

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

**October 19, 2017**

The Board of Commissioners for the Town of Cramerton met in work session on Thursday, October 19, 2017 at 6:00 p.m., in the G.M. Michael Room at the Cramerton Town Hall.

**Board Members present:** Mayor Will Cauthen; Mayor Pro Tem Demetrios Koutsoupas, Commissioners Dixie Abernathy, Houston Helms, Susan Neeley, and Donald Rice.

**Staff Present:** David Pugh, Town Manager; Nick Tosco, Attorney (Parker Poe Adams and Bernstein LLP); Deputy Chief Brad Adams, Deputy Police Chief; Wilene Cunningham, Town Clerk.

**Call to Order and Determination of Quorum:** Mayor Cauthen called the 6:00 p.m. meeting to order and determined there was a quorum.

**Presentation of language for stronger code enforcement language:** The Town Manager stated that staff had been working on finding stronger and more robust language regarding code enforcement to assist in keeping properties clean and free of junk. The Board was advised of recommended language to amend Chapter 92 regarding community beautification. Mr. Pugh stated that several of the proposed changes were based on the Town of Davidson's ordinance.

Under 92.001 Definitions, it is proposed to add 92.001(4) to read: "the accumulation of broken bottles, glass, tin, aluminum and other sharp, pointed, jagged or rusted metal". The Town Manager stated this addition would assist in reviewing possible code enforcement issues such as rusty furniture and other scrap debris.

Under 92.076 Property Maintenance, the following addition was proposed: "OBJECTS, under this subchapter, shall also include junk materials; machinery and equipment; appliances or other household items; lumber and building materials; sand, fill, rock and stone; fallen trees and fallen tree limbs; or other materials not forming part of a structure or landscaping or scrap materials as defined in Chapter 92." It was explained that the addition of this language will help broaden enforcement as far as being able to tie overall "scrap material" definition to "objects" and to apply to nuisances on properties. The Town Manager added that the addition of this language will help broaden enforcement as far as being able to tie overall "scrap material" definition to "objects" and apply to nuisances on properties.

Under 92.077(2) Occupation or Owners Shall Keep Premises Free of Litter, Debris, Junk and the Like, the following addition was proposed: "Any object or objects, as defined in S.S. 92.076 of this chapter, on the front yard or on a front porch whether covered or uncovered." The Town Manager stated this would assist in tighter language that would not allow for the covering of junk items. Commissioner Rice asked that the language be changed to read that the objects are not to be covered up and shall not be located on the front porch. He stated the current wording is misleading. Mr. Pugh stated he would amend this sentence for clarification.

Under 92.077(5), language has been changed to read: "rotten, damaged, or dilapidated sheds, outbuildings, garages or other uninhabited structures which have collapsed or partially collapsed or pose a danger of fire or pose a risk to neighborhood children or to adjacent property and property owners." Mr. Pugh stated that Interim Attorney Fox advised that the town should limit this to the side or rear of the yards. Mayor Cauthen stated no outbuildings are currently allowed to be constructed in the front yard areas. Mayor Pro Tem Koutsoupas asked what if the front porch is falling down or the steps are broken and rotten. Deputy Chief Adams stated these items would be considered minimum housing and not code enforcement.

Under 92.077(6), language has been changed to read: "any accumulation of rubbish, trash or junk causing or threatening to cause a fire hazard, or causing or threatening to cause the accumulation of stagnant water, or which is or may be dangerous or prejudicial to the public health." The Town Manager stated that the amended language ties into health and safety and is part of the municipality authority given per state statute. He explained that this would provide the town's fire chief or

other fire officials the ability to determine if there is a possible fire hazard due to piles of rubbish or junk and if there is an issue with objects or junk interfering with emergency responders.

Under 92.077(7), the language has been changed to read: “an open or unsecured storage or collection places for chemicals, oils, gasoline, flammable liquids, or other similar harmful or dangerous substances, gases or vapors” as this language was not in the town’s current ordinance.

