

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

**January 5, 2016**

The Board of Commissioners for the Town of Cramerton met in regular session on Tuesday, January 5, 2016 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 Houston Helms; Demetrios Koutsoupas; Susan Neeley; and Donald Rice.

**Staff present:** David Pugh, Town Manager; Bill Brown, Town Attorney; Captain Brad Adams; 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.

**Invocation and Pledge of Allegiance:** The invocation was given by Attorney Bill Brown. 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 no closed session is necessary. The meeting date for January 21, 2016 should be listed as Thursday. The motion was seconded by Commissioner Koutsoupas to adopt the amended agenda and the motion passed by unanimous vote.

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

**Proclamation to honor the life of Dr. Martin Luther King, Jr. and recognize Martin Luther King, Jr. Day on January 18, 2016:** Mayor Worley read the proclamation recognizing January 18, 2016 as Martin Luther King, Jr. Day.

**AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING:**

**Discussion and Possible Approval of the Board of Commissioners Meeting Minutes from October 22, 2015, November 19, 2015 and December 1, 2015:** A motion was made by Commissioner Helms to approve the minutes. Mayor Pro Tem Cauthen stated the December 1, 2015 minutes need to be corrected stating that session was a regular meeting and not a work session. The motion was seconded by Commissioner Neeley to approve the October 22, 2015, November 19, 2015, and amended December 1, 2015 meeting minutes. The motion passed by unanimous vote.

**Planning and Zoning:**

- **VCM Update:** The Planning Director stated the plat for Phase I-A has been approved. There have been erosion issues concerning the draining ditches due to rainfall. No house plans have been received from Nick Parker at this time. Commissioner Rice asked about delays created by the rainfall and repairs to the ditch line. Mr. Krouse stated that matting had been put in place as a temporary measure. The temporary measures in place prior to the rain did slow down the water down.
- **Lakewood Update:** The Planning Director stated he is working with Rodney Baker, Public Works Director, regarding traffic calming options and costs.

**ABC Board Travel Policy:** Mayor Worley stated the ABC Board requests annually that the travel policy for the ABC Board mirror the Town's policy. Commissioner Helms asked about the necessity of travel for the ABC Board. Sam Carpenter stated trips are required to travel to Raleigh to pick up stock when supplies get low and to attend conferences and seminars. Mr. Carpenter stated it is requested that the ABC Board use the Town's policy and reimbursement forms. A

motion was made by Commissioner Rice to approve the Town's travel policy for calendar year 2016 to be used as the travel policy for the ABC Board. The motion was seconded by Commissioner Koutsoupas and approved by all.

**Marketing and Branding with Arnett Muldrow & Associates:** Mayor Pro Tem Cauthen stated a recent meeting was held and revisions to the original concept along with a secondary concept was discussed. A follow up meeting will be held next week and additional information should be available in the next thirty days.

#### **Committee and Board Appointments:**

- **Planning and Zoning Board:** The Town Clerk presented information to the Board regarding applicants and vacancies. Commissioner Neeley stated the application for Jerry Wertz needed to be removed as she would be unable to serve at this time. Mayor Pro Tem Cauthen stated the Beautification Committee was currently suspended but will need to be reinstated due to the number of upcoming and ongoing projects. Commissioner Rice made a motion to appoint Wil Neumann as a full time committee member to serve on the Planning and Zoning Board with his term ending January 8, 2019. Mayor Pro Tem Cauthen seconded the motion. The motion passed by unanimous vote.

A motion was made by Commissioner Neeley to appoint Brad Milton to serve as an alternate on the Planning and Zoning Board with his term ending December 3, 2017. The motion was seconded by Mayor Pro Tem Cauthen and passed by unanimous vote. Commissioner Helms stated that all the applicants were well qualified and he was pleased with the number of applications that were received.

Mayor Pro Tem Cauthen stated that the Planning and Zoning Board were sometimes the first people that developers and builders meet and professionalism and diplomacy is needed. A motion was made by Commissioner Rice to appoint Richard Atkinson to serve as an alternate on the Planning and Zoning Board with his term ending December 3, 2017. The motion was seconded by Commissioner Helms and approved by all.

The Board discussed Beth Westmoreland's appointment for her term ending January 8, 2016. Staff stated Ms. Westmoreland would be turning her re-appointment packet into the Town Clerk tomorrow. The next Planning and Zoning Board meeting will be held on Tuesday, January 26<sup>th</sup>.

- **Parks and Recreation Advisory Board:** Commissioner Koutsoupas stated Judy Caldwell would be willing to serve as a full time member on the Parks and Recreation Advisory Board. Commissioner Koutsoupas made a motion to appoint Judy Caldwell as a full time Parks and Recreation Advisory Board member with her term ending December 31, 2017. The motion was seconded by Mayor Pro Tem Cauthen and approved by all.

