

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

July 23, 2015

The Board of Commissioners for the Town of Cramerton met in workshop session on Thursday, July 23, 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; Demetrios Koutsoupas; Tammy Lawrence; and Sandra R. Ware. Mayor Ronnie Worley and Commissioners Sam Carpenter were absent.

Staff present: David Pugh, Town Manager; 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.

The Town Manager asked that the agenda be amended to include information to be presented by Cam Carpenter regarding an insert for the Centennial in the Gaston Gazette under agenda items not requiring a public hearing.

Adoption of Agenda for this Meeting: Commissioner Ware made a motion to adopt the amended agenda. The motion was seconded by Commissioner Koutsoupas and the motion passed by unanimous vote.

Public Comment: No one signed up to speak.

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

Discussion regarding placement of insert in the Gaston Gazette for the Centennial Celebration: The Town Manager distributed information to the Board regarding the Gaston Gazette providing a marketing plan to commemorate the Town's upcoming 100th anniversary celebration. Cam Carpenter presented to the Board a sample of what the product would be similar to. The package would include printed and online presence and promotion from mid-August through the event date along with a keepsake magazine that will be distributed to approximately 18,000 households along with 2,000 additional issues to be distributed at the Centennial event. The commemorative section would be twelve pages with a full color glossy cover and high grade newsprint internal pages. The cost would be \$4,000.00 and the Gazette would be given a gold membership. A list of vendors would be provided to the Gazette to be contacted for advertising. Mr. Carpenter stated a contract will need to be signed for this publication. The Town will supply pictures and editorials and then the Gazette's team will design the layout for the magazine. Commissioner Lawrence stated she would like to see specific pictures provided. Commissioner Koutsoupas recommended the use of current photographs. A motion was made by Commissioner Lawrence to proceed with the placement of the insert in the Gaston Gazette for the Centennial Celebration. The motion was seconded by Commissioner Koutsoupas and approved by all.

Discussion and Possible Action to Approve the Proposed June 25, 2015 Meeting Minutes: Mayor Pro Tem Cauthen asked that the June 25, 2015 meeting minutes be amended to add the Sumner Group as one of the local businesses to be contacted regarding the branding and marketing request for proposals. A motion was made by Commissioner Ware to approve the amended June 25, 2015 meeting minutes. The motion was seconded by Commissioner Lawrence and approved by all.

Discussion and Possible Action to consider approval of Dixie Glass to perform window replacement in Cramerton Community/Senior Center. A motion was made by Commissioner Lawrence to approve the proposal for \$22,700.00 from Dixie Glass to perform window replacement in the Cramerton Community/Senior Center. The motion was seconded by Commissioner Ware and approved by all.

Discussion and Possible Action to consider painting of the Fire Department Building exterior. A motion was made by Commissioner Ware to approve the painting of the exterior of the older portion of the fire department that is currently a yellowish color. The paint match would be closest to the current color on the newer two bay portion of the structure. Labor would be provided by the fire department members. The motion was seconded by Commissioner Lawrence and approved by all.

Discussion and Possible Action to consider appointment of David Pugh, Town Manager, as the MPO-TCC alternate representative. A motion was made by Commissioner Ware to appoint David Pugh as the MPO-TCC alternate representative. The motion was seconded by Commissioner Koutsoupas and approved by all.

TOWN MANAGER'S REPORT: Mr. Pugh stated the Board had given permission to request proposals to begin the process of exploring marketing and branding. Five firms were contacted and have responded. The deadline for submission was Wednesday, July 22nd. Information will be presented to the Board on Thursday, August 20th. The search committee was originally three members and this needs to be reduced to two board members. Mayor Pro Tem Cauthen stated he wants to be a part of the search committee. Commissioner Koutsoupas also stated he wanted to be a part of the search committee. Commissioner Ware stated she could be taken off of the search committee. The Board will be presented copies of the request for proposals for review at the next meeting.

Mr. Pugh stated the new fire apparatus should be delivered within the next 4 to 6 weeks from Nebraska and will be available at the Centennial celebration.

A meeting was held with Duke Energy regarding FERC permitting for Goat Island regarding irrigation. Cam Carpenter is working on the proposed scope for the irrigation with McGill Associates. Two small irrigation pumps are proposed with one being placed near the pedestrian bridge on the Town side and the other one on the island side. An update will be given to the Board in August. Mayor Pro Tem Cauthen asked about the status of water availability on Goat Island. Mr. Carpenter stated there would not be any toilet facilities on the island. Commissioner Ware asked why. Mr. Carpenter said this was regulated by the health department. Commissioner Ware asked about a toilet facility that could be moved if necessary due to flooding. Mr. Carpenter stated the cost for this type of toilet facility would be approximately \$365,000.00.

