

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

January 4, 2018

The Board of Commissioners for the Town of Cramerton met in regular session on Thursday, January 4, 2018 at 7:00 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; 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 and determined there was a quorum.

Invocation and Pledge of Allegiance: The invocation was offered by Commissioner Neeley and the pledge of allegiance was given by all.

Adoption of Agenda for this meeting: A motion was made by Commissioner Helms to approve the proposed agenda. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.

Public Comment: Ted Reece, 306 Lakewood Road, thanked the Mayor and commissioners for the positive response to the appeal regarding placement of the Veterans Memorial in the downtown area. He stated he wanted to speak tonight regarding a water problem. Two Rivers Utilities was contacted in reference to a water break. Mr. Reece stated that the water pressure was too high after the break was repaired and that he and several of his neighbors were left with damage to their water heaters. He asked that the town be an advocate and help with getting the repairs made. Mr. Reece stated he was frustrated with TRU as he was unable to get through to anyone. He said someone at TRU told him that an insurance person would be contacting him regarding the damage that was caused.

Proclamation to honor the life of Martin Luther King, Jr. and recognize Martin Luther King Day on January 15, 2018: Mayor Cauthen read the proclamation. A copy of the proclamation will be placed into the record.

Recognition of Officer David Beane for receiving the Criminal Investigation Certification from the North Carolina Justice Academy: Chief Adams and Captain Robinson presented Officer Beane with his certification. Chief Adams stated that Officer Beane is one of four officers that have received this certificate in the Cramerton Police Department.

Presentation of the final draft concept of the Cramerton Veterans Memorial by Gary Fankhauser of Viz Design: Mayor Cauthen advised the board that this is a ninety percent plan which will allow some room for minor changes later. Mr. Fankhauser stated this is the plan being proposed for the Centennial Center area. He stated that the “missing in action” and “killed in action” will be included along with the branches of the military. Mr. Fankhauser went over the details of the layout of the proposed monument. Two of the walls will contain information regarding the history of the town and a list of benefactors. Mayor Cauthen commented this area has limited geography but great visibility. Mayor Pro Tem Koutsoupas asked if the grassy area is sloping or will it require some type of retaining walls. Mr. Fankhauser stated additional soil will be used to create a slope for ease of mowing and area to sit on.

Agenda Items Requiring a Public Hearing:

- **Consider setting a public hearing for the January 18, 2018 BOC meeting to consider revisions to Chapter 19 of the Cramerton Land Development Code.** The Planning Director stated this is a housekeeping item which will allow flexibility to look at project designs for other conditional zoning as intended. A motion was made by Mayor Pro Tem

Koutsoupas to approve setting a public hearing for the January 18, 2018 BOC meeting to consider revisions to Chapter 19 of the Cramerton Land Development Code. The motion was seconded by Commissioner Helms and approved by all.

- **Consider setting a public hearing for the January 18, 2018 BOC meeting to consider conditional rezoning of Gaston County parcel number 185437 and 185438 consisting of approximately .77 acres on Wilkinson Boulevard.** Mr. Pettine stated this parcel was the former Loy Overcash Auto Sales business and the property owner wants to re-establish the business. A motion was made by Commissioner Neeley to approve setting a public hearing for the January 18, 2018 BOC meeting to consider conditional rezoning of Gaston County parcel number 185437 and 185438 consisting of approximately .77 acres on Wilkinson Boulevard. The motion was seconded by Commissioner Rice and approved by all.

Agenda Items Not Requiring a Public Hearing:

- **Consider approval of the October 19, 2017 BOC meeting minutes.** Mayor Pro Tem Koutsoupas asked that the sentence reading “add amend” be changed to read “Mr. Pugh stated he would amend this sentence for clarification.” Commissioner Helms requested a correction be made adding the word “be” to the sentence that reads “Deputy Chief Adams stated these items would be considered minimum housing and not code enforcement.” Mayor Pro Tem Koutsoupas asked that a correction for the time listed for the next meeting for the Parks and Recreation Advisory Board from 6:00 p.m. to “7:00 p.m. at Town Hall”. The Town Clerk stated she would make the requested changes. A motion was made by Commissioner Helms to approve the October 19, 2017 BOC meeting minutes with recommended corrections. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.

