

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

**April 7, 2015**

The Board of Commissioners for the Town of Cramerton met in regular session on Tuesday, April 7, 2015 at 7:00 p.m. in the G.M. Michael Room at the Cramerton Town Hall.

**Board members present:** Mayor Pro Tempore Will Cauthen; Commissioners Demetrios Koutsoupas; and Sandra R. Ware. Mayor Ronnie Worley, Commissioners Sam Carpenter and Tammy Lawrence were absent.

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

**Call to Order and Determination of Quorum:** Mayor Pro Tem Cauthen called the meeting to order and determined that a quorum was present per the Town's charter.

**Adoption of Agenda for this Meeting:** Commissioner Ware made a motion to adopt the agenda as presented. The motion was seconded by Commissioner Koutsoupas and approved by all.

**Invocation:** Given by Attorney Brown.

**Pledge of Allegiance:** Given by all.

**Public Comment:** No one signed up to speak.

**Arbor Day Proclamation:** A motion was made by Commissioner Ware and seconded by Commissioner Koutsoupas to approve the proclamation acknowledging April 25, 2015 as the 10<sup>th</sup> anniversary of the celebration of Arbor Day in the Town of Cramerton. The motion passed by unanimous vote.

**REVIEW AND DISCUSSION OF AGENDA ITEMS REQUIRING A PUBLIC HEARING:**

**Public hearing for proposed text change to section 5.11 of the Land Development Code.** A motion was made by Commissioner Koutsoupas to open the public hearing. The motion was seconded by Commissioner Ware and approved by all.

Mr. Krouse stated the change to this ordinance would base the size of the accessory structures on size of the primary structure and not the lot size. He advised the Board that this recommendation was unanimously approved by the Planning and Zoning Board. Mr. Krouse stated the proposed text change was derived from Gaston County's UDO.

**Public Comment:** No one signed up to speak.

A motion was made by Commissioner Koutsoupas to close the public hearing and the motion was seconded by Mayor Pro Tem Cauthen. The motion passed by unanimous vote.

A motion was made by Commissioner Ware to approve the proposed text change to section 5.11 of the Land Development Code. The motion was seconded by Commissioner Koutsoupas and approved by all.

**Public hearing for proposed text change to section 9.2 of the Land Development Code.** A motion was made by Commissioner Koutsoupas to open the public hearing. The motion was seconded by Commissioner Ware and approved by all.

Mr. Krouse stated an application had been received from the Pennington's regarding the rental of mother-in-law suites. He explained that the current ordinance regulated ownership and could not be rented for gain and must be used by a family member. He recommended to the Board the adoption of the proposed text as presented. The new ordinance stated the principal use of the lot shall be detached or attached single-family dwelling built to the standards of the North Carolina housing code. No more than one private residential quarter shall be permitted on a single deeded lot in conjunction with the principal dwelling unit. The private residential quarters shall be owned by the same person as the principal dwelling. The private residential quarters shall not be served by a driveway separate from that serving the principal dwelling unless the private residential quarters is accessed from a rear alley and the principal dwelling is accessed from a street. A detached private residential quarter shall be housed in a building not exceeding 650 square feet of first floor area (maximum footprint) or 50% of the first floor area of the principal dwelling, whichever is greater; the structure may be dwelling only or may combine dwelling with garage, workshop, studio, or similar use. This provision shall not apply to private residential quarters already in existence prior to the adoption of this ordinance. A detached private residential quarter shall be located in the established rear yard and meet the standards for the applicable building and lot type in the Land Development Code. A private residential quarter must be registered with the Planning Director at the time a certificate of occupancy is obtained.

Mayor Pro Tem Cauthen asked if this change affected existing properties and the Planning Director stated no. Chief Ratchford asked how this would affect issues such as disputes between tenants and driveway usage. Mr. Krouse stated the property owner would address this in the property lease agreement. Attorney Brown stated each property should be under a lease agreement and the primary landowner should address this issue. Chief Ratchford stated many current rental properties are not covered under a lease. Attorney Brown stated driveway blocking is a civil issue and would need to be addressed with a magistrate.

Mayor Pro Tem Cauthen asked if anyone would like to make public comments. Mr. Pennington, 314 Belwood Drive, Belmont, stated the property that was discussed at the Planning and Zoning Board meeting has plenty of parking and lease agreements for both structures will be required. He stated the primary property will be responsible for the yard work. Commissioner Koutsoupas asked the Planning Director how the property registration will be maintained. Mr. Krouse stated the ZonePro software the Town uses will maintain these records. A motion was

made by Commissioner Ware to close the public hearing. The motion was seconded by Commissioner Koutsoupas and approved by all.

A motion was made by Commissioner Ware to approve the proposed text changes to section 9.1 of the Land Development Code. The motion was seconded by Commissioner Koutsoupas and approved by all.

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

**Discussion and Possible Action to Approve the Proposed February 19, 2015 Meeting Minutes.** A motion was made by Commissioner Ware to approve the proposed February 19, 2015 meeting minutes. The motion was seconded by Commissioner Koutsoupas and approved by all.

