

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

January 30, 2018

The Board of Commissioners for the Town of Cramerton met in a workshop session on Thursday, January 30, 2018 at 6:15 p.m., in the G.M. Michael Room at the Cramerton Town Hall to discuss traffic calming in the Lakewood Neighborhood.

Board Members present: Mayor Will Cauthen; Commissioners Dixie Abernathy; and Susan Neeley. Mayor Pro Tem Koutsoupas, Commissioner Helms, and Commissioner Rice were absent.

Staff Present: David Pugh, Town Manager; Karen Wolter, Attorney; Brad Adams, Police Chief; Dave Pettine, Planning Director; and Wilene Cunningham, Town Clerk.

Workshop Session: Mayor Cauthen called the meeting to order at 6:15 p.m. and advised that there was not a quorum.

Mayor Cauthen asked that everyone in attendance for the workshop meeting to please sign in.

The Town Manager stated that a letter was originally sent out for this meeting to be held on Thursday, January 18th. Due to inclement weather, the workshop meeting to discuss this item was cancelled and rescheduled. Traffic calming for the Lakewood Neighborhood is being discussed due to the increased traffic that occurs due to visitors to Goat Island.

Public Comment: Mike Shuford, 101 Armstrong Drive, stated he had met with Kevin Krouse, former Planning Director, approximately twenty months ago to discuss how to begin the process for implementation of traffic calming measures for the Lakewood Neighborhood. At that time the process began with a petition requiring a specific number of signatures. Mr. Shuford advised the Board that the speeding continues in the neighborhood. He stated he is an avid walker and that he and his dogs have almost been hit. He commented that there is no sidewalk or curbing on Armstrong and that the speed bumps could cover the entire pavement width. He said the full width speed bumps could assist in stopping golf carts and automobiles from driving into people's yards. Mr. Shuford stated consideration might be needed in construction of a sidewalk.

Mayor Cauthen reminded the Board that prior policy required a certain number of signatures and placed a cost obligation on the neighborhoods to help pay for the speed bumps. He stated a furtive speed device was purchased two years ago and the police department has been utilizing this device to gather traffic information.

Ralph and Brenda Davis, 200 Oak Drive, stated the furtive device has been on a pole in their neighborhood for several months. Chief Adams advised that the police department's speed device has been in the shop for repairs. Mrs. Davis said that some vehicles are traveling up to fifty miles per hour. She voiced her concerns about bikers and walkers in this area not feeling safe due to the speed of traffic. Commissioner Abernathy thanked everyone for their attendance and stated how important their input is regarding this study.

Greg Damron, 301 Armstrong Drive, stated he has lived here for twenty years. He stated two years ago speed bumps were installed in front of his home and no one called him to notify him of their installation. Mr. Damron asked that the Town notify residents when something is going to affect them. Due to traffic driving into his yard to avoid the speed bump he has had to replace multiple sprinkler heads. He has placed a large rock in his yard to deter vehicles, especially golf carts. He asked why there was not a cut out in the speed bump to allow golf carts to pass through. He advised that there are numerous improperly operated golf carts in the Lakewood Neighborhood with many being driven by children.

Mr. Shuford stated he worries about the safety of bikers and walkers as it is dark outside when many people are out during this time of year and their neighborhood is poorly lit.

Mayor Cauthen and the Board thanked everyone for attending the meeting and providing input.

Commissioner Helms arrived at 7:04 p.m.

7:00 p.m. Bi-monthly meeting:

Board Members present: Mayor Will Cauthen; Commissioners Dixie Abernathy; Susan Neeley; and Houston Helms. Mayor Pro Tem Koutsoupas and Commissioner Rice were absent.

Staff Present: David Pugh, Town Manager; Karen Wolter, Attorney; Brad Adams, Police Chief; Joel Lineberger, Finance Director; Dave Pettine, Planning Director; and Wilene Cunningham, Town Clerk.

Call to Order and Determination of Quorum: Mayor Cauthen called the 7:00 p.m. meeting to order at 7:05 p.m. and determined there was a quorum.

Invocation and Pledge of Allegiance: The invocation was offered by Commissioner Neeley and the pledge of allegiance was presented by Webelo Pack #501 and given by all.

Adoption of Agenda for this meeting: Commissioner Abernathy asked that the agenda be amended to add discussion regarding the traffic calming for the Lakewood neighborhood under Planning and Zoning to address traffic calming based on tonight's work session input. A motion was made by Commissioner Neeley to approve the amended agenda. The motion was seconded by Commissioner Helms and approved by all.