Commissioner Neeley made a motion to appoint Jessica Bourque to serve as an alternate member on the Parks and Recreation Advisory Board with her term ending December 31, 2018. The motion was seconded by Commissioner Rice and approved by all.

Commissioner Koutsoupas made a motion to re-appoint Ray Andrews to serve on the Parks and Recreation Advisory Board with his term ending December 31, 2018. Mayor Pro Tem Cauthen seconded the motion and it passed by unanimous vote.

The Board discussed the requirement for seven regular members and three alternates serve on the Parks and Recreation Advisory Board. Mayor Pro Tem Cauthen made a motion to appoint Sandra Ware to serve on the Parks and Recreation Advisory Board with her term ending December 31, 2017. The motion was seconded by Commissioner Neeley and approved by all.

The Board discussed the two alternate vacancies on the Parks and Recreation Advisory Board. Mayor Pro Tem Cauthen stated Scott Kincaid wants to continue to serve on the Veterans Committee. A motion was made by Mayor Pro Tem Cauthen to table appointments to the Parks and Recreation Advisory Board until additional applications are received. The motion was seconded by Commissioner Neeley and approved by all.

Commissioner Helms asked about the status of the Beautification Committee and Veterans Committee. The Board discussed reactivation of the Beautification Committee and the Veterans Committee. Commissioner Helms asked who had served as the liaison to the Beautification Committee. The Board stated it had been former Commissioner Carpenter. Further discussion regarding liaisons to the boards and committees will be discussed at the goals and objectives meeting at the end of the month.

#### **TOWN MANAGER'S REPORT:**

***Centennial Platinum Sponsorships:*** Cam Carpenter requested the platinum sponsorships for the centennial be recognized at the next Board meeting and presented with their plaques. The Board agreed.

***Goat Island Update:*** The Town Manager provided photos of Goat Island and the results of the recent flooding. Clean up has started and the park should be open within two weeks. Mulch will need to be replaced. Cost estimate for the mulch replacement is approximately \$1,000.00. Commissioner Neeley asked about the Caromont health equipment. The Town Manager stated the health equipment was not damaged. Riverside Park has been cleared of debris and is open. Mayor Pro Tem Cauthen asked about the trash receptacle cans. The Town Manager stated he would follow up with Cam Carpenter.

***Township Grant:*** Gaston County received \$500,000.00 from Caromont Health to be distributed to each township. The application is due by December 31, 2015. The Cramer Mountain sidewalk project was presented along with a narrative and map. This project is supported by the MPO. There is a sixty day review period prior to the decision making. The Town Manager encouraged Board members to reach out to the County Commissioners and School Board. He stated NCDOT will be sending a letter of support. The Township grant monies will be shared with Belmont, Mount Holly, Lowell, McAdenville and part of Gastonia. Mayor Worley recommended the Town's Board of Commissioners contact the County Commissioners regarding the Township Grant.

***Goals and Objectives:*** A motion was made by Mayor Pro Tem Cauthen to call for a special meeting on Saturday, January 30, 2016 from 8:00 a.m. to 12:00 noon at Town Hall to discuss goals and objectives. The motion was seconded by Commissioner Koutsoupas and approved by all. The newspaper media will be notified and information will be posted to the Town's website.

#### **STAFF REPORTS:**

***Two Rivers Utilities:*** Mike Bynum stated TRU responded to thirty-two water meter related service requests, seven sewer related call, repaired seven water leaks, and completed forty-two lift station inspections. Water quality samples were taken at three locations and all samples were in compliance with state drinking water quality standards. Mr. Bynum stated that portions of the Eagle Road wastewater treatment plant were flooded on December 30, 2015 due to storm water runoff.

***Town Attorney:*** Attorney Brown had nothing to report.

***Town Clerk:*** The clerk advised the Board she would be attending the annual School of Government Clerk School in Durham on January 20<sup>th</sup> through January 22<sup>nd</sup> and would not be at the Board of Commissioner's meeting on January 21<sup>st</sup>.

***Police Chief:*** Chief Ratchford was absent. Captain Adams stated there was nothing to report.

***Fire Chief:*** Chief Foulk stated the new fire apparatus was in service on Wednesday and driver training was complete. Grant monies were received and the UTV is at the fire station. No flood issues were incurred at the fire station. Preparations for possible flooding included placing a tarp called a water shoot around the station and sand was stockpiled at the Public Works facility. The Town Manager stated Assistant Chief Wilson spoke to the press and communicated the technical aspects and the interview went well. Commissioner Neeley commented that she enjoyed the recent dinner at the fire station and meeting the firefighters.

