

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

**November 17, 2016**

The Board of Commissioners for the Town of Cramerton met in workshop session on Thursday, November 17, 2016 at 6:00 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, Donald Rice, and Susan Neeley. Commissioner Houston Helms was absent.

**Staff Present:** David Pugh, Town Manager; Bill Brown, Town Attorney; Chief Greg Ratchford; Dave Pettine, Planning Director; Eric Smallwood, Parks and Recreation Director; Wilene Cunningham, Town Clerk.

**Call to Order and Determination of Quorum:** Mayor Worley called the workshop meeting to order at 6:00 p.m. and determined a quorum was present.

**Workshop Meeting – NC DOT Bike Plan Grant: Presentation and overview by staff of NCDOT Bike Grant.** The Town Manager stated the Town was awarded a \$40,000.00 grant by NCDOT to prepare a complete bicycle plan. The Planning Director stated the wayfinding signs could be an element of the bike plan grant. Mr. Pettine stated that he and the Parks and Recreation Director, Eric Smallwood, are working together regarding this project. A steering committee will need to be formed and will work with the contractor and us on the plan. The Planning Director provided a handout with the content standards for NCDOT bicycle and pedestrian plans intended for consultants preparing a plan with funds received through the NCDOT bicycle and pedestrian planning grant initiative. Mr. Pettine explained that NCDOT typically selects firms who are the most readily available and are in close proximity to the local jurisdiction who have the skills and experience needed to fit the project and the local jurisdiction's needs. NCDOT selected AECOM for Cramerton. AECOM is an international planning and engineering firm with local offices in Charlotte. AECOM has completed projects for the municipalities of Hookerton, Sedalia, and Saluda. Mr. Pettine stated he would be adding wayfinding signs as part of the scope of services as signage plays an important part of the bike and pedestrian network. He stated a template could be created for use with future wayfinding signage.

Mr. Pettine stated the steering committee would need to set off a kickoff date and meet with AECOM. The steering committee should consist of eight to twelve stakeholders to include possible members of local cycling clubs, other parks and recreation departments, other planning departments, Department of Human Health and Safety, Caromont Health, Travel and Tourism, and the Gaston-Cleveland-Lincoln MPO to create a tie in and promote as regional. Mr. Pettine and the Town Manager asked that the Board reach out to anyone they may feel might want to serve on the steering committee. The finalized scope was received today and a project timeline will need to be determined, a steering committee set up, and a kick off meeting will be held. A public meeting will be held to announce the project. Mr. Pettine stated the Land Development Code will be reviewed for possible design of items such as a bike lane along with some other pedestrian items. The City of Belmont has a bike plan in place and we may possibly be able to tie in to some areas.

Commissioner Koutsoupas asked about the wayfinding signs and how they will tie in to the bike route signage. The Planning Director stated there should be several template styles for review and can be tied in with a theme. Commissioner Koutsoupas asked if landmarks could be incorporated. Mr. Pettine said destination points could be identified and this information can be added to the pedestrian plan. Commissioner Rice asked that a map with this information be made available for both pedestrians and bikers. Mr. Pettine stated there was a prior tri-fold map with some of this information that the Town used in the past. He stated an intern's services could be used for graphic

design. Commissioner Koutsoupas stated information regarding the new canoe and kayak portages and observation decks can be added. Mayor Worley asked that South Main Bike Shop in Belmont be contacted. Mr. Pettine said he will update the Board regarding formation of the steering committee and meeting dates.

There being no further questions, Mayor Worley called for a recess at 6:38 p.m.

### **7:00 meeting**

**Board Members present:** Mayor Ronnie Worley; Mayor Pro Tempore Will Cauthen; Commissioners Demetrios Koutsoupas, Donald Rice, and Susan Neeley. Commissioner Houston Helms was absent.

**Staff Present:** David Pugh, Town Manager; Bill Brown, Town Attorney; Chief Greg Ratchford; Dave Pettine, Planning Director; Eric Smallwood, Parks and Recreation Director; Joel Lineberger, Finance Director; and Wilene Cunningham, Town Clerk.

**Call to Order and Determination of Quorum:** Mayor Worley called the meeting to order at 7:00 p.m. and determined a quorum was present.