Mr. Pugh stated that as of 2009, the NC Statutes allow for a municipality to implement enforcement on a “chronic violator” (160A-200.1). He stated that Cramerton does not have this language in its ordinance. The philosophy behind this authority is to speed up the code enforcement process that is in continuous violation. Attorney Tosco recommended following a calendar year for this purpose. Deputy Chief Adams advised the Board that the offenses have to be of the same nature and not three different offenses.

Mayor Cauthen inquired about what would constitute a normal collection of things. He gave an example of twenty outside chairs for a home that only three people share. He stated there have been concerns regarding whether or not a collection of items relates to a lifestyle or to a business being conducted at that home. Commissioner Rice stated that large quantities of items may create a fire safety nuisance and could be covered under 92.086. Commissioner Helms asked Deputy Chief Adams if changing this language would increase the number of properties that would need to be investigated. Deputy Chief Adams stated no. Commissioner Abernathy stated she thought the language should be stronger. Deputy Chief Adams stated the language can only be so strong and remain mindful of people’s rights.

Mayor Cauthen asked about property owners that do not maintain their property and detrimentally affect the property rights of their neighbors, causing the neighborhood to decline. Attorney Tosco stated this involves aesthetics and this type of regulation can be difficult to enforce. Commissioner Abernathy stated the term “junk” is used repeatedly, and she asked how this term would be defined. Attorney Tosco stated “junk” can be defined. He advised the Board that the City of Belmont defines “junk” in their ordinance.

Mayor Cauthen asked about enforcement regarding derelict vehicles, as he sees many parked in yards and not in driveways. Deputy Chief Adams stated if the vehicles are operable and titled then the police department does not pursue them. Commissioner Helms asked what happens if the yard has a large amount of clutter and how is it determined if this is a home or a business. Mayor Cauthen stated that would be under the zoning department. Deputy Chief Adams stated there are several businesses in town that are already in operation working as a home business. Commissioner Rice asked that the language under 92.007(2) be referenced with public safety. Mayor Cauthen asked about the timeframe for derelict vehicles. Attorney Tosco advised that the State regulates the timeframe for junked or derelict vehicles.

Mayor Cauthen called a recess prior to the start of the 7:00 p.m. meeting.

### **7:00 p.m. Bi-Monthly Session:**

**Board Members present:** Mayor Will Cauthen; Mayor Pro Tem Demetrios Koutsoupas; Commissioners Dixie Abernathy, Houston Helms, Susan Neeley, and Donald Rice.

**Staff Present:** David Pugh, Town Manager; Nick Tosco, Attorney; Greg Ratchford, Police Chief; and Wilene Cunningham, Town Clerk. Dave Pettine, Planning Director; and Joel Lineberger, Finance Director were absent.

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

The Town Manager asked that a closed session be added under NCGS 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. Mayor Cauthen asked to remove the agenda item to discuss the appointment of a town attorney that is listed under discussion by the Board of Commissioners. A motion was made by Commissioner Helms to adopt the amended agenda. The motion was seconded by Commissioner Neeley and approved by all.

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

**Proclamation in Recognition of October as Domestic Violence Awareness Month:** Mayor Cauthen read the proclamation in recognition of October as Domestic Violence Awareness Month.

**Proclamation to Honor Veterans in recognition of Saturday, November 11<sup>th</sup>, as Veterans Day.** Mayor Cauthen read the proclamation in recognition of Saturday, November 11<sup>th</sup>, as Veterans Day. A copy of this proclamation will be placed into the minutes book.

**Resolution Awarding Badge and Service Weapon to Cramerton Police Chief Greg E. Ratchford in recognition of his distinguished career in service to the Town and citizens of Cramerton.** Mayor Cauthen read the resolution awarding Chief Ratchford his badge and service weapon. Deputy Chief Adams stated a reception is planned for the November 16<sup>th</sup> Board of Commissioners meeting and Chief Ratchford will be awarded his badge and service weapon at that meeting. A copy of this resolution will be placed into the minutes book.