Public Comment: No one signed up to speak.

Proclamation recognizing February as Black History Month in the Town of Cramerton. A signed copy of the proclamation will be placed into the record of the minute's book.

Presentation regarding the Cramerton Aquatic Structures by Odom Engineering. Eric Smallwood stated per the checklist provided the Town has made some repairs. No docks or portages will need to be closed during repairs. The Odom Engineering representative advised that with continued repairs and maintenance this should maximize the life of these assets. She recommended yearly maintenance continue.

Agenda Items Requiring a Public Hearing:

A public hearing to consider conditional rezoning of Gaston County Parcel Numbers 185437 and 185438 consisting of approximately .77 acres on Wilkinson Boulevard.

- **Open Public Hearing:** A motion was made by Commissioner Neeley to open the public hearing. The motion was seconded by Commissioner Helms and approved by all.
- **Staff Comments / BOC Questions and Answers:** Mr. Pettine stated the property is the former Loy Overcash Auto Sales property. Applicants have submitted a request to amend the existing zoning map which is currently zoned B-1. The requested amendment would rezone the properties to a B-3 Conditional Zoning district to allow for auto sales. This would allow auto sales as a conditional use. This amendment would re-establish the historic use of the property that served as a privately owned auto sales lot for over 30 years. This request would be consistent with the future Land Use Plan for commercial/mixed use in this area.

Mr. Pettine advised the Board that staff and the Planning and Zoning Board recommended approval of the request with the following conditions for the development:

- 1) Use of the lot for auto sales "as is" condition with minor improvements to the gravel parking area.
- 2) Parking and/or storage of junked and/or inoperable vehicles is prohibited.
- 3) No new points of ingress/egress to be established on the site (use of existing drives permitted).
- 4) Existing sign to be maintained, but cannot be enlarged.
- 5) Any new signage to meet all requirements found in the Land Development Code.

- 6) Storage buildings to be retained on property for storage only and cannot be used for vehicle storage or service.
- 7) No auto repair work to be conducted on site (washing and detailing of cars available for sale is acceptable).
- 8) All driveway entrances will be coordinated and approved by NCDOT.

Commissioner Neeley asked when the property was last in use for auto sales. Ron Harrison, property owner, stated he and his wife own this property. The property was used for private auto sales from 1977 to 2012. The parcel was left to his wife per her father's estate. Monies have been spent to redo the home and the garage. Mr. Harrison stated letters were sent out to the local residents twice. Most people wanted to know if this land was going to be developed for apartments or a hotel. Stephen Parton, Venture Realty, stated the phone calls he received were from investors and they were supportive of the proposed change.

Public Comment: No one signed up to speak.

Close Public Hearing: A motion was made by Commissioner Helms to close the public hearing. The motion was seconded by Commissioner Neeley and approved by all.

Consider approval for the conditional rezoning of Gaston County Parcel Numbers 185437 and 185438 consisting of approximately .77 acres on Wilkinson Boulevard. A motion was made by Commissioner Neeley to approve the conditional rezoning of Gaston County Parcel Numbers 185437 and 185438 consisting of approximately .77 acres on Wilkinson Boulevard. The motion was seconded by Commissioner Abernathy and approved by all.

Mr. Pettine asked that the Board consider an action be considered for a motion to state that this rezoning is consistent with the Town's Land Use Plan.

Consider approval of consistency of the rezoning request with the Land Use Plan. A motion was made by Commissioner Neeley that this rezoning request is consistent with the Town's Land Use Plan. The motion was seconded by Commissioner Abernathy and approved by all.

Agenda Items Not Requiring a Public Hearing:

Consider approval of the October 5, 2017 and November 16, 2017 BOC meeting minutes. Commissioner Neeley asked that a correction be made to the sentence that reads "Mayor Cauthen clarified that the engineer would be basically to go through and give an inventory" be changed with the addition of the words "would be 'hired to' go through and give an inventory 'of the number of piers we have'". She asked that a correction be made to the sentence that reads "Eric Smallwood stated that an onsite inspection from the State Wildlife Commission in the past week for grant reimbursement funds" be corrected to read "Eric Smallwood stated 'there was' an onsite inspection".