**Adoption of Agenda for this meeting:** The Town Manager asked that the agenda be amended to include consideration of Emily Leazer and Jeff Smithers to be reappointed to the Parks and Recreation Advisory Board. A motion was made by Mayor Pro Tem Cauthen to adopt the amended agenda. The motion was seconded by Commissioner Neeley and passed by unanimous vote.

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

**Proclamation in Recognition of Thanksgiving in the Town of Cramerton:** Mayor Worley read the proclamation recognizing November 24, 2016 as Thanksgiving Day.

**Presentation of Fiscal Year 2015/2016 audit by Rob Collis of Collis and Associates:** Mr. Collis presented a draft copy of the audit to the Mayor and Board of Commissioners. He stated this information will be forwarded to Raleigh for their review and approval and he does not expect any changes. He informed the Board that there was a Supreme Court case regarding impact fees and this information was addressed in the draft audit information regarding a possible contingency. The pending Canipe lawsuit is also listed in the audit material. Mr. Collis stated they would be issuing a clean unmodified opinion and there were no findings to report. No management letter will be issued and there were no findings. He complimented the Town of Cramerton as they are the only municipality he audits that receives this statement regarding financial performance and good recordkeeping. Mr. Collis reviewed with the Board expenditures for fiscal year 2015/2016 which included the deposit on the fire truck out of fund balance and unassigned fund balance in the general fund which was reduced to meet USDA loan requirements. The general fund revenue was up \$53,000.00 due to ad valorem property taxes and state shared revenues. The ad valorem tax collection rate is 99.44 percent. There was a \$90,000.00 reduction in debt. Mayor Pro Tem Cauthen thanked the Finance Director for the tremendous work he does. Mayor Worley also thanked Mr. Lineberger and his staff for their hard work. Mr. Collis stated that the staff and Finance Director are always cooperative and helpful. Attorney Brown stated further discussion will be held regarding potential impact fee refunds as this is discussed in a recent court decision and we will need to see how it will be implemented. Mayor Worley and the Board thanked Mr. Collis. He stated it was a pleasure to work with the Town of Cramerton.

### **Agenda Items Not Requiring a Public Hearing:**

- **BOC Meeting Minutes:** Consider Approval of the November 1, 2016 BOC meeting minutes. A motion was made by Commissioner Neeley to approve the proposed November 1, 2016 meeting minutes as presented. The motion was seconded by Commissioner Koutsoupas and passed by unanimous vote.
- **Planning:** Consider BOC concurrence with NCDOT recommendation of AECOM as firm for Bike Plan Grant. A motion was made by Mayor Pro Tem Cauthen to concur with the recommendation of NCDOT for AECOM to be the planning and engineering firm for the

town's bike plan grant. The motion was seconded by Commissioner Rice and approved by all.

- **Cramerton Board of Commissioners. Catawba Crossings Bridge – consider approval of Resolution 2016-4.** The Town Manager stated a meeting is scheduled on November 21<sup>st</sup> in Charlotte for discussion regarding this project. At this time he does not know the time of the meeting but will advise the Board when the meeting time is announced. A motion was made by Commissioner Neeley to approve the resolution of support for the Catawba Crossings Bridge project Resolution #2016-4. The motion was seconded by Commissioner Koutsoupas and approved by all.
- **Consider appointment of a Grand Marshal for the Cramerton Christmas Parade:** Commissioner Rice asked Mayor Worley to serve as this year's parade's grand marshal. Mayor Worley thanked the Board for this opportunity and stated he would be honored to serve as the grand marshal.
- **Consideration of appointments of Emily Leazer and Jeff Smithers to continue to serve on the Parks and Recreation Advisory Board.** The Board asked Mr. Smithers if he would like to speak. Mr. Smithers stated he thinks Goat Island is beautiful and wants to see continued connectivity to the down town area for both walkers and runners. The Board thanked him for his service. Commissioner Koutsoupas stated Mr. Smithers is the chairperson for the Parks and Recreation Advisory Board and Ms. Leazer volunteers. Mayor Worley stated that the Board asks that advisory board members attend a Board meeting to provide them an opportunity to meet the committee members and allow an opportunity for input from both the member and the Board. Mayor Worley thanked Mr. Smithers and Ms. Leazer for their willingness to continue to serve. A motion was made by Mayor Pro Tem Cauthen to reappoint Jeff Smithers and Emily Leazer for a three year term to the Parks and Recreation Advisory Board with their terms ending December 31, 2019. The motion was seconded by Commissioner Koutsoupas and approved by all.