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

##### **Board of Commissioners:**

- **Consider approval of the proposed August 3, 2017 Board of Commissioners meeting minutes.** Mayor Pro Tem Koutsoupas asked about the motions listed regarding the closed session for the proposed August 3, 2017 meeting minutes. The Town Clerk stated she would review the motions for that section.
- **Consider approval of the proposed September 5, 2017 Board of Commissioners meeting minutes.** Commissioner Helms asked that an amendment be made to the September 5, 2017 meeting minutes. He requested that the sentence regarding cost savings option under the “Town Attorney Position Search Information” be reworded, as “Commissioner Helms stated ‘cost savings option’ sounds like we are implying compensation is low.” The Town Clerk stated she would amend that sentence. Commissioner Helms also asked if Attorney Fox’s statement using the term “expectation of dedication of the pier to the town” was properly worded. The Town Clerk stated she would confirm this verbiage. A motion was made by Commissioner Neeley to approve the proposed August 3, 2017 and September 5, 2017 meeting minutes with amendments. The motion was seconded by Commissioner Helms and approved by all.
- **Big Board Review:** Mayor Cauthen thanked Commissioner Helms and the staff for this template and document being used for the “Big Board.” Commissioner Abernathy stated that at the last meeting the Board discussed having some “Big Board” items presented quarterly, such as the painting of the railroad underpass and placement of the benches that were donated by the Cramer family. Commissioner Helms asked that items remain on the list in order not to lose them. The Town Manager stated the “Big Board” has provided a great way to communicate over the last few meetings.

##### **Planning and Zoning:**

- **Lakewood Greenway.** Mr. Pugh stated the Planning Director is out of town and he will be providing updates for this department. He advised the Board that as part of the Lakewood Greenway the town is required to hire an independent firm to handle the construction/engineering/inspection services and overall administration of the project. This will include project oversight, inspections, and ensuring all necessary documents are maintained and provided by NCDOT. Staff recommendation is to hire A. Morton Thomas and Associates. The cost for the construction/engineering/inspection services is estimated to be \$121,236.89 of the project budget. The project is estimated to be \$929,482.79 with the approved budget for the project being \$1,078,400.00.

Commissioner Helms asked what happens if the estimate goes over budget. The Town Manager said he could follow up with this question and ask for current price estimates. Mayor Pro Tem Koutsoupas asked when the last estimate was completed and how accurate it is currently. Commissioner Helms commented that the project should proceed but wanted to know who will be paying the bill should the project exceed the estimate while

investigating what the risk is. Mayor Cauthen stated only two bids were received. A motion was made by Commissioner Neeley to direct staff to negotiate the contract with A. Morton Thomas and Associates. The motion was seconded by Commissioner Helms and approved by all.

- **Market Street Improvements Concept.** Mr. Pugh stated Gary Fankhauser provided the rendering for the Market Street and Wilkinson Boulevard intersection improvement. The Town Manager stated Senator Harrington's office offered assistance with the distribution of discretionary funding for the placement of mast arms and light poles at this intersection. Mayor Cauthen commented that Burger King will need to be contacted as there is a very limited right of way. Commissioner Helms stated there is also a gas line near this area. Mayor Pro Tem Koutsoupas asked about the construction that is currently happening at Market Street. The Town Manager advised that Rodney Baker spoke with PSNC and they are repairing a utility gas line.

Mayor Cauthen asked if involvement for this upgrade had been addressed with other property owners that may be affected such as Food Lion and Mr. Rudisill. He wanted assurance that other property owners will be kept notified. The Town Manager said that Mr. Fankhauser did a detailed drawing but that NCDOT asked that this be removed and only the items covered under the discretionary funding be depicted for presentation to Senator Harrington's office. Commissioner Helms asked where the funding was coming from. The Town Manager stated the monies are from the discretionary funds for transportation from Senator Harrington's office. The funding can be used for beautification and pedestrian friendly street improvements but not for paving. NCDOT recently installed a pedestrian crosswalk on the Burger King side of the intersection. The Town Manager stated USI Engineering will do utility locates and engineering logistics and then Senator Harrington's office will be contacted. Mr. Pugh stated this would be a great opportunity for the staff and elected officials to visit Senator Harrington's office. Mayor Cauthen asked that ongoing costs continue to be gathered regarding this project. The Board agreed to move forward on this project.