Cramerton Board of Commissioners:

- **Cramerton Veterans Memorial. Verbal update from Ad Hoc Committee.** Mayor Cauthen stated the ad hoc committee has been working closely with Gary Fankhauser of Viz Design along with holding conversations with the Cramerton Historical Society regarding the Veterans Memorial. Commissioner Helms plans to meet with the Cramerton Historical Society at their next meeting to discuss their part with helping the Town build this project. Mayor Cauthen stated an updated sign with renderings will be placed at the Centennial Center location and the Lakewood sign will be removed. Commissioner Abernathy voiced her thanks to the ad hoc committee for their commitment and all of the work that they are doing behind the scenes. Mayor Cauthen stated this is a team effort. Commissioner Helms asked that the Board and staff assist in helping making the fundraising a success. Mayor Cauthen stated this an appropriate size project for the size of our town and it will be respectful and achievable if we all do our part. Mayor Pro Tem Koutsoupas asked if the little girl in the rendering will also be saluting. Mayor Cauthen stated that both the soldier and the little girl will be saluting. A motion was made by Commissioner Rice to approve the adoption of the final draft (90%) of the Veterans Memorial concept as presented by Viz Design. The motion was seconded by Commissioner Abernathy and approved by all.
- **Consider Approval of Viz Design contract for Veterans Memorial construction drawings and construction administration.** Discussion was held by the Board empowering the Town Manager to begin the process. The amount of \$4,320.00 for these services will be funded from the Veterans Memorial project budget. The Finance Director advised that the monies for this project are in a capital project fund. Mayor Pro Tem Koutsoupas asked if the billable amount of .25 hour increments will be billed as \$60.00 per hour or is this quarterly increments. The Town Manager stated this would be a rate of \$60.00 per hour. A motion was made by Commissioner Neeley to approve the Viz Design contract for the Veterans Memorial construction drawings and construction administration. The motion was seconded by Commissioner Rice and approved by all.
- **Consider Approval of the Fundraising Agreement between the Town and the Cramerton Historical Society, a 501(c)3 non-profit.** Attorney Wolter stated this agreement would be a joint agreement with the Town and the Cramerton Historical Society

and funds could be dispersed as needed. Commissioner Helms advised that he is meeting with the Cramerton Historical Society on Thursday, January 18th. Mayor Pro Tem Koutsoupas asked if the memorials would be specifically for Cramerton residents only, or include any military member who has family that lives here or has a connection to the Town. Mayor Cauthen stated the names listed on memorial walls will be for Cramerton residents. The pavers will be honorary and can be purchased for military personnel whether they lived in Town or not. The Board discussed changes to the proposed services agreement verbiage to include “killed in service” as part of the statement of purpose. The Board discussed that the marketing materials will be provided for fundraising. A motion was made by Mayor Pro Tem Koutsoupas to approve the proposed fundraising agreement between the Town of Cramerton and the Cramerton Historical Society and to accept and empower the Town Manager and Town Attorney to proceed with making the proposed changes to the contract as needed following feedback. The motion was seconded by Commissioner Abernathy and approved by all.

- **Consider moving the Thursday, February 1st BOC meeting to Tuesday, January 31st (both the Mayor and Manager will not be available on February 1).** Discussion was held regarding scheduling the February 1st meeting to January 31st due to a scheduling conflict for the Mayor and Town Manager. Commissioner Helms said he would be available to attend the meeting on Tuesday, January 31st, but possibly would be a little late. Commissioner Rice stated he would not be available to attend a meeting on Tuesday, January 31st, due to another commitment. A motion was made by Commissioner Helms to reschedule the BOC meeting scheduled for February 1st to January 31st. The motion was seconded by Commissioner Abernathy and approved by all.