### **Manager's Report:**

***Eighth Avenue Underpass:*** Commissioner Rice asked about the location for the placement of the sign. Mr. Pettine stated the sign has already been installed. Mayor Pro Tem Cauthen stated that this area will possibly incur more vehicular accidents as the density of the population increases. The Town Manager stated he has been working with the railroad's engineer and NCDOT regarding this underpass. The underpass was built around 1920 and the railroad engineer stated it was looking pretty good. Chief Ratchford stated the railroad inspects the exposed rebar to ensure the quality is maintained and still in good shape. Mayor Pro Tem Cauthen asked if a resolution by the Town would assist in this process. Attorney Brown stated he would work on some type of resolution to present to the Board at a future meeting for them to consider.

***Catawba Crossings Bridge:*** The meeting is scheduled for November 21<sup>st</sup> at 5:30 p.m. at the Charlotte Mecklenburg Government Center on 600 East Fourth Street.

***Traffic Calming Policy:*** The Town Manager recommended the traffic calming policy be reviewed and information be presented to the Board at the December 6<sup>th</sup> meeting. Attorney Brown stated staff would be reviewing what other municipalities are doing and best practices.

**Two Rivers Utilities:** Mike Bynum stated TRU responded to twelve water meter related service requests, repaired five water leaks, responded to one sewer related call, and completed one utility locate. Eleven locations were samples and three fire hydrants were flushed and sampled. All samples were in compliance with state drinking water quality standards. TRU responded to one water quality complaint for discolored water. There was air in the water. The line was flushed which removed the air in the water. Twenty-two preventive maintenance service requests were completed at the pump stations. The Hamrick Road water line is under construction. TRU will need to pressure test, chlorinate the line, complete flushing, and perform bacteriological testing before the line is ready for taps.

**Town Attorney:** Nothing to report.

**Town Clerk:** The Town Clerk reminded the Board of the upcoming events. The parade is scheduled for December 1<sup>st</sup>, staff appreciation luncheon on December 2<sup>nd</sup>, and the boards and committees appreciation dinner at Amberjack's on December 15<sup>th</sup>. The Cramerton Bunch will meet on Tuesday, December 13<sup>th</sup>, at Catfish Cove. Two applications have been received for the Community Committee. The Parks and Recreation Advisory Board will have a member vacancy at the end of December as Ms. Hattaway has declined to serve another term.

**Police Department:** Chief Ratchford asked the Town Manager to contact NCDOT regarding a speed study on Armstrong Ford Road to reduce the speed to 35 miles per hour from Catfish Cove to Eastwood Drive due to the proposed increase in population in that area. He stated action would need to be taken at the December meeting regarding changes to the golf cart and UTV ordinance in order for the changes to take effect January 1, 2018. All registered owners will be notified.

**Planning:** Mr. Pettine stated the erosion control permit was submitted today to the State in order to begin work on the Lakewood greenway. Once approved the project will then be sent out to bid. A contractor will then be chosen and the trails will be installed. Mr. Pettine stated that Doffer's Canteen was taking donations for firefighters in Burke County and he had a printed list of items that are needed. Commissioner Koutsoupas asked about the outcome of the recent variance rezoning request that the Planning and Zoning Board heard. Mr. Pettine stated the variance was regarding splitting of the property of the house and the Presbyterian Church into two separate lots. The church is planning to put the house on the market to sale. Mr. Pettine stated the Timberlake residents received a letter regarding a public involvement meeting scheduled for November 29<sup>th</sup> from 4:00 to 6:00 p.m. to be held at the Old Stone restaurant in Belmont regarding the property that faces Armstrong Ford Road. This meeting is in reference to a proposed project for single-family homes for anyone age 55 and older with property maintained by the homeowner's association. Mr. Pettine said he would be attending that meeting. The Planning and Zoning Board will meet on December 20<sup>th</sup> to review this rezoning request.

**Finance Director:** Mr. Lineberger stated if anyone has any questions regarding the draft audit report to please call him. He stated the regional utility project is nearing completion and the deadline is November 30<sup>th</sup>. The Town Hall and gym roofs have been repaired and the cost was \$73,553.00. Additional discussion will be held with Custom Building Systems regarding other building repairs such as the windows being repaired. Commissioner Koutsoupas asked if there had been any roof leaks since the repair. Mr. Lineberger stated no.

