

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

August 17, 2017

The Board of Commissioners for the Town of Cramerton met in a workshop session on Thursday, August 17, 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 Tempore Demetrios Koutsoupas, Commissioner Dixie Abernathy and Commissioner Susan Neeley. Commissioner Donald Rice joined the meeting at 6:05 p.m. Commissioner Houston Helms was absent.

Staff Present: David Pugh, Town Manager; Anthony Fox, Town Attorney; Joel Lineberger, Finance Director; Chief Greg Ratchford, Chief of Police; Dave Pettine, Planning and Zoning Director and Belinda Robinson, recording secretary.

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

6:00 p.m. Work Session - Cramerton Projects Monthly Update: The Planning Director Dave Pettine gave an update on the Cramerton Planning Department's major projects. Mr. Pettine read over a worksheet that was handed out during the meeting. The handout listed the projects, status of the projects, most recent activity and cost.

- LW Greenway is awaiting bid proposals and the most recent activity is a construction admin request for proposals sent to NCDOT for advertisement and ad was placed on Town website. The cost is \$750,000.
- Cramer Mountain Road Sidewalk is in plan review with NCDOT with the most recent activity being 70% completed. Plans sent for NCDOT review on 06/1/17. NCDOT anticipates completion by 08/18/17. The cost is \$500,000.
- Market Corridor status is in planning and awaiting design concepts from Viz. The cost being \$680,000. Mayor Cauthen asked if there was a plan to engage the stakeholders in that area. Dave Pettine stated yes, once we get the design concept in place then we will sit down with the stakeholders and talk to them about how this may impact or benefit their property.

Development Projects

Single family

- True Homes—status is in review; most recent activity is second round of plans submitted for review to Town of Cramerton the week of 08/07/17 for 179 lots.
- Riverside Infill—status is Rezoning Pending; most recent activity is meeting with developer on 07/20/17 to discuss project moving forward for 11 lots.
- VCM—status is in progress; most recent activity is plat revision to accommodate on-street parking for homes being developed by Brookline, preliminary plat approved. Awaiting mylars for signatures and recordation for 24 lots. Mayor Cauthen stated that AV Homes, along with Bonterra Builders, is taking the place of David Weekley Homes, as they will be doing some regrading.
- Courtyards at Cramerton—status is in review; most recent activity is initial plans reviewed and comments provided on 07/06/17. Awaiting revised plans to be submitted for review for 79 lots.

Total units for single family is 293.

Anticipated population increase is 762.

Multi Family

- Groves at Peach Orchard— status is awaiting development with no significant recent activity. Units-210.

- The Haven- status is awaiting development with no significant recent activity. Units-122.

Total units-332

Anticipated population increase-747

Total anticipated population increase from all residential projects-1,509

Non-Residential

- Market Street Commercial— status is awaiting plan submittal; most recent activity is variance approval to reduce front setback along Market Street. Total square feet is 3,150. This square footage is for the dentist office only. There will be 3 more buildings added at Market Street averaging about 2,000 more square feet each adding about five to seven thousand additional square feet out of that project.
- Bike Exchange— status is awaiting plan submittal; most recent activity is conditional use permit approved. Total square feet 7,208. Additional 4,500 square feet of additional future flex space that they have on their plans.
- The Pier (Wilkinson Blvd.) — status is awaiting plan submittal; most recent activity is conditional use permit approved. Total square feet is 21,000.

Total square footage of new non-residential use is 35,000.

Mayor Pro Tempore Koutsoupas asked when you say budget on the handout, does this include money that we have already set aside for those projects, grants or anticipated funding? Mr. Pettine stated that yes, he got with Joel Lineberger, the finance director and broke out the budget for the project. The budget includes the total project amount and where the funding is derived.

