Commissioner Ware to add Mr. Krouse to the signature card while serving as the interim manager. The motion was seconded by Commissioner Koutsoupas and approved by all.

Mayor Worley wished everyone a happy holiday.

ADJOURNMENT: A motion was made by Commissioner Ware to adjourn the meeting at 8:46 p.m. The motion was seconded by Mayor Pro Tem Cauthen and approved by all.

Mayor Ronald E. Worley

ATTEST:

Wilene Cunningham, Town Clerk