- **Traffic Calming Policy.** The Town Manager stated a speed study was conducted in the Lakewood neighborhood on Armstrong Drive in March of 2017. The results of the study were applied to the town's newest traffic calming policy, and it was determined that a Class A response was appropriate based upon the findings. Increased enforcement has included officer visibility through stationary and moving patrols as well as increased enforcement of violations of traffic laws. Officers issued five written uniform stage citations for various charges on Armstrong Drive as well as two written warning citations. Verbal warnings have also been utilized as a method to inform violators of their traffic violations in the area.

Commissioner Rice asked Deputy Chief Adams how many of the written citations were for speeding. Deputy Chief Adams stated none of the citations issued were for speeding. The citations included stop sign violations and seat belt violations. Mayor Pro Tem Koutsoupas commented on distribution of the speed study information to the residents. He suggested a possible meet and greet style meeting along with a Blackboard Connect CTY message. Commissioner Helms stated the message should be consistent for each neighborhood and if possible hold a meet and greet here at Town Hall or a local HOA meeting. Commissioner Rice stated that there is a specific responsibility to the Lakewood community, as the town placed the parking for Goat Island in their neighborhood. The greenway will also be located in their area and will require additional patrolling due to an increase of pedestrians and vehicles.

Commissioner Abernathy stated that Armstrong Drive was deemed Class A per the Town's traffic calming policy but feels that the continuation of this discussion deems that there are special circumstances for the Lakewood area. She commented that Chief Ratchford voiced at a prior meeting his unique concerns for this area. She commented that citations being issued is not just about catching the violators but is prevention of something that once it occurs we can never take back. She stated there needs to be some form of communication to receive feedback from the Lakewood citizens regarding their perceived safety other than the results of additional speed studies. She said she wanted to receive data from the residents as there are still potential concerns for the Lakewood neighborhood. Mayor Cauthen stated the information could be distributed through social media, Blackboard

Connect CTY, or direct mail, and needs to be identical in the message provided. Commissioner Rice recommended that if an area is deemed as a Class A per traffic calming policy they should have continuous increased police enforcement until an additional speed study is conducted.

Mayor Cauthen recommended placement of signage to be posted after speed studies are completed providing information to view data on the Town's website or contact Town Hall. Commissioner Helms said signage could be identified as an area that will have continued increased police enforcement. Signage would be an easy and economical choice.

Commissioner Abernathy stated that after the next speed study in January an invitation could be extended to the Lakewood residents to attend the January Board of Commissioners meeting for discussion and/or concerns regarding the findings of the speed study. The Town Manager stated Lakewood residents could be contacted via Blackboard Connect CTY as a distribution group to receive a message from their Board liaison.

The Board discussed the timeline for the speed study in January and general guidelines to be followed, such as signage, and invitation to residents to attend a meeting. The speed study will be conducted for two twenty-four days within one week. Signage will be posted and then a community message will be distributed to the Lakewood citizens encouraging their feedback and possible attendance at a Board meeting. Commissioner Abernathy stated she wants a game plan in place where information can be received from this community other than the results of a speed study.

Mayor Pro Tem Koutsoupas recommended that social media, the Town's newsletter, signage, and Blackboard Connect CTY be used to notify the Lakewood residents. Mayor Cauthen stated a revision will need to be made to the traffic calming policy with the addition of language for signage. Discussion was held regarding continuing increased police enforcement. Deputy Chief Adams stated the speed unit is down and should be repaired soon. Increased speed enforcement will continue per Deputy Chief Adams.

Mayor Cauthen stated a citizen spoke to him recently about the speeding on Center Street. He advised the Board that there are eighteen homes on Center Street and most of the traffic is from people that do not reside on that street. Center Street is being used for people leaving the downtown area. Parking is on the right side of Center Street, and the homes are located very close to the sidewalks. Mayor Cauthen stated that with the number of vehicles traveling Center Street, placement of traffic calming devices would be well within reason. He recommended some type of heavy duty industrial rubber style devices which could be removed if needed. Commissioner Helms commented that he was concerned that placement of traffic calming devices on Center Street would divert traffic onto Front Street.

Commissioner Rice asked would the speed bumps be put in place to reduce the amount of residential traffic on Center Street along with decreasing speeding. Mayor Cauthen stated the speed bumps should assist with both speeding and decreasing the number of vehicles.

