

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

March 17, 2016

The Board of Commissioners for the Town of Cramerton met in a pre-meeting workshop session on Thursday, March 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 Houston Helms, Demetrios Koutsoupias, Donald Rice, and Susan Neeley.

Staff present: David Pugh, Town Manager; Greg Ratchford, Police Chief; and Wilene Cunningham, Town Clerk. Attorney Brown was absent.

Call to Order and Determination of Quorum: Mayor Worley called the pre-meeting to order and determined a quorum was present. Commissioner Koutsoupias stated that the public hearing to be held later in the meeting will need to be closed prior to any action taken. A motion was made by Commissioner Koutsoupias to approve the agenda. The motion was seconded by Commissioner Neeley and approved by all.

2016 Goals and Objectives: The Town Manager stated the final draft of the 2016 goals and objectives will be discussed at this meeting. There are five themes and each will be discussed at meetings throughout the meeting year. The Board discussed the 2016 Goals and Objectives be placed on the Town's website. Mayor Pro Tem Cauthen stated tonight's draft needs to be edited using bullet points for clarity. Commissioner Helms recommended adding verbiage explaining each of the themes. Mayor Pro Tem Cauthen stated the information should be on one page. Mayor Worley recommended the process begin with each outreach theme being detailed in one to two sentences.

Outreach: Commissioner Rice stated the Community Committee interest meeting was well attended. Two applications have been submitted to serve on this committee. The Board discussed communication between the Board of Commissioners and all advisory boards and committees. Commissioner Rice stated the Planning and Zoning Board requires less guidance from the Board compared to the other advisory committees. The Community Committee will be a nine member panel with all other interested applicants being utilized as volunteers. Commissioner Rice stated five members are required to fulfill a quorum. Commissioner Helms requested that all boards and committees are clear on expectations and are advised regarding projects and budget. Mayor Pro Tem Cauthen stated not all projects by the Community Committee will be construction related and a variety of skills will be utilized. Commissioner Rice stated at least one project will be assigned yearly by the Board. Mayor Pro Tem Cauthen stated \$500.00 will be budgeted per public and/or private project. He stated he will have more information later from the notes taken at the interest meeting to share with the Board. The Community Committee will have bylaws and an agenda for each meeting. The projects will be at the discretion of the Board and will provide the proposed time line along with a budgeted amount for review. Mayor Worley asked how the projects will be identified. Commissioner Helms stated the Parks and Recreation Department should have an ongoing list. Commissioner Rice stated a bulletin board project was discussed at the interest meeting. The bulletin board would be located at the Town Center side of Goat Island providing a list of current events and activities. A book drop to promote literacy was discussed as a possible project. Commissioner Neeley asked if students would be encouraged to participate. Mayor Pro Tem Cauthen stated students would be encouraged to volunteer. Commissioner Rice stated a citizen's academy for the youth could be provided.

Clean Community: Mayor Pro Tem Cauthen stated community outreach has been discussed by the Board for a number of years. Commissioner Helms stated the title referencing visually clean of crime and drugs does not appeal to him. He commented he thought minimum housing is about health and safety. The Board discussed changing the title and leaving the items that were referenced. Mayor Pro Tem Cauthen stated minimum housing has been an active topic regarding public safety more than aesthetics. Chief Ratchford stated caution needed to be considered when approaching anyone regarding community outreach projects to avoid interference with active minimum housing cases. Commissioner Koutsoupias stated the bylaws for the Community Committee needs to be reviewed. Mayor Pro Tem Cauthen stated the bylaws should be ready by April 5th.

Capital Asset Maintenance and Planning: Commissioner Koutsoupas stated capital asset maintenance should include infrastructure. The Board discusses succession planning for employees. Commissioner Helms asked Chief Ratchford for ideas regarding how to retain police officers other than just salaries. This item will be discussed at the March 22nd budget meeting.