Big Board Review: Commissioner Abernathy asked for a definition of CMAQ. The Town Manager stated this was a federal program that funds transportation projects and CMAQ is the abbreviation for “Congestion Mitigation Air Quality”. The Town Manager stated Talley and Smith is scheduled to provide additional information regarding estimated costs for repairs to the Town Hall building. Commissioner Abernathy asked for an update regarding the Timberlake connectivity and the small Lakewood Bridge. Mr. Pettine stated that the bike-ped plan is scheduled for completion in spring 2018 and wayfinding signage is incorporated into that plan. Mr. Pugh advised that an appraisal of the school property should occur in March or April. Mayor Cauthen stated a billboard needed to be placed on this parcel as soon as possible regarding the small area plan. Mayor Cauthen stated a follow up is needed with the Gaston County School Board regarding the teardrop shaped parcel between Lakewood Road and Old Lakewood Road and if the Town could retain usage for other civic projects.

Mayor Pro Tem Koutsoupas asked about the status of the fog line for North Main Street. The Town Manager stated a meeting is scheduled with NCDOT representative tomorrow and that question can be addressed then. Mr. Pugh reminded the Board that a meeting is scheduled with Senator Harrington tomorrow here at Town Hall at 1:30 p.m.

Commissioner Abernathy asked about the construction status regarding the bike racks. The Town Manager stated consideration is being given to having the same contractor for the Veterans Memorial also complete the bike repair station project in the same timeframe.

Commissioner Neeley asked for an update regarding the Cramer Mountain Sidewalk Project. The Town Manager stated a meeting is scheduled tomorrow with the NCDOT representative and this item will be discussed then.

Planning and Zoning:

Traffic Calming: Presentation of Draft Letter to Lakewood Neighborhood for invite to January 18th “Neighborhood Traffic Calming Meeting”. Commissioner Abernathy complimented the Town Manager on the quality of the letter. She stated it points out that the residents are being encouraged to attend and to share their feedback. Mayor Cauthen recommended the addition of modifying the verbiage regarding the posted speed limit to state that most vehicles are not exceeding the speed limit. The Board discussed that this session of the meeting be held in the Board Room and to have a public comment opportunity for residents to voice their opinions and/or concerns about traffic calming in the Lakewood neighborhood. Commissioner Abernathy asked if there were individuals that did not get an opportunity to speak

at the 6:00 meeting would they be given an opportunity to speak during public comment at the 7:00 meeting. The Town Manager stated yes.

Cramerton Projects Monthly Update. Mr. Pettine advised the Board that he is preparing a year-end report that he will present at the next Board meeting. He stated he issued the Town's first LED sign permit today. Grading and clearing is occurring on Peach Orchard Road. Discussion continues with the Town of McAdenville regarding a continuous sidewalk. Mr. Pettine stated he is monitoring activity regarding the school property, the Cramer Mountain Sidewalk Project, and the active adult home project on New Hope Road and will provide updates at each meeting. He stated there should be some commercial construction this year along with some potential reinvestment in areas such as Market Street.

Finance: 2017-2018 Budget Amendments. Consider Budget Amendment Ordinance Amendments. Commissioner Abernathy asked about the line entry regarding the bike racks. Mr. Lineberger stated the credit should be stated as \$7,500.00 not \$21,550. He stated he would make that correction. Budget Amendment #6 to reflect receipt of Gaston County Tourism contribution towards construction costs of bike station and fountain on Center Street. Budget #7 to reflect award of Office of State Fire Marshal 2017 Rescue Grant funding. A motion was made by Commissioner Rice to approve the budget amendments with the proposed correction. The motion was seconded by Commissioner Neeley and approved by all.

Manager's Report:

- **Goals and Objectives Meeting:** The Town Manager stated the Goals and Objectives meeting is scheduled for Saturday, January 27th, from 8:00 a.m. until 12:30 p.m.
- **Chief of Police Advertisement:** The Town Manager stated the information for the proposed ad comes directly from the Town's personnel policy. The Board made some grammatical and punctuation changes to the advertisement. The ad will be published in the Gaston Gazette, Charlotte Observer, Banner News, Facebook, and the Town's website. The Board discussed placement of the ad with the NCLM and advised the Town Manager to use their service. The Town Manager stated a memo was included in this agenda packet regarding salary increases for the police department. Chief Adams stated that the proposed pay increase would assist in retention of officers.

