

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

February 3, 2015

The Board of Commissioners for the Town of Cramerton met in regular session on Thursday, February 3, 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 were present. Commissioner Carpenter arrived at 7:19 p.m.

Staff present: Kevin Krouse, Interim Town Manager and Planning Director; Bill Brown, Town Attorney; Greg Ratchford, Chief of Police; Joel Lineberger, Finance 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 Commissioner Ware to approve the adoption of the agenda as presented. The motion was seconded by Commissioner Lawrence and approved by all.

Invocation: Attorney Brown presented the invocation.

Pledge of Allegiance: The pledge was 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 the January 6, 2015 Meeting Minutes. A motion was made by Commissioner Ware to approve the January 6, 2015 meeting minutes. The motion was seconded by Commissioner Koutsoupas and approved by all.

Discussion and Possible Action to Resolve Challenges Associated with the Construction of the Greenway that is Part of the Village at South Fork. Mr. Krouse stated the area in question is at the end of the property and is behind the last building on their site. Mr. William Ratchford spoke on behalf of the developer. Mr. Ratchford stated Shield Engineering recommended placement of sixteen inches of stone and geo-grid. He explained there would be a six to eight inch drop even after the stone and geo-grid being placed due to the instability of this area. The trail cannot be relocated due to the proximity of the river and the restrictions placed by Duke Energy along with FERC restrictions. The area is located in a wetlands area. Mr. Ratchford stated no structures can be placed in the FERC permitted area. Mr. Ratchford stated the greenway area would be disturbed once the gravity sewer is extended for the single family homes. He recommended having a dead end trail and to halt completing the greenway trail until the single family homes are built and the gravity sewer has been completed. He offered \$15,000.00 as a fee in lieu for the percentage for the remaining trail and offered to provide gravel and asphalt chippings. Mr. Ratchford stated Mr. Krouse and Mayor Pro Tem Cauthen had visited the area on Friday.

The Planning Director stated Scott Bell with Davis and Floyd and Shield Engineering both agreed that a boardwalk should be considered as a permanent solution due to the instability of the area. The cost for a boardwalk would be more than the placement of paved asphalt. The paved asphalt would cost around \$15,000.00. Mr. Krouse stated quotes had been received for \$24,500.00 and \$32,000.00 for 400 linear feet of boardwalk. Mr. Krouse stated a bond may need to be considered. He stated the northern area of the Village at South Fork project would not be fully developed for a while and this might be a good stopping place for the trail. He stated a fee in lieu or a bond would be possible considerations.

Commissioner Ware asked would permission needed to be obtained through FERC. Mr. Krouse stated the project would be outside of the FERC line. Attorney Brown stated the state and county would both need to be involved as this is considered a wetlands area. He explained that the bond would be issued by a surety company and the Town would hold the bond until the completion of the project. Mr. Ratchford stated he was not in favor of a surety bond as it has to be renewed yearly. Attorney Brown stated this type of infrastructure bond is usually affordable and this would cover the commitment for the project and if Mr. Ratchford's business would become defunct then the Town would have someone to file a claim against. Mayor Pro Tem Cauthen asked about the amount needed for a surety bond. Attorney Brown stated it would be based on a fixed amount and information received from the engineer. The \$15,000.00 fee in lieu amount proposed would not cover the cost of the boardwalk.

Mayor Pro Tem Cauthen stated the original greenway plan was for connectivity and construction to this point has been great. The Board discussed offering Mr. Ratchford the option of paying \$30,000.00 as a cash fee in lieu, obtaining a bond, or a commitment to construct the boardwalk. Mr. Ratchford said he would review the options and have an answer by the end of the week. Mr. Krouse requested permission from the Board to use his discretion and to proceed with working with Mr. Ratchford regarding him choosing an option. The Board's consensus was to allow the Planning Director to proceed with Mr. Ratchford.

Annexation Request from TKW Holdings for 6121 Wilkinson Boulevard. Mr. Krouse stated the Town Clerk investigated and certified the sufficiency of the property. The property is currently under the City of Belmont's zoning and the Town's sphere of influence and a public hearing needs to be held. A motion was made by Commissioner Ware to advertise for a public hearing on the annexation to be held on March 3, 2015. The motion was seconded by Commissioner Koutsoupas and approved by all.

Discussion and Possible Action To Approve the FYE 2015 Audit Contract with Collis and Associates. The Finance Director stated there was a \$300.00 increase due to a single audit required by the receipt of USDA, Clean Water Management Trust Fund, and PARTF grant monies which have been or will be received during the fiscal year. The cost for the audit contract fiscal year 2015 will be \$17,600.00. A motion was made by Commissioner Ware to approve the 2015 audit contract with Collis and Associates. The motion was seconded by Commissioner Lawrence and approved by all.