Commissioner Rice spoke about prioritizing resurfacing of the Town's streets. The Town Manager stated that he and Rodney Baker have scheduled a meeting in Statesville to meet with a contractor regarding other paving solutions.

Mayor Pro Tem Cauthen stated in house staff could be utilized to make repairs to Central Park. The tennis court has been removed and a new court will replace it. Commissioner Rice asked how much were the old courts used for tennis. Mayor Worley stated there have not been any nets on the court for the last eight years. The Board stated this item could be discussed further at the upcoming March 22nd budget meeting.

Intergovernmental Collaboration: Commissioner Helms stated he attended the recent City of Belmont board meeting regarding partnerships. Mayor Pro Tem Cauthen stated the interlocal agreements with the Town of McAdenville and regionalization with Two Rivers Utilities have already been accomplished. The Board discussed use of the Stuart W. Cramer High School. The Board stated capital assets would be the theme to be discussed at the April 21st work session meeting.

A five minute recess was called.

Staff present: David Pugh, Town Manager; Police Chief Greg Ratchford; Kevin Krouse, Planning Director; Joel Lineberger, Finance Director; and Wilene Cunningham, Town Clerk. Attorney Brown was absent.

Call to Order and Determination of Quorum: Mayor Worley called the regular 7:00 p.m. meeting to order and determined a quorum was present. Mayor Worley stated that anyone wanting to make public comments not related to the public hearings tonight would be asked to speak at this time.

Public Comment: No one signed up to speak.

Agenda Items Requiring a Public Hearing:

A public hearing for the proposed text amendment to the Cramerton Land Development Code to consider commercial building standards.

- **Open Public Hearing:** A motion was made by Mayor Pro Tem Cauthen to open the public hearing. The motion was seconded by Commissioner Koutsoupas and approved by all.
- **Staff Comments:** The Planning Director stated the Planning and Zoning Committee previously made two changes to the proposed text amendment at their last meeting. The change was to remove the information regarding flat roofs for commercial buildings along Wilkinson Boulevard and South New Hope Road and to remove aluminum and vinyl siding to be used on side and rear elevations and for detached accessory structures. Mayor Pro Tem Cauthen asked when this amendment would be in effect. Mr. Krouse stated this would affect any structures being considered tonight and structures proposed for New Hope Road.
- **Public Comments:** No one signed up to speak.
- **Motion to Close Public Hearing:** A motion was made by Commissioner Neeley to close the public hearing. The motion was seconded by Mayor Pro Tem Cauthen and approved by all.

A motion was made by Commissioner Helms to approve the proposed text amendments to the Cramerton Development Code to adopt commercial building standards. The motion was seconded by Commissioner Rice and approved by all. Commissioner Neeley thanked the Planning and Zoning Board for a job well done and supplying the Board with good information.

A public hearing to consider an application for a conditional rezoning of 3.3 acres of the twelve acres of Gaston County Parcel number 233684. The parcel is zoned R-1 residential and the proposed use is commercial.

- **Open Public Hearing:** A motion was made by Commissioner Rice to open the public hearing. The motion was seconded by Commissioner Neeley and approved by all.
- **Staff Comments:** The Planning Director stated the parcel being considered is part of a study for a master plan as part of Wilkinson Boulevard. The area is currently zoned residential. The property owner, Mr. Rudisill, and his engineer, Frank Craig, are present at tonight's meeting. The proposed site plan contains two designated roads and these align with the South Fork Village Apartments and future developments. The first structure proposed is a dentist's office. Parking was discussed at the Planning and Zoning meeting and a discussion was held regarding parking. Commissioner Koutsoupias asked about the parking for the dentist's office as there is no outlet. Mr. Krouse stated the service road would be used. Mr. Krouse stated parking could be addressed in the future and tonight the discussion is about adoption of square footage and road placement in general. Commissioner Helms asked about abutting properties. Mr. Krouse stated they include Gaston County School Board, Rauch Industries, and Goat Island Limited Partnership. The Town Manager stated Metrocology will be providing a master plan presentation in a few weeks. The Board had no further questions.
- **Public Comment:** Mike Shuford, 101 Armstrong Drive, asked what the long term effect such as the master plan would be regarding the Lakewood neighborhood. Mr. Krouse stated the topography will be reviewed for barriers and constraints along with road connections regarding traffic congestion. Mr. Shuford stated he was protective of the area and wants to be ensured it will be developed properly.

