

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

June 22, 2017

The Board of Commissioners for the Town of Cramerton met in workshop session on Thursday, June 22, 2017 at 6:00 p.m., in the G.M. Michael Room at the Cramerton Town Hall.

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

Staff Present: David Pugh, Town Manager; Bill Brown, Town Attorney; and Wilene Cunningham, Town Clerk.

6:00 p.m. Work Session: Cramerton Veterans Memorial – Presentation by Gary Fankhauser of Viz regarding Veterans Memorial site survey. The Town Manager stated this is the first kickoff meeting since approval of the contract with Mr. Fankhauser and tonight's discussion will be held regarding the site survey and landscaping analysis.

Mr. Fankhauser stated an ad hoc committee is being formed and he encouraged this group to try and meet soon. The Town Manger stated the ad hoc committee will consist of himself, Dave Pettine, Mayor Cauthen, Commissioner Helms, and Commissioner Rice. Meetings are scheduled to be held with veterans but this would be separate of the ad hoc committee meetings.

Mr. Fankhauser stated the proposed Lakewood site has been surveyed and there are some concerns regarding the flood zone. Engineers will complete a flood study. The current proposed area is in the floodway and a no rise certificate would be needed if fill material is placed in the floodway. The memorial would need to be designed to allow flood waters to pass through. Commissioner Rice asked if the walkable paths would be water resistant. Mr. Fankhauser stated yes. It was mentioned that the project would be easier to complete if it was outside of the flood plain or zone. The Board discussed other locations that were previously considered. Mayor Pro Tem Koutsoupas asked what additional costs would be incurred to have an engineering analysis performed. Mr. Fankhauser stated if the project is not in a flood plain or flood zone then he can provide all of the construction drawings and pull permits as a landscape architect. Mr. Fankhauser stated he could get estimates regarding engineering costs. The Planning Director asked if the prior no rise study could be used that McGill Associates did for Goat Island Park. Mr. Fankhauser stated he would contact McGill Associates.

Mr. Fankhauser stated the memorial needed to be determined first and then the vision of what makes up the memorial. Commissioner Rice stated the memorial should be educational, walkable, and should tie into the role that Cramerton had in the war effort. It was noted that parking is already available at the Lakewood site. Mr. Fankhauser stated that most local Veterans Memorials are not specific to any war acts. He asked if the Board was considering receiving information about recognizing only Cramerton residents. He then mentioned that certain items to be considered for memorials include: pavers, names on a wall, flag poles, electricity, statutes, and various other items. Mr. Fankhauser stated the educational aspect of a Veterans Memorial may include classes for children and the lawn area could be used for overflow and temporary shelters. Commissioner Helms suggested that the educational aspect should be about Cramerton's contribution to our service men and women and it needs to be uniquely Cramerton. He stated he did want electricity to be available for events. Mr. Fankhauser stated he wants to hear from the various groups to capture their input and for the information to be inclusive and timeless and to honor what they have envisioned. Commissioner Rice stated he liked the idea of the monument being modular with trails through it with benches. Commissioner Neeley stated she wants to ensure accessibility for the veterans and anyone handicapped. Commissioner Abernathy asked what the next step was. The Town Manager stated the ad hoc committee will meet to begin discussion of fundraising. Commissioner Helms stated he wanted to continue forward with this site and to make sure the veterans are given an opportunity to provide input.

A motion was made by Commissioner Abernathy to take a short recess. The motion was seconded by Commissioner Rice and approved by all.

7:00 p.m. Work Session:

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

Staff Present: David Pugh, Town Manager; Bill Brown, Town Attorney; Greg Ratchford, Police Chief; Dave Pettine, Planning Director; and Wilene Cunningham, Town Clerk. The Finance Director was absent.

Call to Order: Mayor Pro Tem Koutsoupas called the 7:00 p.m. meeting to order and determined there was a quorum.

Adoption of Agenda for this meeting: Mayor Pro Tem Koutsoupas stated a public hearing request has been made and needs to be scheduled for July 20, 2107 regarding 4805 South New Hope Road. A motion was made by Commissioner Neeley to approve the amended agenda with the addition to allow discussion regarding setting a public hearing. The motion was seconded by Commissioner Abernathy and approved by all.

