

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

January 22, 2015

The Board of Commissioners for the Town of Cramerton met in workshop session at their regular meeting on Thursday, January 22, 2015 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: A motion was made by Mayor Pro Tem Cauthen to approve the adoption of agenda as presented. The motion was seconded by Commissioner Lawrence and approved by all.

Public Comment: No one signed up to speak.

Updates from Two River Utilities, Mr. Mike Bynum and Updates from Cramerton Department Heads (Town Attorney, Police Chief, Fire Chief, Planning Director, Finance Director, and more as needed):

TRU Update: Mr. Mike Bynum stated TRU completed thirteen weekly checks for lift stations, responded to seven water meter related service requests, and repaired six water leaks. TRU placed slag on a street following a water leak repair, responded to two sewer related calls, completed two utility locates, and installed one new sewer tap.

Town Attorney: Nothing to report.

Police Department: Chief Ratchford stated additional information regarding the golf cart/UTV and dog park ordinances would be available in February.

Planning and Zoning Department: Mr. Krouse stated he would provide updated information regarding projects later in the meeting.

Finance Department: Mr. Lineberger presented December month end financial information to the Board. A check was written to Blythe Construction for \$947,000.00 for the Goat Island Park Phase II project and he received verbal approval from USDA to process the check. He stated meetings have been held with three department heads to start budget process and current year capital improvement requests along with five year capital outlay projection. Discussion was held regarding the upcoming annual budget workshop meeting. Mayor Pro Tem Cauthen stated the Board recently had a transitional meeting and goals and objectives were discussed. The Board discussed holding another half day retreat for a budget workshop and to complete discussion of goals and objectives.

Updates from Town Clerk, Including the Discussion of Board and Committee

Appointments: Mr. Krouse stated the Town Clerk is keeping track of board and committee appointments.

Town Manager Report: Central Park Engineering Study Update, and Miscellaneous Items: A follow up meeting is scheduled to be held next week with the engineer regarding Central Park.

The Town Manager stated follow up needs to be done with NCDOT regarding the resurfacing of Peach Orchard Road. Cramer Mountain Road is scheduled to be paved by NCDOT within the next year. The Fire Department site study should be completed within the next month.

The department heads will be working with the intern to schedule time with each of their departments. He has been working on scanning documents.

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

Discussion and Possible Action to Approve the December 2, 2014 and December 18, 2014 Meeting Minutes. A motion was made by Commissioner Ware to approve the December 2, 2014 and December 18, 2014 meeting minutes. The motion was seconded by Mayor Pro Tem Cauthen and approved by all.

Discussion and Possible Action to Approve the Purchase of An Additional Police Fleet Vehicle with Savings Realized in Budgeted Capital Expenses. Discussion was held concerning purchase of a 2015 Ford Interceptor SUV as a replacement for Chief Ratchford's vehicle. The 2015 Ford Interceptor SUV is available at Bobby Jones Ford and they offered a trade in of \$6,000.00 for the 2011 Chevrolet Impala. The cost for the SUV with the trade in would be \$23,500 equipped with all emergency equipment. The purchase of this vehicle would be put the fleet purchases back in alignment. A motion was made by Commissioner Ware to approve the purchase of an additional police fleet vehicle with savings realized in budgeted capital expenses. The motion was made seconded by Mayor Pro Tem Cauthen and approved by all.

Discussion and Possible Action to Adopt Proposed FY 2015 Budget Amendments as Presented by Joel Lineberger, Finance Director. Mr. Lineberger stated a budget amendment was being presented to provide funds for Goat Island parking lot resurfacing for \$35,500.00. A motion was made by Mayor Pro Tem Cauthen to approve the proposed FY 2015 budget amendment as presented. The motion was seconded by Commissioner Koutsoupas and approved by all.

Discussion and Possible Action to Adopt a Resolution to Direct the Town Clerk to Investigate the Sufficiency of the Petition for Annexation of Property Located at 6121 Wilkinson Boulevard. The Planning Director stated this property is owned by Mr. Tom Haus and he requested to be annexed. This area is part of the sphere of influence and a public hearing will be held. A motion was made by Commissioner Carpenter to adopt a resolution to direct the Town Clerk to investigate the sufficiency of the petition for annexation of property located at 6121 Wilkinson Boulevard. The motion was seconded by Commissioner Lawrence and approved by all.