Commissioner Abernathy asked for some clarification regarding several of the projects. Dave Pettine clarified the project questions that Commissioner Abernathy had. Mayor Pro Tempore Koutsoupas asked if the \$680,000 is the cost of the project. Mayor Cauthen stated that the \$680,000 is the current funding but the budget is not complete. Mayor Pro Tempore Koutsoupas asked if we know the cost of the study yet. The Planning Director stated that the design part is being worked on. And, he added that they do know the total cost as the engineering part of the project is awaiting a cost estimate Mayor Pro Tempore Koutsoupas asked if that \$680,000 will include the study. The Planning Director stated that it would and that anything done related to that project will come out of that budget. However, he stated that that does not prevent the Town from putting in additional dollars if needed. Mayor Pro Tempore Koutsoupas asked if the money set aside was from Senator Harrington. He responded that none of that money was used for the improvements and crosswalks

Dave Pettine stated that it came from somewhere else. David Pugh said to Mayor Pro Tempore Koutsoupas that he spoke to Gary Spangler and that was something they did in anticipation of this money being spent, which they don't always do. David Pugh stated that the crosswalk was paid for by NCDOT. It was taken out of \$680,000.00 funding. Mayor Cauthen asked David Pugh about having the Big Board. Dave Pugh stated that he and Dave Pettine have talked about it and plan to bring it forward at the September 5th meeting.

Cramerton Veterans Memorial

Mayor Cauthen introduced Gary Fankhauser with Viz. Mr. Fankhauser gave a handout to the Board and went over the summary of Veterans Memorial input meetings with Armed Service Members. Mr. Fankhauser stated that there were about twelve to fifteen veterans at the meeting. The veterans were invited to attend two separate public forums and provide input, thoughts and advice for the design and development of the Cramerton Veterans Memorial. Some of the key points that the veterans made were: What kind of emotions should the memorial try to convey for both veterans and non-veterans; recognition; How can it depict the uniqueness of Cramerton; what should the name convey; what is the educational message; and what is the design/material? Gary Fankhauser also went over the preliminary design. Mayor Cauthen stopped Mr. Fankhauser so that we could go into our public meeting but asked him to stay so that the Board could ask questions.

7:00 P.M. Board of Commissioner's Meeting:

Board Members Present: Mayor Will Cauthen, Mayor Pro Tempore Demetrios Koutsoupas, Commissioner Dixie Abernathy, Commissioner Donald Rice, and Commissioner Susan Neeley. Commissioner Houston Helms was absent.

Staff Present: David Pugh, Town Manager; Anthony Fox, Town Attorney; Chief Greg Ratchford, Police Chief; Joel Lineberger, Finance Director, Dave Pettine, Planning and Zoning Director; and Belinda Robinson, recording secretary.

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

Adoption of Agenda for This Meeting: The Mayor asked if there were any changes to this agenda. Town Manager David Pugh asked to amend the agenda to add below public comment (3a) per request of the board an item from Kim George, the President and CEO of the Gaston Arts Council, to discuss the Night Under the Stars event on September 28th and to provide a verbal update. Also, under Cramerton Board of Commissioners, to have a discussion for an ad hoc group formed by the Board and staff members as our date for the attorney search update. Mayor Cauthen also stated he wanted to propose that be added so that after Kim George speaks, we can go back to Gary Fankhauser. Commissioner Neeley made a motion to approve the amended agenda. Commissioner Abernathy seconded the motion and the motion was passed by unanimous vote.

Public Comment: Kim George with the Gaston Arts Council spoke about the Night Under the Stars event. Kim George stated that all of their components are in place and they are ready to continue to sell tickets. She has extended the early bird ticket special until next Friday, August 25th. After that date, the tickets will go up in price. Tickets are \$100 per person and that will include hors d'oeuvres, cocktail hour, concert, three course meal and the fine arts pop up show. Sponsorships are available. The Town Manager also stated that per the flier that was handed out, there is an individual \$50 dollar friend-of-event sponsorship if any citizens want to donate. Mayor Cauthen asked that anything that Kim George is posted to make sure the Board of Commissioners get it so that they can help support the event and to share on social media as well.