Commissioner Helms asked that a correction be made to the October 5, 2017 BOC meeting minutes to amend the sentence that reads "Mayor Pro Tempore Koutsoupas ask" be amended to read Mayor Pro Tempore "asked". The Clerk advised the Board that Mayor Pro Tem Koutsoupas had sent information to her asking that some corrections be made. A motion was made by Commissioner Helms to approve the amended October 5, 2017 meeting minutes with corrections along with the proposed November 16, 2017 meeting minutes. The motion was seconded by Commissioner Neeley and approved by all.

Planning and Zoning:

- **Traffic Calming Policy: Set the next neighborhood meeting work session (propose February 15th BOC meeting).** The Town Manager stated the next meeting work session would be for traffic calming regarding the Timberlake Neighborhood Cimarron Boulevard area. The same letter format that was sent to the Lakewood Neighborhood would be used. The Board agreed to schedule the next neighborhood work session meeting for February 15th.
- **Discussion regarding Lakewood Traffic Calming.** The Board stated there was a lot of good information and input received from tonight's 6:00 p.m. traffic calming meeting

regarding the Lakewood Neighborhood. The Board was advised there had been twenty written citations, twenty warning citations from September to October. There have been seventeen warning citations written for November through December. The speed trailer has been used in the neighborhood along with utilizing radar.

Commissioner Abernathy requested that the Board consider going ahead and voting on the placement of two speed bumps in the Lakewood neighborhood. She asked that Chief Adams provide the information to the Board as to the proposed location for the placement of the speed bumps. Mr. Pettine stated he would work on gathering information regarding a cost analysis for full width speed bumps. A motion was made by Commissioner Helms for the installation of two speed bumps in the Lakewood neighborhood. Commissioner Abernathy stated information could be gathered regarding the pros and cons of different style speed bumps prior to making a decision. The motion was seconded by Commissioner Neeley and approved by all. Mayor Cauthen stated that the speed bumps that are divided are use by emergency vehicles, and not for golf carts.

- **Market Street and Wilkinson Boulevard Small Area Plan. Consider Approval of the contract with Metrocology for the Market Street and Wilkinson Boulevard Small Area Plan.** Mr. Pettine stated the staff plan to reach out to the major land owners to discuss the proposed Market Street and Wilkinson Boulevard Small Area Plan. Commissioner Abernathy asked if other vendors provided a cost for this service. Mr. Pettine stated that Demetri Baches with Metrocology has worked well with the Town and the various property owners and approving this contract will provide continuity with the Small Area Plan. Commissioner Helms stated it would be considered healthy to possibly look at other vendors. Mayor Cauthen advised that his comfort level is high regarding the services be providing by Metrocology. The Planning Director stated the next corridor to be considered for bid will be New Hope Road and that would be a good time to consider bidding that out. A motion was made by Commissioner Neeley to approve the contract with Metrocology. The motion was seconded by Commissioner Helms and approved by all.

Parks and Recreation:

- **Consider Approval of Recommended Edits to the Committee Bylaws.** Mr. Smallwood stated that there was not a quorum at the last Parks and Recreation Advisory Board meeting. He recommended that the bylaws be amended to have five voting members and two alternate members. A correction needs to be made to state that the Parks and Recreation Advisory Board meetings are held the first Monday of each month. The information regarding the Centennial Celebration Subcommittee needs to be removed from the bylaws. Mr. Smallwood stated he would like the application process to be more competitive and to start enforcing attendance. A motion was made by Commissioner Abernathy to approve the amendments to the Parks and Recreation Advisory Board as recommended. The motion was seconded by Commissioner Neeley and approved by all.

Finance:

- **Consider Approval of Cobra Administration Contract.** Mr. Lineberger stated that this agreement would allow The Employers Association to provide administrative assistance with required notifications to new, existing, and terminating employees. This agreement has a one year term which is automatically renewed absent sixty days advance written notice. The annual cost for this service is \$420.00. Commissioners Helms asked what this service protects the Town from. Mr. Lineberger stated the IRS can penalize if documentation is not completed in a timely manner. A motion was made by Commissioner Helms to approve the Cobra Administration Contract. The motion was seconded by Commissioner Abernathy and approved by all.
- **Consider Approval of Cramerton Retiree Health Reimbursement Plan.** Mr. Lineberger stated that this agreement would allow the Employers Association to document the provision of post-employment health benefits and avoid any IRS issues that might otherwise arise. The agreement is designed to provide reimbursement for health and dental insurance premiums for a qualified retired employee only. There is a

one-time fee of \$250.00. A motion was made by Commissioner Neeley to approve the retiree health reimbursement plan. The motion was seconded by Commissioner Helms and approved by all.