**Discussion and Possible Action to Adopt Proposed Amendments to Title XIII Chapter 131 of the Town of Cramerton Code of Ordinances titled Operation of Parks and Trails.** A motion was made by Commissioner Ware to adopt the proposed amendments to Title XIII Chapter 131 of the Town of Cramerton Code of Ordinances titled Operation of Parks and Trails. The motion was seconded by Commissioner Koutsoupas and approved by all. Commissioner Koutsoupas asked what measures were being taken to educate citizens about rules and regulations. Information will be available on signage, the Town's website, and the information kiosks. Chief Ratchford stated fishing will only be allowed where posted and no fishing will be allowed off bridges.

**Information Technology Contract Proposal.** Mr. Krouse stated the current technology being used is out of date. Chief Ratchford stated a software upgrade is needed but cannot be completed as the server in his department is out of date. Mayor Pro Tem Cauthen stated it was important that e-mail communications were properly being stored for State recordkeeping requirements. The Finance Director stated that no funding was allocated in the upcoming budget for this expenditure. Pharr Technology completed an in house study at no cost to the Town but the cost for replacement of both servers will be \$16,000.00. Mr. Krouse stated the maintenance agreement would be separate from the cost of hardware and installation. Chief Ratchford stated this update would correct the phone issues that multiple Town departments have been incurring. The total projected contract cost is \$61,114.21. Mr. Krouse stated it would take two weeks for the equipment order to be completed and an additional two weeks for installation. A motion was made by Commissioner Ware to approve the information technology contract. The motion was seconded by Commissioner Koutsoupas and approved by all.

## **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 twenty-six weekly checks for lift stations, responded to thirty water meter related service requests, and

repaired two water leaks. TRU completed one video inspection on a sewer line segment and responded to two sewer related calls. Water quality samples were taken from seven locations and they met or exceeded the minimum State drinking water standards. Commissioner Ware asked what was included in the water meter related service requests. Mr. Bynum stated this included any repairs and also any calls to connect or disconnect services.

**Town Attorney:** Attorney Brown stated he would update the Board regarding the zoning rewrite bill and any non-financial bills that move past the legislative “crossover” date.

**Police Department:** Chief Ratchford had nothing to report.

**Planning Director:** Mr. Krouse had nothing to report.

**Finance Director:** The Finance Director stated monies had been transferred to BB&T for the purchase of certificates of deposit. Interest rates have increased by 25/100<sup>ths</sup> of a percent. Mr. Lineberger stated the project funds for Goat Island would be reviewed and if any project funding is available it could be utilized to offset the cost of the technology upgrade.

Commissioner Ware stated she noted mud oozing through the cracks on Eighth Avenue. Mr. Krouse stated many of the older roads in Town do not have a proper base. The cost for paving will be increased by as much as twenty percent in order to meet State requirements.

**Fire Department:** Chief Foulk was absent.

**Town Clerk:** The Town Clerk stated the Lakewood community would be holding their annual neighborhood block party on Saturday April 25<sup>th</sup>. She also reminded Commissioner Koutsoupias that documentation for the MPO/TAC needs to be completed by April 15<sup>th</sup>.

**INTERIM TOWN MANAGER’S REPORT:** Mr. Krouse stated the greenway is approximately 8’6” and not ten feet. He stated the area where the boardwalk is proposed is very slippery and muddy. Attorney Brown stated this area needs to be marked with warning signs. Mr. Krouse stated the cost for this project has increased but there is a 20% contingency. Attorney Brown stated the money for the boardwalk construction could be used and the connection completed at a later date. Mayor Pro Tem Cauthen asked if the cost would be reduced since the greenway will be eight feet and not ten feet. Mr. Krouse stated this would be a cost reduction. Commissioner Koutsoupias asked about the status of the Rudisill property. Mr. Krouse stated a meeting has been held with the Rudisills. Mayor Pro Tem Cauthen asked about grant funding deadlines. Mr. Krouse stated if the project is okayed to start by June then the Town has one year to spend the funding. He stated if the Town declines to construct the greenway then the Town will be responsible for payment to the engineers. Commissioner Koutsoupias stated connectivity should continue to be the main focus. Commissioner Ware said this project needs to be finished and needs to be completed properly. Mr. Krouse stated NCDOT would need to confirm the installation of an eight foot trail. The Board’s consensus was to proceed with this project pending NCDOT’S approval for an eight foot wide path.

**BUSINESS ITEMS/TOPICS OF DISCUSSION FOR EACH COMMISSIONER:**

Commissioner Ware had nothing to report.

Commissioner Koutsoupas stated the Parks and Recreation Advisory Board met last night. Cam Carpenter stated the final tour of Goat Island is scheduled for next Thursday. The dog park has been completed. General clean up and installation of signage and boardwalk gates should all be complete by the end of next week. The causeway should be removed soon and paving completed. The grand re-opening is scheduled for Friday, May 1<sup>st</sup>. Commissioner Koutsoupas stated 350 children are registered to participate in the spring sports and the Centennial Celebration Committee continues to collect artifacts. He also reminded the Board that the next Commissioners meeting will be held at 6:00 p.m.

Mayor Pro Tem Cauthen had nothing to report.

**ADJOURNMENT:** A motion was made by Commissioner Ware to adjourn the meeting at 7:58 p.m. The motion was seconded by Commissioner Koutsoupas and approved by all.

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Mayor Pro Tem Will Cauthen

**ATTEST:**

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Wilene Cunningham, Town Clerk