Mayor Cauthen went back to the Veterans Memorial so that the Board can give feedback to Gary Fankhauser. Mayor Pro Tempore Koutsoupas asked if there were any updates on the permit process that we may have to do. Mr. Fankhauser stated that he talked to McGill Associates and they said that it would have to be a brand new study with the cost being \$8000 to \$15000. Mayor Pro Tempore Koutsoupas also asked if there were any additional fundraising opportunities such as pavers: putting name, branch and the years that they served – something where it is unique to the families Mr. Fankhauser said that there are spaces within the Veterans Memorial where we can do fundraising such as paver bricks or benches. Commissioner Abernathy asked about the way the preliminary design is set up, the only specific names of individuals that will be included would be names under the categories there are: KIA, MIA, POW and perhaps heroes unique to the town. Gary Fankhauser stated that was correct. Commissioner Abernathy stated that moving forward, the Town of Cramerton may want to consider some kind of hardship opportunity for the families that want to honor a family member but do not have the monetary means to do so. Commissioner Neeley asked about handicap accessibility at the preliminary design. Gary Fankhauser went over where it would be in the design.

Mayoral Proclamation Recognizing Purple Heart Day: Mayor Cauthen read the proclamation recognizing Purple Heart Day August 7, 2017.

Agenda Items Not Requiring a Public Hearing:

Board of Commissioners Meeting Minutes: Consider approval of the May 18, 2016 meeting minutes. A motion was made by Mayor Pro Tem Koutsoupas to approve the presented May 18, 2017 meeting minutes. The motion was seconded by Commissioner Rice and approved by all.

Planning and Zoning: Traffic Calming Policy

Action Item: Provide feedback/direction to staff for traffic calming analysis for Woodlawn Avenue and Eighth Avenue. Following the request of the Board of Commissioners, the Town of Cramerton Police Department conducted two separate speed studies on Woodlawn Avenue and Eighth Avenue. These speed studies have been evaluated under the newly adopted Traffic Calming Policy. Planning and Zoning Director Dave Pettine went over the summary of each study. Woodlawn Avenue's posted speed limit is 20 mph and the study was conducted in two phases. Phase I was from April 30 to May 4, 2017 and Phase II was from May 8 to May 12, 2017. This was a BOC driven request.

The Phase I study area was on Woodlawn Avenue between Market Street and the circle, where there were 3,919 total vehicles evaluated. The average speed was 16 mph at approximately 3 p.m., with 556 vehicles traveling above the posted speed limit. 85% were traveling between 20 mph or less and the heaviest volume between 1:00 p.m. - 2:00 p.m.

The Phase II study area was on Woodlawn from the traffic circle toward Thirteenth Street. Total number of vehicles were evaluated. The average speed was 18 mph with the highest speed being 41 mph at approximately 11 a.m. 172 vehicles traveled above the posted speed limit. 85% were traveling between 20-25 mph. The heaviest volume was between 10:00 a.m. to 12:00 p.m.

The results of the study show an average speed between 18-21 mph, indicating a Class A traffic issue. The average speed is within the 0-9 mph range over the posted limit. No additional police action needs to be taken based on the findings of the study. Officers were advised of residents' perception of speed in the study area.

The Eighth Avenue posted speed limit is 20 mph. The study was conducted between June 10 and June 15, 2017. This study is BOC driven. The study area is on Eighth Avenue, between Ninth Street and Tenth Street. There were 6,377 vehicles evaluated. The average speed was approximately 21 mph with highest speed being 49 mph at approximately 4:00 p.m. 4,270 vehicles were traveling above the posted speed limit. 85% of vehicles traveling above the posted speed limit were traveling between 21-30 mph. The heaviest traffic times were between 2-5 p.m. with the majority of the traffic traveling above the posted speed limit occurring between 4-5 p.m. There were no traffic collisions in the study area within the last 12 months.

The findings on the study show an average speed of approximately 21 mph, indicating a Class A traffic issue which is the average speed is within the 0-9 mph range over the posted limit. Police will increase speed enforcement in this area. The action at this point is to present the findings and also for the Board of Commissioners to make a final determination on traffic calming measures to be considered within the study area. Dave Pettine also stated that there is a public safety recommendation in the packet from Chief Ratchford that does address this section of road for the Board to read at their discretion. Chief Ratchford stated that he does not recommend these traffic calming devices for residential neighborhoods because the residents would get use to the traffic control devices, but on Eighth Avenue a majority of the traffic will not necessarily travel that way every day so they will capture their attention. Commissioner Rice asked Chief Ratchford that given the numerical data that he sees, does he view this as a significant risk to public safety so much that this type of additional cost and measures are necessary." Chief Ratchford stated that because of the pedestrian traffic, yes he does. Commissioner Rice asked if this would be a cause for a budget amendment and Joel Lineberger stated that it would cause a budget amendment. Mayor Cauthen asked if we anticipate any negativity from this such as the brightness at night or the aesthetics. Chief Ratchford stated that he didn't think that would be an issue because the area that he and Rodney Baker have looked at is not a residential area. Attorney Fox asked if these are mobile units or are they fixed devices. Chief Ratchford stated that they are fixed devices and Public Works staff can install them; the poles are already in place. Commissioner Rice asked if the devices could be moved to another area after a while in one spot. Chief Ratchford stated that yes they can, but we would have to pay for the power to be attached back to it. Mayor Pro Tempore Koutsoupis asked if they can be reprogrammed to a different speed limit and Chief Ratchford stated that it can.