Proclamation celebrating July 4th as Independence Day in Cramerton (and in the United States) to honor America's 241st year as an Independent Nation: Mayor Pro Tem Koutsoupas read the Independence Day Proclamation.

Proclamation recognizing Cramerton Attorney Bill Brown for his 19 years of Public Service and positive contributions to the Town of Cramerton: Mayor Pro Tem Koutsoupas read the proclamation recognizing Attorney Brown for his nineteen years of public service to the Town of Cramerton. The Board thanked him for his many years of service. Attorney Brown stated he had seen the town blossom and sees many good things continuing to happen. He stated working as an attorney for a municipality is a different client base and is unique due to the rules of the Constitution for both the United States and the State of North Carolina. He thanked the Board and staff and said he would make sure to stay in touch.

Agenda Items Requiring a Public Hearing: A public hearing to consider approval for Rezoning of Gaston County Parcel Number 216483 from R-1/B-3 to B-3. The property consists of approximately 3.11 acres at the corner of Armstrong Ford Road and South New Hope Road.

- **Open Public Hearing:** A motion was made by Commissioner Helms to open the public hearing to consider approval for rezoning of Gaston County Parcel ID Number 216483. The motion was seconded by Commissioner Rice and approved by all.
- **Staff Comments/BOC Questions and Answers:** The Planning Director stated George Fotinos submitted a request to amend the existing zoning map for property identified by tax parcel ID Number 216483. The requested amendment would rezone the property to a B-3 zoning district to allow for the development of commercial uses. The future Land Use Plan for the town recommends commercial in this area which would be consistent with this request. This property was annexed into the town in 2014. The majority of the property is zoned R-1 with a small portion zoned B-3. The R-1 portion contains the existing restaurant on the property which under R-1 zoning would be a legal non-conforming use. The applicant is requesting the zoning change to make the zoning consistent with the current use of the property and to allow for continued commercial use and development of the property in the future. Staff recommendation is to approve the rezoning request of the property from R-1/B-3 to B-3. The Board had no questions or comments.
- **Developer Comments:** No one in attendance to speak.
- **Public Comment:** No one signed up to speak.
- **Close Public Hearing:** A motion was made by Commissioner Abernathy to close the public hearing. The motion was seconded by Commissioner Helms and approved by all.

A motion was made by Commissioner Rice to approve the rezoning of Gaston County Parcel ID Number 216483 from R-1/B-3 to B-3. The motion was seconded by Commissioner Neeley and approved by all.

Agenda Items Not Requiring a Public Hearing:

BOC Meeting Minutes: Consider approval of the April 20, 2017 meeting minutes. Commissioner Rice stated that page two of the meeting minutes be amended to read “eighty-five percent” not eight-five percent. A motion was made by Commissioner Rice to approve the April 20, 2017 meeting minutes with the proposed amendment. The motion was seconded by Commissioner Helms and approved by all.

Planning and Zoning: Centennial Center Bike Area. Mr. Fankhauser presented information regarding possible concepts for the downtown bike area. The bike repair station along with a water fountain will be installed at the corner of Center and Ninth Streets. The area will be a gathering space and offer seating. A possible shade structure or some type of shelter has been considered. Commissioner Abernathy asked if the bike plan was part of the budget process. The Town Manager stated donations were made by David Young and Jerry Roche but no bike plan was in place. Estimates for this project can be provided at the next Board meeting. Mr. Pettine stated he would look into possible grant opportunities. The bike racks and water fountain have been purchased. The Town Manager stated this project could be implemented in phases.

Discussion was held regarding bike plans and bike share programs in neighboring municipalities. Commissioner Rice stated he likes the idea of encouraging people to gather. Mr. Fankhauser stated the bands in the concrete are the most expensive part of the design and to reduce costs stamping the concrete could be done. A precast seat could be installed for seating to reduce costs. Chief Ratchford stated the town has an ordinance which does not allow bike riding on sidewalks. Attorney Brown stated this area may need to be classified as something different than a sidewalk. The Board thanked Mr. Fankhauser for this information. The Board also thanked David Young and Jerry Roche for their donations.

