

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

December 1, 2015

The Board of Commissioners for the Town of Cramerton met in regular session on Tuesday, December 1, 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 Demetrios Koutsoupas; Tammy Lawrence; and Sandra R. Ware. Commissioner Sam Carpenter was absent. Commissioners elect Houston Helms, Susan Neeley, and Donald Rice were in attendance.

Staff present: David Pugh, Town Manager; Bill Brown, Town Attorney; Chief Greg Ratchford; 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 a quorum was present. Mayor Worley thanked Judge Jesse Caldwell for being in attendance at tonight's meeting.

Invocation and Pledge of Allegiance: The invocation was given by Superior Court Senior Resident Judge Jesse Caldwell. The pledge of allegiance was given by all.

Adoption of Agenda for this Meeting: A motion was made by Mayor Pro Tem Cauthen to adopt the proposed agenda. The Town Manager stated that the closed session for tonight's meeting would be regarding a personnel matter per N.C.G.S. 143-318.11(a)(6) and is not a closed session under the attorney-client privilege. The motion was seconded by Commissioner Ware to adopt the amended agenda and the motion passed by unanimous vote.

Old Business for the Outgoing Board of Commissioners:

- **Discussion and possible approval of October 6, 2015 meeting minutes:** A motion was made by Commissioner Ware to approve the October 6, 2015 meeting minutes. The motion was seconded by Commissioner Koutsoupas and the motion passed by unanimous vote.
- **Villages at Cramerton Mills:** The Planning Director stated a memo was enclosed in the agenda packets offering background information for Phase I-A for the Villages at Cramerton Mills. The plat has been reviewed by the Technical Review Committee, Planning staff, Gaston County Soil and Erosion, US Infrastructure, and was approved by the Town's Planning and Zoning Board. The plat was submitted to staff in July of 2015 and consists of sixty-four single family homes. Recommendations were made by the Technical Review Committee and notes were added to the plat to specify that the ditches, storm water BMP's, etc. were the responsibility of the homeowner's association to maintain. A performance bond for \$344,204.00 has been verified.

The Planning Director stated the current ditch off the main road is failing and will continue to fail until the fabric is put into place. The fabric for the ditches will be put in place once construction has been completed. A temporary mat along with straw waddles will be used to slow the water and stop the erosion. The developer is responsible for the installation of the fabric and matting. The Planning Director stated the Town will not accept the plat and issue the final permit until the ditch is properly constructed and working and meets the satisfaction of the Town. Mr. Parker stated they had delayed working on the ditch until utilities had been installed. Attorney Brown recommended that periodic inspections be completed by the Planning Director while the temporary solution is in place and the developer be notified of any issues. Mayor Pro Tem Cauthen made a motion to approve the Phase I-A preliminary plat with the condition that it not be signed by the Town Planner until the temporary solution as discussed is put into place and maintained and periodically

inspected as needed. The motion was seconded by Commissioner Lawrence and approved by all. Mr. Parker stated they are ready to begin on five houses.

Recognition via Proclamation of Public Service for the Outgoing Commissioners: Mayor Worley read the proclamations of public service for Commissioners Carpenter, Lawrence and Ware. Commissioner Lawrence stated this was a bittersweet day. The Board thanked her for her years of public service. Commissioner Koutsoupas stated he remembered meeting her at a Parks and Recreation Advisory Board meeting and how she always had a lot of good ideas to share. Commissioner Ware thanked everyone and asked that the newly elected officials mark their calendars for Board meetings and to make a dedicated effort to attend. She said government moves slowly and it takes patience to see things completed. The Board thanked Commissioners Lawrence and Ware for their many years of dedicated service.

Swearing into Office for Incoming Commissioners by the Honorable Judge Jesse Caldwell, Senior Resident Judge, Superior Court: Mayor Worley introduced Judge Caldwell to the Board. Judge Caldwell stated he was raised as a Cramerton resident and thanked the Town for asking him to have been a speaker at the Centennial event.

Judge Caldwell gave oaths of office to Commissioners elect Houston Helms, Susan Neeley, and Donald Rice.

Public Comment: No one signed up to speak.

AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING:

- **Consider Approval of 2016 Calendar Year Meeting Schedule:** Commissioner Koutsoupas stated he noted that the second meeting in January needs to be changed from the 22nd to the 21st. A motion was made by Commissioner Helms to adopt the 2016 calendar year meeting schedule with the proposed date change. The motion was seconded by Commissioner Koutsoupas and approved by all.
- **Appointment of Cramerton Mayor Pro Tempore:** Commissioner Koutsoupas made a nomination for Will Cauthen to be appointed as Mayor Pro Tempore. No other nominations were made. The Board voted unanimously to appoint Will Cauthen as Mayor Pro Tempore for an additional two years.
- **Appointment of Representative to Montcross Chamber:** A motion was made by Commissioner Koutsoupas to appoint the Town Manager as the representative to the Montcross Chamber of Commerce. Mayor Pro Tem Cauthen seconded the motion. Commissioner Helms stated he would also be interested in serving as he wants to be involved. The Town Manager stated Commissioner Helms could serve as the alternate or Board liaison. Commissioner Helms said he plans to attend as many Chamber meetings as possible. The motion passed by unanimous vote. Mayor Pro Tem Cauthen stated he has served for six years on Centralina Council of Governments and three years on their executive board. He stated he would be okay if someone else would like to serve as the CCOG representative.
- **Appointment of Gaston-Cleveland-Lincoln MPO-TAC representative and TAC representative and alternate representative:** Mayor Worley is currently serving and Commissioner Koutsoupas is the alternate representative on the MPO. Mayor Worley and Commissioner Koutsoupas stated they were willing to continue to serve. Commissioner Neeley made a motion for Mayor Worley and Commissioner Koutsoupas to continue serving in their current positions on the Gaston-Cleveland-Lincoln MPO-TAC. The motion was seconded by Mayor Pro Tem Cauthen and approved by all. A motion was made Commissioner Neeley to appoint the Planning Director as the TCC representative and the Town Manager as the alternate TCC representative. The motion was seconded by Mayor Pro Tem Cauthen and approved by all.
- **Liaison Appointment to the Parks and Recreation Advisory Board:** Commissioner Koutsoupas stated he would like to continue to serve as the Board liaison to the Parks and Recreation Advisory Board. A motion was made by Mayor Pro Tem Cauthen to appoint Commissioner Koutsoupas to continue to serve as the Board's liaison to the Parks and Recreation Advisory Board. The motion was seconded by Commissioner Rice and approved by all.
- **Date and Location for 2016 Goals and Objectives Work Session:** Mayor Worley stated the meetings in the past were held in February each year. The Town Manager stated he

would like to hold a meeting with the Board along with the Town Clerk and Town Attorney with no department heads involved to review goals and objectives using a third party trained facilitator. A follow up meeting with department heads would be scheduled at a later date. The Board discussed holding a possible Saturday meeting. The Town Manager stated he liked holding half day sessions. Commissioner Helms recommended that everyone begin working on thoughts regarding proposed goals and objectives. The Board discussed meeting for half day sessions. A half day meeting would be scheduled in February to include department heads. The meetings would be open meetings and the newspapers would be notified. Commissioners Rice and Neeley were in agreement to a meeting to be held on a Saturday in January. The Board decided to meet on Saturday January 30th from 8:00 a.m. to noon with light refreshments to be served. The meeting will be held at Town Hall. The next meeting will be held in approximately three to four weeks to include the department heads. The Board discussed setting the date for the second goals and objectives meeting at the January meeting.

- **Cancellation of December 17, 2015 BOC meeting:** A motion was made by Commissioner Helms to cancel the December 17, 2015 Board of Commissioners meeting. The motion was seconded by Commissioner Neeley and approved by all.