Commissioner Neeley asked about the study on Cimarron Blvd in Timberlake. Town Manager David Pugh stated that the Cimarron Boulevard study will be on September 5th. Commissioner Neeley asked about the children at play sign on Cimarron Blvd. Town Manager Pugh stated that the town does not put those out because the town does not want to encourage children to play in the street.

Commissioner Abernathy asked about the Lakewood Neighborhood. She stated that several meetings back there was some discussion about getting some input from the Lakewood residents on the next step with Lakewood. The Town Manager stated that he does not remember this being the next set of action; he thought it was just to increase enforcement and patrol. Commissioner Abernathy stated that the discussion she remembers was that because our police chief had recommended additional speed bumps or brought it up that he thought this would be appropriate. The next step was to get additional input from the residents. Town Manager David Pugh stated that he would go back and look at that and if that was something that needs to be done, we would include that in the action items and report back at the next meeting but one thing we did increase was our enforcement. Commissioner Abernathy asked what was it he was going to go back and look at. Town Manager David Pugh stated that he would double check the Board's action on this matter from the last meeting. Mayor Cauthen asked if this has resulted in any ticketing. Chief Ratchford stated that it has. Commissioner Rice asked if the staff wants direction from the Board as far as pursuing pricing on the traffic calming devices as far as getting estimates and for making a formal budget amendment. Chief Ratchford stated that he took that as a directive and he would proceed with getting estimates.

Board of Commissioners:

Cramerton Veterans Memorial: Verbal update from ad hoc committee. Mayor Pro Tempore Koutsoupas stated that the next meeting is August 24th, at 6:30 p.m. at the Community Center.

Parks and Recreation Advisory Board Appointment: Mayor Cauthen went over the applicant to Parks and Recreation Advisory Board, Brittany Carey, a resident from Fifth Street. Mayor Cauthen stated that he spoke to the chairperson of Parks and Rec who is in full support of this applicant. Mayor Pro Tempore Koutsoupas stated that he had some feedback from the advisory board on this applicant. The Advisory Board unanimously recommends Brittany Carey to serve as an alternate to the Parks and Rec Advisory Board. Mayor Pro Tem made a motion to approve Brittany Carey to the advisory board. Commissioner Neeley seconded the motion. Town Manager David Pugh clarified that this is the second of two alternates and this term ends December 31, 2018.

Discussion of Creating an Ad Hoc Committee for the Attorney: The Board discussed having an ad hoc committee for the attorney. This committee will discuss and review applications for the attorney position and narrow down applicants and do interviews. Mayor Pro Tem Koutsoupas made a motion that Commissioner Abernathy, Commissioner Susan Neeley, Deputy Chief Adams, Planning and Zoning Director Dave Pettine and Finance Director Joel Lineberger to be on the ad hoc committee for the attorney with Town Manager David Pugh to be the point person for this committee. Commissioner Rice seconded the motion. All were in favor.

Manager's Report:

Verbal update on 2017 Road Project: Town Manager David Pugh showed pictures of Front Street and the valley curb for which we had had a change order and we are still well within our contingency budget. Mr. Pugh also stated that they will start to pave on Saturday morning and then start on the Front Street drainage. Mayor Cauthen asked how soon traffic would be able to resume on Front Street drainage. Mr. Pugh stated that regular traffic should be able to resume the following week.

Town Manager David Pugh also stated that USI, town engineers, are merging with Labella. There will be no changes, the same team and staff.