**Parks and Recreation:** Mr. Smallwood provided information to the Board regarding possible options for colors for stone color and color chart for the Goat Island restroom. Photos were presented of the restroom that was recently built at Poston Park. Mr. Smallwood stated the natural color choices would work well with the river behind it. The Board discussed different color combinations and decided on java brown for the paint color and mountain blend for the stone color. Mr. Smallwood said approximately fifty people were at the Turkey Shoot. The "Destiny Lives On" festival was well attended and hopes that this event can be built on. Mayor Pro Tem Cauthen stated the DJ system was set up well and the music was audible and not blaring.

### **Committee Reports:**

- **Parks and Recreation Advisory Board:** Commissioner Koutsoupas stated the December meeting has been cancelled. The next meeting will be held on January 9, 2017. Upcoming events include the holiday parade and the annual Santa ride by the Fire Department.
- **Cramerton Historical Society:** Commissioner Koutsoupas stated their next meeting would be held on December 8<sup>th</sup>. A town hall day for the local fifth graders has been scheduled for tomorrow. Jeff Ramsey, Richard Atkinson, and W.T. Queen will set up the presentation for this event at Town Hall.
- **Community Committee:** The orientation meeting was held for this committee on November 7<sup>th</sup>. The provisional board members appointed were Scott Kincaid as the chairperson, Shelly Kinley as the treasurer and vice chair, and Rachel Andrea as the recording secretary. The Little Free Library project was discussed and should be installed by the date of the parade. The Board thanked Mayor Worley and his family for this donation.

- **Cramerton Merchants Association:** Mayor Pro Tem Cauthen stated the CMA is sponsoring pictures with Santa Claus following the parade and tree lighting and there will be no charge for the photos. Shannon Irish will be the photographer. Volunteers may be needed.

**Topics of Discussion for Each Commissioner:**

Commissioner Koutsoupas stated Stuart W. Cramer High School will be hosting tomorrow night their first State playoff game against Franklin High School.

Mayor Pro Tem Cauthen congratulated Mayor Worley regarding his recent election as a County Commissioner. He thanked him for his years of service to the Town. An opening will be created and applications will need to be taken.

Commissioner Rice advised the Board that Justin Howell with the Fire Department finished his certification and received his designation as a black helmet firefighter.

Commissioner Neeley congratulated Mayor Worley regarding his recent election as a County Commissioner.

Mayor Worley asked to address the Board as a citizen as this would be his last meeting as the Mayor. It has been nine years since his election to the Board and he remembered sitting in the audience and knew he wanted to become involved. Tammy Lawrence and he were elected and began serving on the Board at the same time. Water bills were the biggest item at that time and discussion was on how to lower the cost. Growth for the town has continued to build on what past commissioners have done. The fire department has become quite a success and is a huge asset to the town. This has been a team effort and it is bittersweet that he must leave. He stated he would continue to be an advocate for the town as the South Point Township representative and continue to make it a better place to live. He grew up on Tenth Street and moved away to Raleigh but returned later due to a change with his job with the State Highway Patrol. He stated he was honored to be asked to be the grand marshal and he will resign as the Mayor at the fifth of December when he takes the oath of office for county commissioner.

Attorney Brown thanked Mayor Worley for his nine years of service to the town and stated Mayor Worley was a good leader and followed the rules and he appreciated that in his leadership.

**Closed Session: N.C.G.S. 143-318.11(a)(3) Consult with the attorney to protect the attorney-client privilege; N.C.G.S. 143-318.11(a)(3) Consult with the attorney to protect the attorney-client privilege: Canipe v. Gaston County Board of Education et. al.; and N.C.G.S. 143-318.11(A)(4) To discuss matters relating to the location or expansion of business in the area served by this body; and N.C.G.S. 143-318.11(a)(6) To consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee.** A motion was made by Commissioner Neeley to enter into closed session. The motion was seconded by Commissioner Rice and approved by all.

**Adjournment:** Upon return to open session, a motion was made to create the position of Deputy Police Chief as part of the police ranking structure. The motion was seconded by Commissioner Neeley and approved by all.

With no further action being taken and no further business to be discussed, a motion was made by Commissioner Rice to adjourn at 9:20 p.m. The motion was seconded by Commissioner Neeley and passed by unanimous vote.

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Mayor Ronnie Worley

**ATTEST:**

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Wilene Cunningham, Town Clerk