Jesse Johnson, 440 Holly Drive, asked about the size of the parcel. Mr. Krouse stated this parcel is three acres of approximately thirteen acres that are owned by Mr. Rudisill. The entire property encompasses forty-one acres. He stated he was concerned this area was being developed as apartments.

Whitney Shutz, 302 Woodridge Drive, asked about adjoining property owners. Mr. Krouse stated one of the parcels is owned by the Gaston County School Board. Ms. Shutz asked about this property being sold in the future. Mr. Krouse stated plans for this parcel would be reviewed prior to any type of construction. Ms. Shutz asked about setbacks. Mr. Krouse stated a buffer will be required and setbacks are regulated by the subdivision ordinance.

Scott Kincaid, 152 North Main Street, asked how this development fits in with the Build A Better Boulevard plan. Mr. Krouse stated this construction would fit within the plans. The plans are available on the Town's website and Mayor Worley encouraged everyone to look at the plans for development of this area.

Tony Goff, 407 Holly Drive, asked if a public hearing was held through the Planning and Zoning Board. Mr. Krouse stated no as it was not required. Mr. Goff asked about signage. Mr. Krouse stated a sign regarding rezoning had been placed on Wilkinson Boulevard. Notification via letter had been sent to adjacent landowners along with a newspaper ad that was published twice. Mr. Goff asked about what type of buffer will be placed between the commercial property and the residential area. Mr. Krouse stated buffering will be based on usage. Mr. Goff asked if another school is being considered for that area. Mayor Worley stated any development of that parcel would have to be presented to the planning department.

- **Motion to Close Public Hearing:** A motion was made by Mayor Pro Tem Cauthen to close the public hearing. The motion was seconded by Commissioner Neeley and approved by all.

A motion was made by Mayor Pro Tem Cauthen to approve the application for a conditional rezoning of 3.3 acres of the twelve acres of Gaston County parcel ID #223684. The motion was seconded by Commissioner Neeley and approved by all.

Agenda Items Not Requiring a Public Hearing:

Consider approval of the January 30, 2016 Goals and Objectives Meeting Minutes and February 2, 2016 Board of Commissioners Meeting Minutes. A motion was made by Mayor Pro Tem Cauthen to approve the January 30, 2016 Goals and Objectives meeting minutes and February 2, 2016 Board of Commissioners meeting minutes. The motion was seconded by Commissioner Helms and approved by all.

Planning and Zoning:

- **Resolution #2016-2 to support the Belmont-Cramerton-McAdenville TIGER Grant application consisting of several projects identified in the Build A Better Boulevard study of Wilkinson Boulevard.** Mayor Pro Tem Cauthen stated he would like to see the information indicated regarding equitable housing that was included as part of the grant. Mr. Krouse stated the request being made is for the full amount of \$12.5 million and a local match of 2.5 million would be required if awarded. The Town would have three years to consider where the matching funds would be derived from. A motion was made by Commissioner Helms to approve Resolution #2016-2 to support the Belmont-Cramerton-McAdenville TIGER Grant application. The motion was seconded by Mayor Pro Tem Cauthen and approved by all. The City of Belmont is handling submission of the TIGER Grant.
- **Update on Award Letter for NCDOT Grant for a Cramerton Bike Plan.** The Planning Director stated the NCDOT Board of Transportation awarded the town a Bicycle and Pedestrian grant. Contracts will be mailed out in May. The selection process will take approximately four months. Commissioner Koutsoupas asked about the cost of this study. Mr. Krouse stated the grant amount was \$40,000.00 and \$4,000.00 will be requested in the planning department budget for fiscal year 2016/2017. This study will be valuable in applying for additional funding from the MPO and to review infrastructure for both bike lanes and road lane changes to improve connectivity. This study should also assist in future funding for sidewalks.