Commissioner Abernathy agrees with the current traffic calming policy and commented that the speed study averages miss things. She stated she would make the motion if needed to have the staff find a lower cost for removable traffic calming devices for Center Street. Commissioner Rice asked if the residents both on Center Street and Front Street would be provided notice and given an opportunity to have input. Mayor Cauthen stated that a letter could be provided to these residents asking for their opinion and/or concerns regarding installation of traffic calming devices and providing access to data collected from speed studies. Mayor Pro Tem Koutsoupas stated that some of the homes on Front Street have access from Center Street. Commissioner Helms stated that any citizens who live on Center Street or have homes which abut Center Street should be notified. Mayor Cauthen stated that a letter will be sent to Center Street residents for input regarding installation of speed bumps and to advise that a speed study has been conducted. The Town Manager stated he would include in the letter the reason for consideration of placement of speed bumps due to the close proximity to the Town's business district and extenuating circumstances. Mayor Pro Tem Koutsoupas asked that any adjoining homes that have connectivity onto Center Street also be contacted. The Board consented to this action and no motion was made.

## **Parks and Recreation:**

- **Aquatic Structures. Review and consider engineering proposals for inspection of Cramerton aquatic structures.** Mr. Smallwood advised the Board that an update has been received from Gaston County regarding occupancy, and signage has been posted. The Town Manager stated that three engineering firms responded to the Town's request regarding inspection of the Town's aquatic structures. McGill Associates quoted \$4,000.00 to \$4,500.00, which would include a full day of inspection of the aquatic structures. Odom Engineering quoted hourly rates. TI Coastal quoted hourly rates and stated they would anticipate travel, an overnight stay, a day spent in the field, and then overnight stay and demobilization. The Board asked if a schedule could be prepared for future inspections. The Town Manager stated there was a total of twelve structures. A motion was made by Commissioner Rice to empower the Town Manager to enter into contract with Odom Engineering for inspection of the Town's aquatic structures up to \$3,000.00. The motion was seconded by Commissioner Neeley and approved by all. (Commissioner Abernathy was not in the room at the time of this vote.)

## **Board of Commissioners:**

The Town Manager stated that Attorney Tosco advised him that the first closed session item as listed on tonight's agenda for discussion regarding the possible sale of Town-owned property needs to be removed. A citizen has asked about purchase of public property, and Attorney Tosco advised that this item should be discussed in open session.

- **Village at Cramerton Mills: Consider "2<sup>nd</sup> Amendment to Contract" to purchase and sale contract for Town's Firing Range Property.** The Town Manager stated that a request for placement of a gateway entrance monument for the VCM project on the firing range property has been received. The property consists of approximately .12 of an acre and belongs to the Town of Cramerton. Attorney Tosco stated the Town can enter into a right of entry agreement. This will allow VCM to place this monument, and at the time of the closing on the sale of the firing range or at an approximate number of days stated, this agreement will terminate. The Town will continue to own the property until the time of the closing. If the firing range is purchased by VCM, then this property interest merges into the sale. Commissioner Rice asked if there was any additional compensation to be received from VCM. Attorney Tosco stated VCM will clear the proposed area and maintain the mowing. Attorney Tosco stated no additional compensation will be received, as this is not an acquisition or sale because the Town currently owns this property. Commissioner Rice asked if the Town has input as to the size and type of signage. Attorney Tosco stated the sign would be governed per the Town's zoning code. Commissioner Rice asked Deputy Chief Adams if the placement of signage would affect the police department's use of the firing range. Deputy Chief Adams stated no. The Board agreed to empower the Town Manager to enter into a right of way agreement with VCM for a second amendment to the contract to purchase and sale of the Town's firing range for the usage of .12 of an acre for placement of a sign and to include the maintenance of this property.
- **Cramerton Veterans Memorial – Ad Hoc Committee update.** Commissioner Helms stated that this committee is receiving additional feedback regarding location of the proposed Veterans Memorial. A suggested site is for the memorial to be placed in the downtown area for increased visibility. Commissioner Helms stated that the Goat Island location is practical but many veterans and citizens have commented that this is not the site they would prefer. Information received from veterans indicate that they want the memorial to be in a more visible area. Commissioner Abernathy thanked the ad hoc committee for their great leadership and empathy. She asked if the signage for the proposed Veterans Memorial should be removed to lessen confusion. Mayor Cauthen and Commissioner Helms recommended the signage remain in place at this time.
- **Community Committee: Consider the Community Committee recommendation for Cramerton's Citizen of the Year:** Wendy Cauthen stated Kelly Stafford was recommended to receive the Citizen of the Year Award. Mrs. Stafford lost her daughter, Destiny, to a horse riding accident. Mrs. Cauthen stated that five other people received organ transplants from Destiny. Mrs. Stafford helps raise monies for individuals who are