Budget Transfer Request. The Finance Director presented budget amendments for funding of \$31,000.00 for the 2015 Ford Interceptor SUV approved by the Board on January 22, 2015 and to transfer remaining police capital outlay funds to police operating department. The second budget amendment was to remove budgeted funds from capital outlay to operating department covering equipment items costing less than \$5,000.00 with excess of budgeted funds to provide for unanticipated transmission repair. A motion was made by Commissioner Ware to approve the proposed budget amendments. The motion was seconded by Commissioner Koutsoupas and approved by all.

Discussion of Changes to the Make-Up of the ABC Board and Possible Replacement of Vacant Seat Left by Sam Carpenter. Attorney Brown stated the ABC Board vacancy being left by Sam Carpenter could be filled by someone through the end of Mr. Carpenter's current term. Mr. Carpenter stated Ms. Carolyn Helms is currently serving as the temporary chairperson. The Board discussed the requirements for serving on the ABC Board. Chief Ratchford stated a criminal background check had been completed on Mr. Houser. Commissioner Carpenter stated the ABC Board is a very close knit unit and he thought they would like to have input regarding the next appointee.

A motion was made by Mayor Pro Tem Cauthen to appoint Carolyn Helms as the acting chair of the ABC Board Committee and the motion was seconded by Commissioner Lawrence. Commissioner Carpenter was recused from voting. The motion passed unanimously. The Board asked that the vacancy be put on the Town's website and Facebook and to place this back item on the agenda after 30 days. Commissioner Carpenter stated the meetings are held on the fourth Tuesday of each month at 1:00 at Town Hall.

Discussion of Goals and Objectives for FY15-16 to Assist in Budget Preparation and Set Date for Budget Workshop. Discussion was held by the Board on holding a possible half day event. Mr. Krouse stated the presentation for the Central Park Study would take about an hour. Chief Ratchford recommended the budget workshop meeting be held at Town Hall. Mayor Worley suggested Tuesday February 24th beginning at 8:30 a.m. The Board and staff agreed to the proposed date. Mr. Krouse stated discussion would center on the departments' large ticket items. Mayor Pro Tem Cauthen stated he would like to add an item under strategic goals regarding educating, enabling, and empowering the new town manager.

COMMITTEE UPDATES:

Parks and Recreation Advisory Board: Commissioner Koutsoupas stated a meeting was held last night and there was discussion regarding the grand re-opening of Goat Island, review of the dog park rules and ordinance, walking routes and signage, and the Farmers Market. Basketball concludes on February 14th. Spring registration signups are being held for baseball, softball, soccer, and volleyball. The staff is working on walking trails around Town which will include signage. A port a pit sale will be held tomorrow at the Community Center. Ms. Busler with the Parks and Recreation Department is working on gathering information regarding vendors along with possible dates and times for the Farmers Market.

Centennial Celebration Committee: Mayor Worley stated the next meeting is scheduled for February 12th.

Update from Town Clerk Regarding Committee Updates: The Town Clerk stated that Mr. Rikard and Ms. Radcliffe have applications on file for the Beautification Committee. Applications have been received from Mr. Young and Ms. Watkins to serve on the Beautification Committee. Mr. Rick Houser has an application on file for the ABC Board and has passed his criminal background check.

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 twenty-five weekly checks for lift stations, responded to twelve water meter related service requests, and repaired five water leaks. TRU took water quality samples at two locations and the samples met or exceeded the minimum State drinking water standards. TRU responded to six sewer related call and completed patching for two street cuts. The transfer switch was repaired for the generator at the Lakewood Pump station and operations are normal at Eagle Road Wastewater Plant. Commissioner Koutsoupas asked if there was a water leak repair at the C.C. Dawson Bridge. Mr. Bynum stated there was a leak and they were checking on this to see if this repair would be made by TRU or NCDOT.

Town Attorney: Attorney Brown stated the legislature is back in session and he will keep the Board updated on relevant legislation.

Police Department: Chief Ratchford stated additional information regarding ordinances for the golf cart/UTV usage on the greenway, fishing ordinance, and dog park ordinances would be available in March. He stated information regarding resolution of issues at the Riverside Park should be available at the first meeting in March.