Committee and Board Applications:

- **Planning and Zoning Board:** An application was received from Sandra Ware for review for appointment to the Planning and Zoning Board. Mayor Worley stated there had been several other applications received and the Board needs to review them. The alternate member vacancy on the Planning and Zoning Board is open as Donald Rice was elected to serve on the Board of Commissioners. Will Neumann is currently serving as an alternate and can fill the position left by Donald Rice. Charles Oliver has declined being re-appointed to the Planning and Zoning Board. A motion was made by Commissioner Neeley to table appointments to the Planning and Zoning Board and Parks and Recreation Advisory Board until the next Board meeting on January 5, 2016. The motion was seconded by Mayor Pro Tem Cauthen and approved by all.
- **Parks and Recreation Advisory Board:** Commissioner Koutsoupas stated Ray Andrews had submitted his application for re-appointment. Three committee vacancies are available on the Parks and Recreation Advisory Board. Commissioner Helms stated he would like to review the applications prior to making any appointments. The Board asked that all applications be distributed to the Board and further discussion could be held at the January 5, 2016 meeting. The Town Clerk will provide copies of all committee applications to the Board.

TOWN MANAGER'S REPORT:

E-mail: The new Board members e-mail accounts have been created. Attorney Brown reminded everyone to please use their Town e-mail accounts for official business.

Centennial DVD: The Town Manager played the preview of the Centennial DVD and stated this preview would be shown at the holiday festival on Thursday and pre-orders would be taken. The cost of the commemorative Centennial DVD will be \$15.00 and Cam Carpenter has pre-sold forty. Commissioner Koutsoupas asked that a link be put on the Town's website.

STAFF REPORTS:

Two Rivers Utilities: Mike Bynum with Two Rivers Utilities welcomed the new commissioners. TRU responded to twenty water meter related events, one sewer related call, repaired two water leaks, and completed sixteen lift station inspections, and mowed one segment of sewer right-of-way.

Town Attorney: Attorney Brown welcomed the new commissioners and said he will be working until his retirement in June of 2017.

Town Clerk: The clerk reminded the Board of the upcoming CCOG meeting on Thursday December 3rd and the staff appreciation luncheon on Friday December 4th.

Police Chief: Chief Ratchford stated that the intersection at Lakewood and Wilkinson Boulevard will be manned on weekends during the Christmas light traffic at no cost to the Town. Commissioner Koutsoupas asked about the closing of exit 23 ramp during the holiday lights on weekends. Mayor Worley stated only the northbound side of Interstate 85 at exit 23 is closed when busy during the holiday light traffic and traffic is routed back southbound.

Fire Chief: Chief Foulk was absent. The Town Manager stated the fire truck has arrived and will be in the parade. Commissioner Rice said it would be approximately a month before it will be placed into active service.

Planning Director: Nothing to report.

Finance Director: Mr. Lineberger stated over \$725,000.00 was collected in property taxes. He stated a check for a little over \$10,000.00 was received for funding that was earned on the money from the fire truck's pre-payment to Smeal. Mayor Worley commented that monies had been reserved in prior years for the purchase of the fire truck by former Boards.

COMMITTEE REPORTS: No committee updates.

BUSINESS ITEMS/TOPICS OF DISCUSSION FOR EACH COMMISSIONER:

Commissioner Neeley stated she was excited to be here.

Commissioner Rice stated he was excited to be here and ready to get started. He stated he was ready to get started on the Veterans Memorial project.

Commissioner Helms stated he was thankful for being here. He stated he wanted to take Commissioner Ware's seat and thanked her for her dedication and years of service to the Town. He said he was looking forward to working with the staff and Town Manager.

Commissioner Koutsoupas stated he was looking forward to working with the new commissioners and looking forward to the continued success of the Town.

Mayor Pro Tem Cauthen stated he was also looking forward to working with the new commissioners and getting the Veterans Memorial project back on track.

Mayor Worley welcomed everyone to the Board. He stated today he filed to run in the election for the South Point County Commissioner's seat. He stated if elected it would leave a year of his Board of Commissioner's term to be completed until the next Town election. He stated he will be retiring from the North Carolina State Highway Patrol in July 2016. He wished everyone Merry Christmas and Happy Holidays.

A motion was made by Mayor Pro Tem Cauthen to enter into closed session for a personnel matter per N.C.G.S. 143-318.11(a)(6). Commissioner Neeley seconded the motion and it was approved by all.

ADJOURNMENT: There being no further business, a motion was made by Commissioner Koutsoupas to adjourn the meeting at 9:10 p.m. The motion was seconded by Commissioner Mayor Pro Tem Cauthen and approved by all. No action was taken in closed session.

Mayor Ronnie Worley

ATTEST:

Wilene Cunningham, Town Clerk