Fire Department: Gaston County Application to Assistance to Firefighters Grant (AFG).

- **Consider Approval to authorize the Mayor and Fire Chief to sign the Memo of Understanding for the AFG for radios for all Gaston County FD's.** Chief Foulk stated that this grant was not successful last year and is being resubmitted. The Cherryville Fire Department is continuing to serve as the host agency department. The current radio system is approximately sixteen years old and needs to be replaced. Thirty radios are needed at a cost of \$3,200.00 each. This grant is a 90/10 and the Town would be responsible for \$9,600.00. The grant application is due February 2nd. The Board asked what could be done regarding promotion of receipt of this grant. Chief Foulk stated Representative McHenry would be a good contact as his office encourages the fire departments to apply for this grant. Chief Foulk stated he would advise the Town Manager regarding a good time to contact Representative McHenry's office.

Big Board Review:

The Town Manager stated a sign has been placed on the on the Gaston County School property displaying the Wilkinson/Lakewood Small Area Plan.

Board of Commissioners Business:

- **Verbal Update from Veterans Memorial Ad Hoc Committee:** Mayor Cauthen stated a kick-off meeting has held for the initial fundraising for the Veteran's Memorial. Commissioner Helms advised that a list of both private and commercial donors has been compiled and distributed to various fundraising members. The next meeting will be held on Monday at 7:00 p.m. at Town Hall.
- **Consider Approval of partnership (includes contract) with the Community Foundation of Gaston County, a 501(c)3.** Attorney Wolter stated the purpose of entering into an agreement with the Community Foundation (GFGC) is to provide potential donors with a 501(c)3 option when making a donation to the Cramerton Veteran's Memorial. The GCCF will manage the funds donated and provide recognition letters for any donations over \$250.00 and distribute the assets of the fund to the Town for appropriate purposes. All checks will need to be marked for the Veteran's Memorial. Mr. Lineberger stated a capital project fund is in place and authorization will be needed to utilize this fund. Commissioner Abernathy asked about reaching out to the Community Foundation about their grant process. She encouraged that someone reach out to the schools. She stated a "penny drive" might be considered so the elementary schools could be part of the fundraising. The Board consented to having staff to pursue the grant from the Community Foundation. A motion was made by Commissioner Helms to approve the partnership and contract with the Community Foundation of Gaston County for the Cramerton Veteran's Memorial to empower the Town Manager and Town Attorney to answer any questions and to empower the Town Manager for dispersement and execute the contract with these small items confirmed. The motion was seconded by Commissioner Abernathy and approved by all.

Manager's Report:

- **Montcross Airport Trip/CLT Airport Area Strategic Development Plan:** The Town Manager stated that Ted Hall and Melia Lyerly arranged this trip and there was some very good discussion regarding the importance of the Catawba Crossing Bridge.

Update from Two Rivers Utilities: Mike Bynum reported that TRU completed thirty-five water meter related calls, repaired three water leaks, responded to five sewer related calls, and completed forty-nine preventative pump station inspections. Seven water quality samples were taken and all were in compliance with NC Drinking Water Quality Standards. Mr. Bynum stated that the South Fork Phase II Regional Sewer Project pre-construction conference was held on December 19, 2017 and the notice to proceed was issued. Sanders Utility Construction has mobilized and are doing

construction staking. Construction should take about a year to complete. The second submittal of the ninety percent design by Labella Associates is currently under review for the Southeast Sewer Project. A pre-construction conference was held today for the Village at South Fork single-family project. Utility construction should begin in about a month. TRU is waiting on the developer's engineer to complete drawdown test on the Timberlake II Pump Station to verify capacity and to get an approved NCDOT three-party encroachment agreement before releasing the project for water and sewer construction.

Town Attorney: Attorney Karen Wolter stated she is reviewing information regarding the Town's beautification ordinance.

Town Clerk: She stated she recently attended the clerk school session in Durham. Unfortunately due to inclement weather many of the clerks were not able to attend and part of the session will be held at a later date.