Schedule Public Hearing for July 20, 2017 for Conditional Use Permit at 4805 South New Hope Road. Mr. Pettine stated a motorcycle customization shop has requested a conditional use permit for 4805 South New Hope Road to be considered. Attorney Brown stated this there should be no communication between Board members, any citizens, or the applicant prior to the public hearing as the public hearing will be a quasi-judicial process. Mr. Pettine stated this parcel is located on South New Hope Road one parcel down from the ABC store. A motion was made by Commissioner Abernathy to schedule a public hearing for July 20, 2017 to consider a conditional use permit request for 4805 South New Hope Road. The motion was seconded by Commissioner Neeley and approved by all.

Finance: Fiscal Year 2016-2017 Budget Amendments. The Town Manager stated that the Finance Director is absent tonight. Budget amendments #13 and #14 are being proposed for housekeeping for the end of the year audit to assure compliance. Attorney Brown stated there is a severe penalty from the Local Government Commission if the town’s budget is overspent. Chief Ratchford stated that the line item for the Police Department is more than usual due to the number of officers that had to be replaced. Budget amendment #13 for \$20,000.00 is to transfer funds to operating account for NCOSFM Rescue Grant items costing less than the \$5,000.00 asset capitalization policy. Budget amendment #14 for \$69,500.00 is to reallocate budgeted funds to provide for projected department expenditures and accounts payable anticipated through June 30, 2017. This entry does not increase the Fiscal Year 2017 budget. A motion was made by Commissioner Helms to approve the proposed budget amendments. The motion was seconded by Commissioner Rice and approved by all. A copy of the budget amendments will be included with the minutes as part of the record.

Cramerton Board of Commissioners: Alcoholic Beverage Control (ABC) Board. Commissioner Abernathy asked to be recused by the Board as her husband, John, was one of the applicants. Mayor Pro Tem Koutsoupas asked that the Board set a firm date of June 30th to receive applications and to use all forms of social media for notification. Attorney Brown advised the Board that they appoint the members to the ABC Board. The ABC Board is not a town board and is regulated by the State. Commissioner Helms stated he would like to receive feedback from the current ABC Board members. Attorney Brown stated the ABC Board remains functional with two members. The Board asked that the applications provided to the ABC Board Chair and members for their input. Mayor Pro Tem Koutsoupas made a motion to recuse Commissioner Abernathy regarding this item at the next meeting. The motion was seconded by Commissioner Neeley and approved by all.

Parking on Central Park Area Streets: The Town Manager provided options regarding parking on Washington Street. It was discussed that if parking is removed in the blind spot then no parking spaces would be left. The Fire Department and Public Works vehicles are experiencing difficulty maneuvering through this area as vehicles are parking on both sides of the street. Widening of the street is not an option. The development of Central Park will increase the traffic on Washington Street. Eric Smallwood stated there has been an increase in rental shelters at Central Park. He stated he encourages people to park at Eleventh Street and walk up to Central Park. Commissioner Abernathy asked about the park access via Victory Lane. Mr. Smallwood stated Victory Lane is a very narrow street. Discussion was held regarding the safety of the street. Chief Ratchford stated the problem area with the blind spot could be remedied if the parking area is removed. This would remove about six parking spaces. Chief Ratchford stated the homeowner could back into the driveway. He stated there have been no reported crashes on that street. Parking enforcement would allow issuance of citations and towing of the vehicles could occur immediately. The Board asked that other parking options be reviewed and discussed by staff. Chief Ratchford presented to the Board the results of the Washington Street speed study. Chief Ratchford asked that Rodney Baker with the Public Works Department mark off the possible changes to the parking area to determine how many parking spaces would be removed.