STAFF REPORTS:

Two Rivers Utilities: Mike Bynum with Two Rivers Utilities stated TRU responded to 49 water meter related service requests. Water quality samples were taken at four locations and responded to one water quality complaint call. All samples were in compliance with state drinking water quality standards. Land application process of bio-solids from the Eagle Road wastewater treatment plant has started along with improvements to the digester basin. These projects will create an increase of trucks coming in and out of the plant. TRU repaired six water leaks, responded to one sewer call, installed one new sewer tap and completed two water/sewer patches. TRU responded to a call concerning a contractor breaking a customer's water line and completed 63 lift station inspections. TRU has entered into Stage I voluntary water conservation.

Town Attorney: Attorney Brown stated he would not be able to attend the August 4, 2015 meeting as he will be on vacation.

Police Chief: Chief Ratchford stated he had nothing to report.

Planning Director: On vacation.

Finance Director: Mr. Lineberger stated he picked up the County tax reports today and he is working on the month of June's accounting. Bank reconciliations have been prepared and he is posting accounts payables. He is working with Rob Collis in preparation for the audit.

COMMITTEE REPORTS:

Centennial Committee: No update.

Parks and Recreation Advisory Board: Cam Carpenter stated information regarding the golf tournament and Centennial celebration has been distributed to local churches, golf shops, and golf courses. Two teams are registered and fifteen others have expressed interest. The deadline for the golf tournament registration is September 15th. The Town Manager stated the Merchant's Association is discussing the Friday night event on October 16th and assisting with the Centennial celebration. The Merchant's Association's next meeting is scheduled for July 28th. Cam Carpenter stated he would attend that meeting.

BUSINESS ITEMS/TOPICS OF DISCUSSION FOR EACH COMMISSIONER:

Commissioner Ware stated there is an issue with the dumpsters and trash carts on Front Street smelling. Mayor Pro Tem Cauthen stated the Town Planner spoke to an engineer about changes to the drainage behind the buildings. Commissioner Lawrence asked who all of the carts belong to behind the Masonic Lodge. Mayor Pro Tem Cauthen stated if a business needs more than two carts then they should consider using a dumpster. Commissioner Ware stated parking is still an issue in the down town area.

Commissioner Koutsoupas stated Rodney Baker and the Public Works crew do a great job of keeping the Town beautiful. He asked what the Board thinks could be done to encourage a cleanup of the Town prior to the October Centennial event. He stated there had been a prior mention of possibly painting the trestle. Commissioner Lawrence stated she spoke with Rodney Baker and he said Norfolk Southern stated the railroad ties would be removed by the end of the month. Commissioner Koutsoupas asked everyone to make note of things around Town that could be spruced up prior to the Centennial.

Commissioner Lawrence had nothing to report.

Mayor Pro Tem Cauthen stated the CONNECT Regional Conference scheduled for December 3rd is the same day as the Town's Christmas parade. He stated he would like to encourage staff and elected officials to attend even if it's only for part of the day. The event is from 8:30 a.m. to 4:30 p.m. Mayor Pro Tem Cauthen asked anyone that plans to attend to please notify the Clerk.

Mayor Pro Tem Cauthen stated he would like to empower the staff to investigate using the services of a project manager regarding possible monument designs and site location for the Veterans Memorial. Commissioner Lawrence made a motion to authorize the Town Manager and Planning Director to begin the process of finding a firm that specializes in monument design and site location. Commissioner Ware stated the properties that are available for the monument are already identified. Commissioner Koutsoupas agreed and asked that the staff review property locations prior to hiring an outside source. Mayor Pro Tem Cauthen stated a monument designer would be able to provide guidance. The Town Manager stated it was common for towns to hire an outside consultant to determine site selection and provide monument designs. Mayor Pro Tem Cauthen stated no one on staff is a monument designer and requested that other municipalities be contacted regarding who they may have used. Mayor Pro Tem Cauthen seconded the motion. The vote was 2 to 2 with Commissioner Koutsoupas and Commissioner Ware voting nay. The motion did not carry.

Mayor Pro Tem Cauthen asked about the status of Central Park as several complaints have been received. The Parks and Recreation staff will be removing fencing and pricing is being received regarding other demolition services.

Mayor Pro Tem Cauthen stated he spoke to staff about issues with parking on High Street and Eleventh Street. The fire department would have a problem with maneuverability due to the density of parking on both sides of the street.

Mayor Pro Tem Cauthen stated the Merchant's Association is progressing well.

ADJOURNMENT: There being no further business, a motion was made by Commissioner Ware to adjourn the meeting at 7:45 p.m. The motion was seconded by Commissioner Lawrence and approved by all.

Mayor Ronnie Worley

ATTEST:

Wilene Cunningham, Town Clerk