Discussion of Proposed Beautification Committee Responsibilities and Charge for 2015. Mayor Pro Tem Cauthen stated that the information presented did not indicate that only one home would be chosen for "Neighbors Helping Neighbors" in 2015. Commissioner Koutsoupas asked about the "Yard of the Month" and will we want to maintain that program. Mayor Pro Tem Cauthen stated this assists with the aesthetics of the Town. Commissioner Koutsoupas asked who was keeping track of the previous yards of the month. Mr. Krouse stated Ms. Sue Carpenter was keeping track of the past yards of the month and now Ms. Genny Hedrick is doing this. Mayor Worley said he believes at least two people from the committee should make this decision. Commissioner Lawrence stated if someone is using a lawn service and it is helping to beautify the Town then they should not be penalized. The Town Manager stated Cramer Mountain and Old Course residents had been left out prior as these are gated. Mayor Pro Tem Cauthen stated the wording could read to be inclusive of any private residential homes within the Town's limits. Commissioner Carpenter stated the Beautification Committee tried to ensure all neighborhoods were represented.

Commissioner Koutsoupas asked about the Beautification Committee holding their first meeting for this year in February or March and approving the amended guidelines and accepting applications for the committee to do so. Commissioner Carpenter stated applications are on file. Mayor Pro Tem Cauthen stated \$750.00 budget in the proposed guidelines. Commissioner Carpenter stated the budget amount for this committee was \$2,000.00 and they have spent

\$1,000.00. Commissioner Carpenter stated this committee wants to purchase plants to upgrade areas prior to the Centennial Celebration. Mayor Pro Tem Cauthen stated the funds for the Centennial Celebration needs to be tracked separately.

A motion was made by Commissioner Lawrence to approve the amended Beautification Committee guidelines for 2015. Commissioner Ware seconded.

Commissioner Carpenter asked if requests were going to continue for anyone interested in serving on the Beautification Committee. Attorney Brown stated the Town Clerk would update the Board regarding who is serving and their terms.

Commissioner Carpenter asked if applications were being requested then how the determination will be made regarding who is going to serve and their terms. Attorney Brown stated the committee list and terms will be reviewed.

Commissioner Carpenter stated he did not want the Beautification Committee to wait until March to get started. Mayor Worley stated it may be later than March before a Town Manager is in office. Mayor Worley stated the Planning Director was the current staff liaison to this committee and will be serving as the Interim Town Manager.

The motion was made by Commissioner Lawrence to approve the 2015 Beautification Committee guidelines. That motion was seconded by Commissioner Ware came on for a vote and was approved by all.

A motion to designate Mrs. Martha Bridges as an honorary committee member emeritus was made by Commissioner Carpenter, was seconded by Mayor Pro Tem Cauthen and approved by all.

Discussion of Town Manager Search. The manager selection committee met this afternoon and twenty-six applications have been received. Mayor Pro Tem Cauthen, Mayor Worley and Commissioner Ware met and discussed the applications. Centralina Council of Government chose eight applicants and the selection committee's choices overlapped. Mayor Pro Tem Cauthen said he would contact Centralina Council of Government to instruct them to contact the potential candidates. The assessment center will be set up at the Hudson Building for February 12th. A donation needs to be given to First Baptist Church for the usage of the Hudson Building.

UPDATE ON CONTINUING PROJECTS:

Update on Goat Island Park, Phase II Schedule and Updates on Park Amenities. The Town Manager stated the minutes from the project meeting along with an updated Gantt chart will be given to the Board. The concrete is in place on both sides of the bridge and soil is being placed for the ramp on the island side of the bridge. Lighting will be installed in the next two weeks. An area to be designated for maintenance vehicles and parking for the golf carts and UTVs will be discussed at a later date. The Town Manager stated the project is currently under budget and remains on the proposed timeline. The first payment to Blythe Construction for \$947,000.00 was issued today. The project completion date is April 4th. Mayor Pro Tem Cauthen asked if the bridge could be lit prior to the grand re-opening. Landscaping will be discussed at a later date.

Commissioner Carpenter asked about drainage holes in the bridge. The Town Manager said this would have been part of the design. Commissioner Lawrence stated there was no grade on the other side. The Town Manager stated the grades have to be returned to their original grade as the grade changes were only permitted for the temporary causeway.

Update on NCDOT Projects: Lakewood Road/Eagle Road Sidewalk, Alternative Fuel Kits for Vehicles, Lakewood to US 29/74 Greenway, and Miscellaneous. The Planning Director stated the Lakewood Road/Eagle Road sidewalk project is on track. Surveyors are on the greenway site.