Police Department: Chief Adams distributed a report with data for the entire year. He stated a new nationwide reporting system is being put into place and this is the first transition to a new system since 1973. Commissioner Abernathy and the rest of the Board thanked Chief Adams for this succinct report. She asked about the number of alarm calls reported. Chief Adams stated that many of these are false alarms. The speed sign has been installed outside of the Town Hall Building on Eighth Avenue. Chief Adams invited Board members to attend firearms simulator training at Gaston College scheduled for February 13th and 20th.

Fire Department: Chief Foulk distributed a report. He stated one firefighter recently received his certification. Commissioner Helms recommended a formal recognition of Firefighter Odom by the Board. Chief Foulk stated he would coordinate this recognition event with the Board.

Planning: Mr. Pettine stated a pre-construction meeting regarding infrastructure for the True Homes project on Peach Orchard Road has been held. The inspector from Labella Associates is monitoring the roads along with Rodney Baker regarding proper installation standards. The sign for the school property on Lakewood Road has been installed. A meeting with held with the Town of McAdenville regarding the sidewalk improvement project around Market Street and Wilkinson Boulevard. The Courtyards at Cramerton is pending tests regarding the pump station prior to paving. The Groves and Haven Apartment Project continues and the utilities from the True Homes project will serve those projects. Mayor Cauthen asked if both of the apartment projects will be constructed at the same time. Mr. Pettine stated he was not sure at this time as he had not seen the plan yet. An update was given regarding the bike plan. Mr. Pettine stated comments have been requested of the steering committee. This information will be sent to the State and then public hearings will be scheduled.

Finance: Mr. Lineberger distributed the final draft of the audit report. He stated this was the final bound version and there were no changes from the draft version presented to the Board in December.

Parks and Recreation: Mr. Smallwood stated the Parks and Recreation Advisory Board discussed the Farmers Market opening in the spring. The theme would be a natural tailgate market and would be held on Monday afternoons from 3:00 to 7:00 p.m. The market could be held from April to October. The market could also possibly be opened on Wednesday afternoons. The area being considered is the property located in front of the Hampton Meadows Apartments near the railroad underpass.

Commissioner Abernathy asked about the board repairs on the Lakewood side of Goat Island. Mr. Smallwood stated he was waiting to make these repairs after the inclement weather. Mr. Smallwood stated mulch has been placed at the playground equipment.

Topics of Discussion for Each Commissioner:

Commissioner Neeley stated she was honored to be invited to the Gaston County Board of Commissioners meeting and reception to celebrate the retirement of Cathy Cloninger and renaming of the Shelter of Gaston County to "The Cathy Mabry Cloninger Center – A Domestic Violence Shelter". On Monday, January 25th, Commissioner Neeley stated she attended the Annual Martin Luther King breakfast in Dallas. Excerpts from Dr. King's "I Have A Dream" speech was delivered by two Gaston County students.

Commissioner Neeley stated she had spoken with the Town Manager and Patty Brooks, the RN from Healthy Gaston Initiative, regarding “creating a culture of wellness”. Eric Smallwood will be serving as the Healthy Gaston Wellness Champion for the Town of Cramerton.

Commissioner Neeley stated she attended the recent ribbon cutting for the re-opening of the Cramerton ABC store on Market Street on Tuesday, January 23rd.

Commissioner Neeley stated she has been appointed as the only nurse to serve on the Board of Directors for the North Carolina Institute of Medicine Board of Directors. The institute is composed of a majority of physicians.

Commissioner Abernathy thanked the staff for the pictures from the swearing in at the first meeting in December that were published in the newsletter and the Belmont Banner newspaper. She thanked the ad hoc committee for all of their hard work regarding the Veteran’s Memorial. She thanked the Parks and Recreation staff for keeping the bathrooms for Goat Island so clean and well maintained.

Commissioner Helms thanked the staff for their creativity on a regular basis. Stated he was excited about the Farmers Market and the Veteran’s Memorial. He stated he liked that this is a unified Board and likes seeing the Town moving forward.

Mayor Cauthen thanked everyone for their hard work and asked that everyone stay focus.

Mayor Cauthen called for a five minute recess prior to entering into closed session.

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

Adjournment: Upon return to open session, a motion was made by Commissioner Helms to amend the salary range for the chief of police position to \$58,000.00 to \$86,000.00. The motion was seconded by Commissioner Abernathy and approved by all.

A motion was made by Commissioner Neeley to adjourn at 9:48 p.m. The motion was seconded by Commissioner Abernathy and passed by unanimous vote.

Mayor Will Cauthen

ATTEST:

Wilene Cunningham, Town Clerk