going through the organ transplant process with assistance with housing and other expenses. Mrs. Cauthen stated that Kelly Stafford is a great ambassador for the town. Mayor Pro Tem Koutsoupas asked about the nomination process. Mrs. Cauthen stated the application deadline each year is September 15<sup>th</sup> and anyone can make a nomination. A motion was made by Mayor Pro Tem Koutsoupas to approve the nomination of Kelly Stafford as Cramerton's Citizen of the Year. The motion was seconded by Commissioner Abernathy and approved by all.

- **Cramerton Christmas Parade:** A motion was made by Commissioner Rice to appoint Kelly Stafford as grand marshal for this year's Christmas parade. The motion was seconded by Commissioner Neeley and approved by all.
- **Appointment to Planning and Zoning Board:** A motion was made by Commissioner Neeley to reappoint Zack Horne to the Planning and Zoning Board for an additional three-year term. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.
- **Proposal to cancel the December 21, 2017 BOC meeting:** Mayor Pro Tem Koutsoupas asked when the organizational meeting was going to be held. The Town Manager stated that is the first meeting in December. A motion was made by Commissioner Rice to cancel the December 21, 2017 BOC meeting. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.
- **Discussion of Inquiry for Purchase of Town Property:** The Town Manager said this parcel is property where a home was demolished near Central Park and is now owned by the Town. An adjoining property owner has asked about possibly purchasing this parcel and offered between \$5,000.00 and \$7,000.00. The tax value of this property is listed as \$19,000.00, and there is no structure on this lot. The area being discussed could be utilized as a future ingress/egress from Central Park. Commissioner Helms asked what the property owner's interest is in purchasing this property, and the Town Manager stated he did not know. The Board's consensus was not to sell this parcel in order to maintain future connectivity to Central Park. Eric Smallwood said this area is utilized by Parks and Recreation for access to Central Park and pool maintenance. This area will be the future entrance to Central Park. No action was taken by the Board.

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

- **Update of Road Paving Project:** Mr. Pugh stated that a geotechnical engineering firm was hired for inspection services during the recent paving project. The cost for this service has exceeded \$5,000.00. Resolution 2017-08 has been prepared to grant the Town Manager authority to approve payment of Summit Engineering's bill, which is over \$9,000.00. Commissioner Abernathy asked if this project exceeded the original timeline. Mr. Pugh stated yes. She commented that the note on the memo stating that B&N declined payment for the geotechnical services as it was not part of the original contract did not sit well with her. A motion was made by Commissioner Helms to approve Resolution 2017-08 exempting Summit Engineering in relation to the 2017 Cramerton Road Maintenance Project from G.S. 143-64.31 (Mini-Brooks Act). The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all. A copy of resolution 2017-08 will be placed in the minutes as part of the record.

Mr. Pugh provided an update regarding the prior extension that was given to B&N Grading. The paving project items have been completed, but to date the punch list has not been finished. A letter was sent as of October 18<sup>th</sup> and a cost of \$1,000.00 per day is being accrued for liquidated damages. The Town Manager stated an additional extension was requested from B&N Grading but this request was denied. A letter was provided to B&N Grading prior to completion of the paving project advising them of the punch list prior to the start of accumulation of liquidated damages. Bonnie Fisher with USI Engineering communicated with B&N Grading that they needed to schedule a meeting with Rodney Baker regarding the punch list. The Town Manager stated all parties involved will meet to go over the check list.