Town Attorney Position Search Information: Attorney Brown stated he met with Attorney Fox and they have discussed the transition. Mr. Pugh stated he met with the department heads to discuss what they need from the attorney. Discussion was held regarding whether the hiring would be for an in house attorney or hiring a firm. Importance has been placed on hiring an attorney with municipal government experience and working with various boards. Attorney Brown stated different versions of requests for proposal will need to be created depending on whether the Board chooses to hire a staff attorney or if they choose to hire a firm. Attorney Brown stated that Parker Poe was originally hired by Cramerton as a firm and then he was hired as staff attorney in 1998. Attorney Brown stated that Attorney Fox with Parker, Poe, Adams and Bernstein will be able to assist in the wording of the request for proposals and will be able to provide information regarding possible contacts he would recommend. Chief Ratchford stated one of the benefits for having a staff attorney is the availability. The Board asked that requests for proposals be prepared for both a staff attorney and for a firm.

Change to BOC Meeting Schedule: Thursday, September 7th Meeting. The Town Manager stated that Mayor Cauthen asked for the Board to consider changing the Thursday, September 7th meeting to Tuesday, September 5th. A motion was made by Commissioner Abernathy to approve the September 7th Board meeting to be rescheduled to Tuesday, September 5th. The motion was seconded by Commissioner Neeley and approved by all.

Manager's Report: Update of Road Paving Project: Mr. Pugh stated work continues on South Fork Lane by B&N Grading and this project should be completed by tomorrow afternoon. The paving work on Front Street is scheduled to begin after July 4th. A meeting was held with one of the owners of the company along with USI staff. A new foreman has been assigned to this project. Summit Engineering, a geotechnical firm, will be on site to ensure the road base is properly compacted.

The pre-fabricated bathrooms have been installed. Free-standing water fountains will be installed at a later date.

The Town Manager stated that during the 2016 goals and objectives session the Board encouraged communications with other municipalities. Mr. Pugh stated a casual style brunch has been planned with Adrian Miller, Town Manager for the City of Belmont, to discuss projects that we have in common. The Board asked that this offer be extended to the Town of McAdenville.

Update from Two Rivers Utilities:

Stephanie Scheringer reported that TRU responded to eleven water meter related service requests, repaired three water leaks, and responded to three sewer related calls. Forty preventative maintenance requests were performed at the pump stations. The sewer line easement clearing on Cramer Mountain is approximately seventy-five percent complete and should be finished within the next few weeks. The first phase of clearing sewer easements in the Cramer Mountain area is completed. The HOA has been notified and residents will be kept informed. Five water samples were tested for water quality control and all were in compliance with the State Drinking Water Quality Standards. Land application of bio-solids from the Eagle Road Wastewater Treatment Plant is planned to begin in early July and there will be increased truck traffic.

TRU is starting construction on a new sewer hydraulic structure just outside the Eagle Road Wastewater Treatment Plant. This new piping construction will help sewage from the pump

stations flow more easily and efficiently into the treatment plant and reduce the possibility of sewer overflows. Project cost is \$155,000.00.

TRU has undertaken an extensive investigation as to how peak flows during rainfall events can be addressed. This project will reduce the chance of sewer overflows as well as allow for additional capacity for residents and businesses in Cramerton.

TRU is currently evaluating options to address capacity issues at the Baltimore Pump Station. The sewer services for the major pump stations in Cramerton. The Baltimore Pump Station is serving the largest geographical area.

TRU is in the design stage of additional sewer piping and two new pump stations to serve new proposed developments. This project will be about thirty million dollars and will ensure the southern portion of Cramerton along with the southeast section of Gaston County can be served with sewer to allow for development. First installation will be on Armstrong Ford Road across from the Catfish Cove Restaurant. No firm timeline has been developed at this time.

TRU will be replacing a pressure reducing valve in the Cramer Mountain area near the Hanna Woods area. The current valve has reached the end of its useful life and will be replaced with a new valve. This will make the water system easier to maintain and be more reliable for residents in that area. Before work begins, TRU will place an automated call to area residents. During the replacement there will be changes in the water system pressure, but TRU will work closely with the contractor to mitigate pressure issues. Commissioner Helms asked that the homeowners association be notified as soon as possible. Mayor Pro Tem Koutsoupas asked about the status of the force main from McAdenville to the Mockingbird Lane area. Ms. Scheringer stated all funding is now in place for that project and construction should begin at the end of this calendar year.