Update on Development Projects: Village at South Fork Greenway, Villages at Cramerton Mills, PSNC, and Others:

The Planning Director stated the certificate of occupancy for PSNC has been issued and landscaping has been completed.

The Town Manager stated there have been erosion concerns at the Villages at Cramerton Mills. There were complaints about mud in the street and the construction entrances. A berm has been constructed at the Hamrick Road and the developer made improvements to the construction entrances. Vertical construction may be in place by March with model homes. Mr. Bynum with Two Rivers Utilities is reviewing the New Hope Road connector plans.

The greenway at the South Fork Village has a “soup bowl effect” and the creek will need to be bridged from that point as paving equipment cannot access this area. Mr. Scott Bell with Davis and Floyd recommended the construction of a boardwalk. Current site conditions, freeze thaw and extremely wet conditions make it will almost impossible to complete the last 300 feet of the greenway. Mr. Ratchford has offered \$15,000.00 as a fee in lieu and the Town would be responsible to complete that portion. The Town Planner stated additional costs such as design and permitting would need to be considered for the construction of a raised boardwalk. Mr. Krouse stated the greenway cannot be completed at this time due to the weather and there is a creek that will have to be covered by a boardwalk. The Planning Director stated he was not sure if \$15,000.00 would cover the cost as a fee in lieu of and further information will need to be gathered. Mayor Pro Tem Cauthen stated he would like to receive several good faith cost estimates on the boardwalk. The Town Manager stated Rowboat is in Town constructing observation piers and he would contact them. Attorney Brown said a wetlands permit will be needed.

BUSINESS ITEMS/TOPICS OF DISCUSSION FOR EACH COMMISSIONER:

Commissioner Ware had nothing to report.

Commissioner Koutsoupas had nothing to report.

Mayor Pro Tem Cauthen presented the profile from CCOG about ideas for an ideal candidate.

Mayor Pro Tem Cauthen stated a meeting was held with Cam Carpenter and Commissioner Koutsoupas to discuss promotional merchandise. The artwork on the banners does not work well on smaller items due to the complexity. He recommended alternative logos be considered for smaller items. The proposed logo for tee-shirts, sweatshirts, and mugs was presented and it was a profile of Mr. Cramer. Several ideas were presented for embroidery. Mayor Worley asked if this information has been presented to the Centennial Celebration Committee. Mayor Pro Tem Cauthen said no. Chief Ratchford stated this year was the Chinese year of the goat. Commissioner Koutsoupas said he thought the profile logo needed to identify Mr. Cramer. Mayor Pro Tem Cauthen stated Mr. Cramer made the Town unique and is not common to the other municipalities. Mayor Worley stated he could see Mr. Cramer’s profile being placed on a commemorative coin.

Commissioner Carpenter had nothing to report.

Commissioner Lawrence had nothing to report.

Mayor Worley stated Mr. Peoples would be recognized at the next Montcross Chamber of Commerce annual meeting which includes dinner. A table for eight would cost \$1,000.00. Mayor Worley stated he would like to encourage the Board members to attend as Mr. Peoples will be recognized for the Harley B. Gaston Award and the Town has been a Montcross member for many years. Mayor Pro Tem Cauthen stated he would like to attend and would pay for his wife to attend. The event will be hosted by the City of Mount Holly. A motion was made by Mayor Pro Tem Cauthen for the Town to sponsor a table for \$1,000.00 for eight people with stage and program recognition. The motion was seconded by Commissioner Lawrence and approved by all. A list of attendees will be developed.

Recognition of Town Manager, Michael C. Peoples: The Board recognized Mr. Peoples for his ten years of service to the Town. Mayor Worley read a proclamation recognizing the Town Manager. The Town Manager thanked the Board for sponsoring a table at the Montcross event.

Mayor Worley and the Board thanked Mr. Peoples for his service to the Town. This is Mr. Peoples' last official Board meeting.

Closed Session: 143.318.11(3)(6): To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.

To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

A motion was made by Mayor Pro Tem Cauthen to enter into closed session to discuss personnel matters. The motion was seconded by Commissioner Carpenter and approved by all.

ADJOURNMENT: On return to open session, there being no further business, a motion was made by Commissioner Lawrence to adjourn the meeting at 9:03 p.m. The motion was seconded by Mayor Pro Tem Cauthen and approved by all.

Mayor Ronald E. Worley

ATTEST:

Wilene Cunningham, Town Clerk