Cramerton Board of Commissioners

- **BOC 2016 Goals and Objectives.** Commissioner Helms asked to table this item until further changes are made to the document with review at a future meeting.

Public Works:

- **Road Maintenance and Repaving Program.** The Town Manager stated that discussion in the past included complete repaving of the streets. A discussion was held regarding resurfacing of streets in Statesville for a comparison of costs and other alternatives. The Town Manager stated that he and Rodney Baker will be traveling to Statesville to meet and discuss how they resurfaced their roads and alternative methods they used to create cost savings. The Town Manager stated he would be able to provide an update at the April 21st Board meeting. Commissioner Koutsoupas stated a survey with a ranking of the quality of roads in Cramerton has already been completed.
- **Pressure Washing of Sidewalks.** The Town Manager stated North American Pressure Wash, LLC provided a quote for \$2,990.00 to pressure wash and clean sidewalks and curbing from the Methodist Church all the way down past the fire department and ice cream parlor to Tenth Street and back down past the playground to downtown; in front of the restaurants and shops in downtown Cramerton; and sidewalks on both sides of Ninth Street. Cleaning would be done during off hours of restaurants and shops in the downtown area. Other times needed to clean Ninth and Tenth Street would be coordinated with Rodney Baker.

Cramerton Branding and Marketing: Mayor Pro Tem Cauthen stated the Branding and Marketing Committee will meet on Monday around lunch time.

Manager's Report:

Veteran's Memorial: A discussion was held with Attorney Brown regarding the setup of a 501(c)3 account. The Board would set the parameters, design, and theme. The Town Manager stated the Board had several options for consideration. A request for proposal

could be sent out for architectural services or a design competition could be held. Fundraising could be done by a 501(c)3 non-profit organization. An ad hoc committee could be formed consisting of eight to ten individuals including possible participation from the American Legion. Donations could be accepted and placed into a separate account that would be tracked as a capital project. Commissioner Rice asked about the difference in forming a 501(c)3 opposed to an ad hoc committee. The Finance Director stated tax deductible donations can be made without a 501(c)3. Commissioner Helms stated he would like for additional information be collected from other municipalities. The Town Manager stated Richard Atkinson volunteered his experience as an architect to assist with this project. Commissioner Rice stated the Board needs to know the basics and property availability and the amount that needs to be spent. The Town Manager stated an architect can assist with locating a site along with costs. Mayor Pro Tem Cauthen stated the memorial should be located on Town property if possible with limited foot traffic to provide a quiet reflective place. Mayor Worley stated all the memorials in Washington, D.C. are in the main foot traffic areas. Commissioner Helms asked about the steps to forming a 501(c)3. The Town Manager stated a professional could assist with that step such as a third party facilitator. The Board discussed staff setting up a meeting with Mr. Atkinson. The Town Manager stated he would contact Mr. Atkinson.

Duke Energy “Eggs and Issues” meeting: A meeting was held by Duke Energy to discuss energy costs in North Carolina. The current cost of energy is twenty percent less due to the use of solar panels and natural gas.

Cramer Mountain Sidewalk: Commissioner Helms asked for an update regarding the Cramer Mountain sidewalk project. The Planning Director stated construction should begin about spring of next year.

Cramer Mountain Road Repair: The Town Manager stated that NCDOT will close a portion of Cramer Mountain Road to make culvert repairs. The road is scheduled to be closed from March 28th until April 1st.