Town Attorney: Nothing to report.

Town Clerk: Nothing to report.

Police Department: Nothing to report.

Fire Department: Chief Foulk absent.

Planning: Mr. Pettine stated he is reviewing the construction plans for the two apartment units on Wilkinson Boulevard. Plans have been presented from True Homes regarding the project off McAdenville Road and New Style Homes has presented plans for their project located off on Armstrong Ford Road. Commissioner Neeley asked about the Waffle House on South New Hope Road. Mr. Pettine stated this parcel is not in our town limits and a pre-construction meeting is scheduled today with the county.

Finance: Mr. Lineberger absent.

Parks and Recreation: Mr. Smallwood stated the concrete has been poured for the pre-fabricated bathrooms. Water service has been installed and water fountains will be installed later. No electrical service is currently available. The goats will be arriving at Central Park next week and signage will be posted regarding the electrical fence. The Independence Day Celebration will be on Saturday July 1st starting at 5:00 p.m. with a group river float on the river and a pool party is scheduled for Tuesday, July 4th.

Committee Reports:

Parks and Recreation Advisory Board: Mayor Pro Tem Koutsoupas stated the next meeting is scheduled for Monday, August 7th at Town Hall. The July meeting has been cancelled.

Cramerton Historical Society: The next meeting will be held on July 20th at 6:00 p.m.

Community Committee: Commissioner Rice stated he was not in attendance at the last meeting. The River Sweep Clean Up is scheduled for Saturday July 8th and the group will meet at Riverside Park. The next meeting is scheduled for July 11th.

Topics of Discussion for Each Commissioner:

Commissioner Neeley stated she attended the Cramerton Merchant's Association meeting. Discussion was held regarding upcoming July events and the remainder of the calendar year. Carillon Assisted Living is planning an event to be held at Cramerton Drug Store to show appreciation for their patients and to offer information regarding the services Carillon Assisted Living offers. No date has been selected at this time for this event.

Commissioner Rice stated he had heard positive remarks about the newly installed bathrooms. He did state there was some concern about issues with the parking for the Fire Department due to limited parking spaces. Eric Smallwood stated the loading and unloading area will no longer be available. Commissioner Rice thanked Attorney Brown for his service to the town.

Commissioner Abernathy told Attorney Brown that she appreciated his service and hopes he enjoys his retirement. She commented on what the next steps would be regarding traffic calming in the Lakewood neighborhood. Chief Ratchford asked if she would like an additional speed study completed and additional discussion can be held with the new policy in place.

Commissioner Helms thanked Attorney Brown for his service and congratulated him on his retirement.

Commissioner Helms asked about the status of the damaged dock at the South Fork Apartments. Eric Smallwood stated the county has not signed off on this project and the insurance adjuster wants a detailed repair estimate. The area is marked off with caution tape and the businesses have been notified. Attorney Brown stated an outside contractor will need to be hired and the project will be need to be completed per ADA guidelines.

Mayor Pro Tem Koutsoupas asked about signage at the bathrooms. Eric Smallwood stated a walkway will be striped to the steps and the parking lot will be restriped.

Mayor Pro Tem Koutsoupas wished Attorney Brown and his wife the best and thanked him for his years of service to the town.

A motion was made to enter into closed session by Commissioner Abernathy. The motion was seconded by Commissioner Neeley and approved by all.

Return to Open Session: NCGS 143-318.11(a)(3) Consult with the attorney to protect the attorney-client privilege. A motion was made by Commissioner Rice to authorize the Town Manager to negotiate an extended contract with Waste Management for a two year contract renewal for \$210,549.00. The motion was seconded by Commissioner Abernathy and approved by all.

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. A motion was made by Commissioner Helms to approve \$5,000.00 incentive pay for Attorney Brown. The motion was seconded by Commissioner Neeley and approved by all.

Adjournment: Upon return to open session, with no further action being taken and no further business, a motion was made by Commissioner Helms to adjourn at 11:54 p.m. The motion was seconded by Commissioner Abernathy and passed by unanimous vote.

Mayor Will Cauthen

ATTEST:

Wilene Cunningham, Town Clerk