- **Citizens Academy Crash Course:** The Town Manager stated the citizens' academy crash course is scheduled for Tuesday, October 24<sup>th</sup>, here at Town Hall beginning at 6:00 p.m.

Members of the various boards and committees have been notified and a Blackboard Connect CTY message will be sent out on Monday, October 23<sup>rd</sup>.

**Update from Two Rivers Utilities:**

Mike Bynum reported that TRU responded to twenty water meter related service requests, repaired one water leak, and had one sewer related call. Eighteen preventative maintenance requests were performed at the pump stations. Five water samples were tested for water quality control, and all were in compliance with the State Drinking Water Quality Standards.

Mr. Bynum advised that the surveying of the second phase of sewer easement clearing on Cramer Mountain has been completed. Property owners are being notified of potential access issues such as gates and decorative fences. Mr. Bynum stated the construction on the south Fork Phase II Regional Sewer Plant will take about a year to complete once the Authority to Award letter has been received from the Division of Water Infrastructure.

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

**Town Clerk:** The Town Clerk presented to the Board a list of upcoming events for the months of November and December.

**Police Department:** Deputy Chief Adams stated that letters will be provided to the downtown businesses regarding upcoming road closures due to holiday events. He advised the Board that a reception will be held on November 16<sup>th</sup> Board meeting from 5:30 to 6:30 p.m. in the Town Hall lobby for recognition of Chief Ratchford's retirement. Mayor Pro Tem Koutsoupas asked about the speed limit signage. Deputy Chief Adams stated the electronic speed signage has been ordered but no timeline has been given for delivery. The Board asked if the police department was fully staffed at this time, and Deputy Chief Adams responded yes.

**Fire Department:** Chief Foulk presented a status report to the Board. He stated that information regarding grant approval for the \$50,000.00 NCOSFM Rescue Grant will be known as of December 15<sup>th</sup>. Mayor Cauthen asked about the status of the 95/5 FEMA AFG grant and Chief Foulk stated this grant was denied. He advised the Board that the County also did not receive this grant regarding a new radio system.

Chief Foulk stated that Pharr Yarns has made donations over the past few years to the Fire Department. He advised the Board that the McAdenville Bridge near the Fire Station will possibly be open next week. Commissioner Helms thanked Chief Foulk for the update on the pending grants and wanted to make sure these grants are part of the current budget. Chief Foulk stated the Fire Department currently has 31 members on staff and two members live permanently at the station. Mayor Cauthen thanked Chief Foulk and his staff along with the police department for their services at the recent car show.

**Planning:** Mr. Pugh stated the Planning Director is out of town. Mayor Pro Tem Koutsoupas asked about the signage at the Timberlake project off Armstrong Ford Road. He asked if this signage could be removed. Mayor Cauthen asked about the fifteen lots being developed in the Timberlake neighborhood. He stated that the developer is from California and builds homes for rentals. The Town Manager stated the County had contacted the Town asking if this area was in a flood plain. Mayor Cauthen asked Mike Bynum if he was aware of this group contacting Two Rivers Utilities to discuss installation of infrastructure. Mr. Bynum stated no. The Town Manager commented that municipalities do not have the power to regulate renters vs. owners. Commissioner Rice asked why this project was not listed on the previous list from the Planning Director. The Town Manager stated he would follow up on this matter.

**Finance:** Mr. Lineberger is out on vacation. Mayor Cauthen asked about NC retirement contribution and is this a quarterly payment. The Town Manager said he could ask the Finance Director.

**Parks and Recreation:** Mr. Smallwood stated that the Fall Carnival will be held on Saturday in the Centennial Center from 4:00 to 6:00 p.m. A group run is scheduled on Monday as part of the GO Gaston events, along with a paddling event for Wednesday and a bike ride on Thursday. Material has been received for repairs to be made to the Goat Island Lakewood Bridge. A \$42,000.00 grant has been received from the NC Wildlife Federation for the fishing and kayak

launch. Two informational kiosks will be installed. Submittal of reimbursement from the State has been submitted for the \$100,000.00 grant.