Town Manager also stated that he is looking at a company out of Shelby to get the leakage problems of the Town Hall corrected. He stated that he and Joel Lineberger will have something more specific for budgeting and this will be brought back on September 5, 2017.

General Staff Reports:

Two Rivers Utilities: Stephanie Scheringer stated TRU responded to eleven water meter related service requests. Twenty six preventative maintenance service requests were completed at the pump stations. One location was sampled to maintain water quality. All samples were in compliance with state drinking water standards. A pump failure occurred at the Baltimore station. Staff was able to make a temporary repair and a replacement pump has been ordered at a cost of \$19,950.00.

TRU replaced the pressure reducing valve on Hanna Woods Drive on Monday, August 14th. The replacement went smoothly, with little noticeable change to water service. This project was completed at a cost of approximately \$11,000.00.

Town Attorney: Attorney Fox stated that he has looked at the Row Boat Dock and Dredge contract and that project is considerably overdue in terms for timeframe. He has not sent a letter that puts them on notice with regards to where that project stands with a time and performance standard. He anticipates that he will write a letter to them just reminding them of the timeliness of the project and to encourage them to identify a plan for completion of the project. No action needed to be taken at this time.

Attorney Fox also stated that Town Manager, David Pugh, received a letter from VCM where they exercised their option to extend the closing date pursuant to section 2.3 of the contract of the closing date which is their second and final extension which will run the date to September 14, 2017. Mayor Cauthen stated that Mr. Bowman indicated to him that VCM will be asking for an additional extension beyond the September date but, VCM is proposing to write the Town of Cramerton a nonrefundable check for the amount of \$25,000.00. With the additional extension that has been requested we would need to take action before September 12th because that is when VCM's time will run out and VCM would like the extension to November 17th. The Town of Cramerton will have to take action at its November 5th meeting. Mayor Cauthen also stated that between now and then, there is an expectation that Mr. Bowman will be bringing the town further updates as far as what this project looks like at this point.

Town Clerk: Ms. Robinson stated she had nothing to report.

Police Department: Chief Ratchford stated that Saturday, August 19th, Run For One is holding a 5K in the Lakewood area from 8 a.m. to 10 a.m. It will affect Lakewood Road in the Lakewood Subdivision. The special event coordinator is responsible for making sure that each resident gets a flier and they are putting up signage and a Connect CTY message. Chief Ratchford also gave out the July activity report for the Board to review. He also stated that he sent out a press release on the 50th anniversary of the Cramerton Police Department and also sent out invitations for the reception to celebrate the 50th anniversary which will be October 5th at 5:00 p.m. to 6:30 p.m.

Fire Department: Chief Foulk talked about the issue of not being able to access the McAdenville Fire Department because of the bridge construction. Commissioner Abernathy asked about the status of the fire grant. Chief Foulk stated that he will receive notification on the grant by December 15th. Mayor Pro Tempore Koutsoupas also asked if there was any talk about have any surveillance on the public restrooms from the fire department since we had the vandalism. Chief Ratchford stated that there was some conversation on this matter about wireless monitoring of that area and the path through the island. Mayor Cauthen stated that he has a neighbor who had an issue with the battery of his golf cart putting off carbon monoxide. Chief Foulk stated that was a unique call about carbon monoxide coming from a faulty battery on the golf cart.

Planning Director: Mr. Pettine stated that the Town Manager, David Pugh, Commissioner Neeley and he went to the Get Ready Gaston Event. It showcased where we are as a county within

the region and what our opportunities are moving forward. It provided good information from a different perspective, economic development, planning, transportation and a discussion at the end from the Chairman of the Charlotte Chamber, Bob Morgan. They have a follow up meeting on the 24th that Mr. Pettine plans on attending.

Mr. Pettine also talked about the bike pedestrian steering committee on the 29th of August at 6:00 p.m. This will be a public meeting.

Finance Director: Joel Lineberger stated that we had a workers comp auditor come on site to do an audit. Mr. Lineberger stated that the Town of Cramerton spends about \$32,000.00 a year on workers comp premiums. We will be receiving a \$2,500.00 refund this year as a result of departmental vacancies or temporary vacancies. The wages did not come up to what we estimated. Mr. Lineberger also included monthly report in the agenda packet for the Board to review.