**Planning Director:** The Planning and Zoning Board meeting scheduled for Tuesday January 19<sup>th</sup> has been rescheduled to Tuesday January 26<sup>th</sup> in order for the Town Attorney and Town Clerk to be present.

**Finance Director:** Mr. Lineberger distributed the cash reports to the Board. He stated he missed the last meeting as his wife received the Nursing Excellence Award. He stated that \$182,000.00 in taxes has been collected and this year's collection percentage was greater than expected. He stated he felt this was due to the new regulation of tax collection when automobile tags are purchased. The previous collection percentage was 90% and it is now 99%. The Finance Director stated Collis and Associates is required by governmental auditing standards to submit a separate report outside of the audit report. Rob Collis will deliver information to the Local Government Commission and should be in attendance at the next meeting to present the audit information. Mr. Lineberger discussed the liability for the pension and stated the Town has to recognize their obligation and currently we have a pension asset as our fund is fully funded. He stated the Town remains in a good financial state.

#### **COMMITTEE REPORTS:**

- **Parks and Recreation Advisory Board:** Commissioner Koutsoupas stated a meeting was held last night. The coat and shoe drive continues. Mayor Pro Tem Cauthen asked what sizes were needed. Commissioner Koutsoupas stated girl's coats were needed in all sizes. Commissioner Helms stated New Hope Elementary School is doing a coat drive. Commissioner Koutsoupas stated the windows have been installed in the community center. There have been 35 Centennial DVD's sold. Merchandise is still available for sale. Spring athletic sign ups begin next week. The Easter Egg Hunt is scheduled for March 19<sup>th</sup> at Cramerton Middle School. Arbor Day will be hosted in April by the Town and is a joint event with the City of Belmont.
- **Cramerton Merchants Association:** Mayor Pro Tem Cauthen stated a networking event is being planned for next month along with a regular meeting. Discussion is being held regarding sponsoring events such as concerts.

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

Commissioner Neeley stated she had been thinking about the upcoming goals such as the Cramer Mountain sidewalk project and she would like to see this accomplished. She said she would like the Board to consider purchasing some type of electronic tablet or pad. Commissioner Neeley stated the Veterans Memorial and Central Park should be discussed at the goals and objectives meeting. She said a possible cleanup day could be planned for a local neighborhood. She stated she would like the Board to consider holdings meetings at different locations to encourage gathering perspectives from various citizens.

Commissioner Rice stated he was impressed with the amount of talent that the Town has and is able to access for appointments to boards and committees. He congratulated Luke Karagias for being recognized as the firefighter of the year. He stated some of the committee applicants might consider serving on other boards and committees such as the Veterans Memorial Committee.

Mayor Pro Tem Cauthen thanked everyone for coming out tonight. He stated he would like to use staff resources to seek out information regarding the Veterans Memorial project. He asked that information be delivered to the Board in four to six weeks for consideration. Mayor Pro Tem Cauthen stated he would like to see information regarding how other municipalities initiated the project, site selection process, ADA compliance, and other pertinent information. A motion was made by Mayor Pro Tem Cauthen to use staff resources to compile information from other municipalities regarding the development of the Veterans Memorial project. The motion was seconded by Commissioner Rice and approved by all. The Town Manager stated he has already compiled some data and will provide to the Board additional information as soon as possible.

Commissioner Helms asked about the status of the Beautification Committee. He stated he had reviewed the prior goals and objectives. He asked what exactly did outreach cover. Mayor Pro Tem Cauthen stated community outreach would cover volunteer projects such as improving private citizen's homes, cleanup of public areas, along with recognition of citizens. Minimum housing issues are handled by the police department.

Mayor Pro Tem Cauthen recommended that Commissioner Neeley do the Blackboard Connect messages for all social events.

Commissioner Koutsoupas thanked everyone for their willingness to serve on the Town's boards and committees.

Commissioner Helms stated he was impressed with the willingness of everyone that volunteered to serve. He encouraged the commissioners to begin thinking about the goals and objectives for the Town such as long term needs and expectations and for each commissioner to remain involved with the neighborhoods.

Mayor Worley thanked everyone willing to serve on the Town's boards and committees and was impressed with how much the citizens care about the Town.

No closed session was held.

**ADJOURNMENT:** A motion was made by Mayor Pro Tem Cauthen to adjourn the meeting at 8:33 p.m. The motion was seconded by Commissioner Helms and approved by all.

---

Mayor Ronnie Worley

**ATTEST:**

---

Wilene Cunningham, Town Clerk