STAFF REPORTS:

Two Rivers Utilities: Mike Bynum stated TRU responded to fourteen water meter related service requests, four sewer related calls, repaired five water leaks, completed nineteen lift station inspections, and installed one new irrigation system. No quality water samples were taken since the last report. Operations are normal at the Eagle Road Wastewater Treatment Plant.

Town Attorney: Absent.

Town Clerk: The clerk stated the production “Hairspray” will be performed at the Stuart W. Cramer High School this weekend.

Planning Director: Nothing to report.

Police Chief: Chief Ratchford stated he had several code enforcement issues for discussion. The Patterson Street Extension has been blocked with barricades for years due to safety issues with the bridge. There are no homes in that area but access to that area is needed by Two Rivers Utilities for maintenance of the pump station. Discussion was held regarding closure of the street and the use of gates to stop any vehicular traffic. The area could remain available to fisherman. The Board directed staff to prepare a resolution to close Patterson Street Extension and the costs for gating the road.

Chief Ratchford stated there is a car that has been parked in the turnaround at Old Lakewood Road for a while. This road is a state road and there is not an ordinance stating no parking. The garbage truck is having to back up Old Lakewood Road as it cannot use the turnaround. Chief Ratchford stated the owner of the vehicle has been notified. The Board requested a resolution be prepared asking NCDOT to designate this area as a no parking area.

Chief Ratchford stated the home at 149 North Main Street has code enforcement violations but no minimum housing violations. Mayor Pro Tem Cauthen asked if the county inspector had been in the home recently. Chief Ratchford stated no but his officers were in the home recently but no minimum housing violations were noted. A meeting is scheduled with the property owner next week. Citations have been issued in the past to the property owner. Chief Ratchford stated the renters stated the only car repairs being done at this home are for their personal vehicles.

Chief Ratchford stated there is a parking issue on Thirteenth Street. Neighbors are complaining that one of the neighbors is parking a truck and a work trailer on the street causing problems with the garbage truck not being able to service their carts. The homes in this area have a small parking pad and many park in the roadway. One of the property owners at the end of the street does not have a driveway and uses an entrance off of Twelfth Street. Chief Ratchford stated the current Town ordinance states no parking from 8:00 p.m. to 8:00 a.m. The Planning Director stated a commercial vehicle ordinance may need to be considered based on the gross weight of the vehicle or a specific trailer length. Mayor Worley asked that staff work on a solution and bring it back to the Board at the next meeting.

Fire Chief: Absent.

Finance Director: Mr. Lineberger presented the monthly financial statement and stated expenses are in line with expectations.

COMMITTEE REPORTS:

- **Parks and Recreation Advisory Board:** Commissioner Koutsoupas stated a meeting was held last Monday. An update was given to them by Cam Carpenter on the PARTF grant for Central Park. Approximately 300 participants are signed up for sports. Staff is working on preparing practice fields. Commissioner Neeley will provide the Blackboard Connect message for the Easter Egg Hunt. The joint celebration with the City of Belmont for Arbor Day is scheduled for Saturday, April 23rd.

BUSINESS ITEMS/TOPICS OF DISCUSSION FOR EACH COMMISSIONER:

Commissioner Neeley congratulated Mayor Worley regarding the recent county commissioner election.

Commissioner Rice thanked the Planning Director for all of the information presented tonight. He thanked the Town Manager for the price quote on pressure washing of the sidewalks and curbs and also for the information regarding the veteran's memorial.

Mayor Pro Tem Cauthen had nothing to report.

Commissioner Koutsoupas had nothing to report.

Commissioner Helms had nothing to report.

Mayor Worley stated there had been a recent article in the newspaper regarding Commissioner Rice's role as assistant district attorney as a trailblazer in prosecution of DWI's.

ADJOURNMENT: A motion was made by Commissioner Neeley to adjourn the meeting at 9:01 p.m. The motion was seconded by Mayor Pro Tem Cauthen and approved by all.

Mayor Ronnie Worley

ATTEST:

Wilene Cunningham, Town Clerk