Parks and Recreation Department: Parks and Recreation Director Eric Smallwood updated the Board on Central Park. He stated that the goats are no longer at Central Park. They will be back at the end September or first of October for the fall. Mayor Cauthen asked if we need to have a cleanup in Central Park before the goats come back or after the goats come next time. Mr. Smallwood stated that he thinks we should do it after the goats come the next time and that the kudzu will grow slower soon because it goes dormant in the winter time.

Committee Reports:

Cramerton Historical Society: Mayor Pro Tempore Koutsoupas stated that the Historical Society meeting will be August 24th at 6:30 p.m. at the Community Center.

Parks and Recreation Committee: The next Parks and Recreation Committee will meet September 11th at the Town Hall at 7:00 p.m. Because of the holiday, it was pushed back to the following Monday.

Cramerton Merchants Association: Town Manager David Pugh stated that Kim George will be attending and promoting the Night Under the Stars for September 28th and requesting CMA doing a sponsorship fund.

Mayor Cauthen stated talking to CMA President Chad Schumate and Secretary Bryan Andrea. Mrs. Smallwood brought a good concept to us about potential for gifting some composite-made rocker/slider type chairs for the observation pier. It is something that is being considered by the CMA. It would be a gift of about \$2,000. No action has been taking yet.

Community Committee: Commissioner Rice stated that he was not able to attend the last meeting but he did speak with Scott Kincaid who indicated that there was nothing discussed at the meeting that he felt was necessary to bring in front of the Board. The next meeting will be September 12th at 6:00 p.m. at Town Hall.

Topics of Discussion for Each Commissioner:

Commissioner Koutsoupas stated that the Charlotte Regional Transportation MPO had a meeting to discuss the Catawba Crossing on South New Hope Road. The MPO, Gaston County, Cleveland County and Lincoln County have already passed this resolution to push the project up to the regional tier and possibly get a NC route number for the Catawba Crossing. To make this project stronger, the MPO talked about the focus on regionalization. Commissioner Koutsoupas stated that with MPO's resolution along with the town's support it will hopefully push the project to the regional level and it will get scored higher. He added that no funding was discussed.

Commissioner Abernathy asked Town Manager David Pugh if he provided information to the Board about the police chief position and the process of hiring a new police chief. Mr. Pugh stated that he has not done that, but he did brief all of the Board members individually because there are several personnel items behind that. Also Commissioner Abernathy also stated that school is about ready to start a new year and she wanted to wish the best to all the educators in our town.

Commissioner Rice stated that he wanted to give some recognition to the Cramerton Fire Department as he is proud to be a part of such a great fire department and the knowledge that the firemen have is amazing. Commissioner Rice also stated that he will not be present for the Thursday, September 21st meeting because he will be teaching constitutional law to the BLET class and he will be teaching during the Night Under the Stars event, but he will be purchasing an individual sponsorship.

Mayor Cauthen stated that the September 21st meeting is also during the North Carolina League of Municipalities annual meeting. If there will be a quorum, Mayor Pro Tempore Koutsoupas will lead the meeting, if not, then the meeting will need to be moved to an alternate date. Mayor Pro Tempore Koutsoupas stated that he will contact Commissioner Helms to ensure that he will be able to make the meeting on September 21st.

Commissioner Neeley talked about the Get Ready Gaston Event that she attended. She stated that it was an excellent meeting. So many elected officials were there and Dr. Abernathy and Mr. Booker gave a presentation about back-to-school. Also, Carillon had their first customer appreciation day at Cramerton Drug. It involved Floyd & Blackie's, Cramerton Drug and Carillon. They had a table set up with bags of goodies and informational brochures. About 10 to 15 people showed up.

Mayor Cauthen stated that he updated the Board on everything he had but wanted to thank everyone for understanding about his vacation that he took.

Adjournment: A motion was made by Commissioner Abernathy to adjourn the meeting. The motion was seconded by Commissioner Neeley and approved by all. The meeting was adjourned at 8:41 p.m.

Mayor William Cauthen

ATTEST:

Belinda Robinson, Recording Secretary