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

Finance Department: Mr. Lineberger stated \$433,000.00 was collected for property taxes this year. A check was written for \$918,000.00 to Blythe Construction. A check for \$450,000.00 should be received from PARTF for grant monies. A meeting is scheduled for Thursday with Mr. Jimmy Tanner, Gaston County Tax Director. A meeting will be held at Town Hall on February 10th at 7:00 p.m. regarding tax revaluation and is open to the public.

Interim Town Manager Report:

Goat Island Update: Mr. Krouse stated rail installation should begin on the ramps next week. The fit pavilion, table tennis ping pong tables, and cornhole boards are complete. Mulch was added to the 2 to 5 year old playground. Work continues on the dog park and should be completed by next week. The grading along with landscaping will occur later this month. Livestaking is planned for the fifty (50) foot buffer area. Information should be received tomorrow about changing out the plants to include other type trees and plants with a minimum increase of cost. Commissioner Lawrence stated the addition of possibly hydrangeas and grasses would warm up the area around the ramps. Flagstone pavers may need to be placed under the ramps on Goat Island to provide a pathway. Mr. Krouse stated the ramps would need to be marked as low clearance. The Finance Director stated there was some contingency funding available. Commissioner Lawrence stated she would like the trees to be at least 3-1/2 inches in size and use white hydrangeas to landscape.

Mayor Pro Tem Cauthen asked about the plaque for the Goat Island grand re-opening and the listing of Board members both past and present. The Board discussed the members who were serving on the Board since the start of this project. Attorney Brown stated traditionally that the plaque would be commissioned by the current Board. The Board discussed if the Parks and Recreation Advisory Board should be recognized. Mayor Pro Tem Cauthen recommended the plaque show all contributors along with the current Board of Commissioners. Mr. Krouse stated he would check with PSNC to confirm the proper wording for this contributor.

Wilkinson Boulevard Study: Mr. Krouse stated this study has been completed and he asked the Board to review the study and consider adopting it as a plan at a later date. He stated the City of Belmont and the Town of McAdenville will be following the same procedure.

Central Park Study: A Gantt chart was presented to the Board. A meeting was held with the consultant and a presentation will be given at the budget workshop.

Information Technology Study: An assessment is scheduled tomorrow with Pharr Technologies along with Mark Whitten, our current IT consultant. Two assessments by other vendors will also be completed.

Salary Review: Mr. Krouse stated the Finance Director gathered information regarding department head salary comparisons with other municipalities and asked the Board to review it for discussion at the budget workshop.

Miscellaneous: Mr. Lineberger addressed the Board regarding a payment request for \$200.00 from a member on the Centennial Celebration Committee for research services by an individual that had been provided to the committee. He stated this individual was researching information and had been sharing this data with the committee. Commissioner Ware asked who this person was. Mr. Lineberger stated it was Mr. Joe Bradley. Chief Ratchford stated this person was not an official member of the committee and no criminal background check had been completed. Mr. Krouse stated the committee could ask the intern to help and he would contact Jeff Ramsey regarding this matter.

BUSINESS ITEMS/TOPICS OF DISCUSSION FOR EACH COMMISSIONER:

Commissioner Lawrence stated she met one of the owners of the Mayworth Public House. She stated he had been in business for a long time and hoped to open the restaurant in mid-March. She said open public memberships have begun for Cramer Mountain.

Commissioner Carpenter presented a check to the Board for \$26,272.03 from the ABC Store. He stated this was the first year they had needed the services of an attorney and this helped in making the decision for him to become the store's general manager due to the time he spent working with the attorney. Commissioner Carpenter stated Ms. Helms will serve the ABC Board well as the temporary chairperson. He stated he had been performing the duties of the general manager for the store along with serving as the chairperson for the ABC Board. Ms. Helms has been serving as the bookkeeper. Commissioner Carpenter stated he did not think he should be serving on the both Town's Board and the ABC Board as he thought there was a conflict trying

to serve on both boards. Mayor Worley stated the store has been very profitable. Commissioner Carpenter stated he was going to put his Eighth Avenue home up for rent.

Mayor Pro Tem Cauthen stated he wants to discuss the search for a Town Manager in closed session.

Commissioner Koutsoupas had nothing to report.

Commissioner Ware stated parking will need to be discussed especially with the new business opening down town.

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 to enter in closed session to discuss a personnel matter was made by Commissioner Ware and seconded by Mayor Pro Tem Cauthen. The motion passed by unanimous vote.

ADJOURNMENT: On return to open session, there being no further business, a motion was made by Commissioner Ware to adjourn the meeting at 8:51 p.m. The motion was seconded by Commissioner Koutsoupas and approved by all.

Mayor Ronald E. Worley

ATTEST:

Wilene Cunningham, Town Clerk