### **Committee Reports:**

**Parks and Recreation Advisory Board:** Mayor Pro Tem Koutsoupas stated the next meeting will be held at 7:00 p.m. at Town Hall. The Fall Festival will be held on Saturday, October 24<sup>th</sup>, and donations are being requested for cakes, cookies, and other baked goods for the cake walk.

**Community Committee:** Mayor Cauthen stated that a cleanup for Central Park is scheduled for Saturday, November 18<sup>th</sup>. A “seats and feet” campaign for the collection of socks and underwear for the homeless is currently being held, with drop off locations at Town Hall, Parks and Recreation Department, and Floyd & Blackie’s Coffee Shop. A river sweep is scheduled for April 7<sup>th</sup>, 2018.

**Centralina Council of Government:** Mayor Cauthen stated he recently attended the delegates’ quarterly meeting.

**Cramerton Merchants Association:** Mayor Cauthen stated that preliminary information from the golf tournament is being reviewed. Discussion is being held regarding a live music event for some time in the spring.

### **Topics of Discussion for Each Commissioner:**

Commissioner Neeley stated that Nancy Brandon came by Town Hall and advised that they are having the 60<sup>th</sup> anniversary high school reunion. She asked if the Town could donate a few items. The Board agreed to this donation.

Commissioner Neeley advised the Board that she had contacted Burger King’s home office asking about changes to the bathroom facilities. She stated she explained to the Burger King staff about the amount of traffic that occurs during the month of December due to people visiting the Town of McAdenville’s Christmas lights. Commissioner Neeley stated that the management staff at Burger King stated this restaurant had just been remodeled and no changes could be made at this time.

Commissioner Rice commented that the training in January 2018 for elected officials might be a good team-building experience for the entire Board.

Commissioner Abernathy stated she had nothing to report.

Mayor Pro Tem Koutsoupas stated a “no outlet” sign needs to be placed in the Cramerton Village prior to the Christmas holiday due to the amount of traffic trying to use Cramerton Village Drive as a cut-through. He also stated there was a substantial dip in the road at Seventeenth Street. The Town Manager stated he would have Rodney Baker check on this.

Mayor Pro Tem Koutsoupas asked if the doors to the bathrooms at the Goat Island Eighth Avenue entrance had been repaired. Mr. Smallwood stated his staff is making the needed repairs to the tension of the door closers and also modifying the door stops.

Mayor Pro Tem Koutsoupas asked about possible removal of the kudzu at the intersection of Cramerton Road and Market Street near the Cramerton Christian Academy. A resident spoke to him about an issue with limited sight distance. The Town Manager stated he would ask Rodney Baker to check on this area.

Commissioner Helms stated he recently saw Alpha Phi Alpha cleaning up Gaston Road and thanked them for volunteering. He asked that a letter be sent to the local alumni chapter thanking them for their volunteerism and cleaning up of Gaston Road.

Commissioner Helms stated he felt it was important that the Board continue to show support of transportation, and if necessary a meeting may be scheduled with Representative Dana Bumgardner regarding the importance of the Catawba Crossing Bridge.

Mayor Cauthen praised the Board members for their hard work and stated how proud he is of this Board and the Town's staff.

Mayor Cauthen advised the Board that he has a meeting tomorrow with VCM at 4:00 p.m. The Town Manager asked if he could attend that meeting. Mayor Cauthen stated yes.

A motion was made to enter into closed session regarding NCGS 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 by Commissioner Neeley. The motion was seconded by Commissioner Rice and approved by all. Attorney Tosco was excused by the Board and was not in attendance during the closed session.

Upon return to open session, a motion was made by Commissioner Rice to have the Town Manager enter into contract negotiations with Bringewatt and Snover, PLLC to serve as the Town's attorney effective January 1, 2018. Mayor Pro Tem Koutsoupas seconded the motion. The vote was 4 to 1 with Commissioner Neeley voting nay.

**Adjournment:** A motion was made by Commissioner Neeley to adjourn at 10:01 p.m. The motion was seconded by Commissioner Rice and passed by unanimous vote.

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Mayor Will Cauthen

**ATTEST:**

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Wilene Cunningham, Town Clerk