Update from Two Rivers Utilities: Mike Bynum reported that TRU completed forty-four water meter related calls, repaired eight water leaks, responded to seven sewer related calls, and completed sixty preventative pump station inspections. Thirteen water quality samples were taken and all were in compliance with NC Drinking Water Quality Standards. Mr. Bynum stated that the 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. Plan review has been completed for the Courtyards at Cramerton project. Encroachment approval from NCDOT and Duke Energy is needed prior to releasing the Village at Cramerton Mills project for water and sewer construction.

Mr. Bynum stated he would follow up with the insurance claim regarding the Lakewood residents. He stated there is a phone app that citizens can use instead of the call in system to report leaks and other emergencies.

Town Attorney: Karen Wolter thanked the Board for allowing their firm to be part of the team.

Town Clerk: She stated she will be attending clerk school the week of January 15th.

Police Department: Chief Adams advised the Board regarding the installation of the speed sign on Eighth Avenue beside Town Hall and the other to be located between 166 and 167 Eighth Avenue. The property owner on Eighth Avenue has agreed to allow power to be placed underground. Rodney Baker is working with Duke Energy. Mayor Cauthen stated he thought the speed sign would be on North Main Street near the C.C. Dawson Bridge. Chief Adams stated the location of this sign had been determined in the past by former Police Chief Ratchford and Rodney Baker. Chief Adams stated location of the sign at Town Hall would be easy to complete. Chief Adams stated there is a safety concern at the railroad underpass due to a limited line of sight. Installation of the sign outside of Town Hall can occur immediately. The other sign will be delayed while Town staff works with Duke Energy and requires a signed agreement with the property

owner. Chief Adams advised the Board of an upcoming Polar Bear bike ride on this Saturday morning starting on Center Street and there will be some parking areas closed overnight. He stated the local businesses have been notified and this should not create any issues.

Fire Department: Chief Foulk absent.

Planning: Mayor Cauthen asked about the proposed thirty-one lots on approximately ten acres. Several e-mails have been received from a property owner referencing development near his home. Mr. Pettine stated procedure is being followed and letters will be sent to any homeowners when a public hearing is held. Mayor Pro Tem Koutsoupas asked if there had been any meetings with potential developers. Mr. Pettine stated yes and homeowners were notified. The majority of the homeowners were Belmont residents. The developer held a meeting in Belmont and the Planning Director stated he was not able to attend. He said some of the property owners attended a recent Planning and Zoning Board meeting and information was shared with them at that time.

Finance: Mr. Lineberger advised the Board that seventy-nine percent of the ad valorem tax levy has been collected at this time. He stated he is gathering information regarding a cafeteria plan and also reimbursement of health insurance benefits for an employee who will be retiring soon. Additional information will be presented at the next Board meeting.

Parks and Recreation: Mr. Smallwood stated basketball season started tonight. Work has started at Central Park for grading at the gullies below High Street and filling them in with rip rap material. He advised the Board that the restrooms to Goat Island are closed as the freezing temperatures have frozen the water pipes. Mr. Smallwood stated he is reviewing OSHA approved heaters for installation. Mayor Pro Tem Koutsoupas asked for an update regarding the kiosks for the water amenities. Mr. Smallwood said he would follow up on this.

Topics of Discussion for Each Commissioner:

Commissioner Neeley stated she hoped everyone had a Happy New Year and said she was honored to be working with such a great group of people.

Commissioner Rice stated he had been unable to attend the recent fire department meal due to another holiday event the same night. He congratulated the fire department on receipt of the fire equipment grant. He congratulated Officer Beane for receipt of his certification. He stated Officer Beane had attended one of his son's Boy Scout meetings. Commissioner Rice stated he is working on his certification for the fire department. He advised the Board he will not be in attendance at the February 1st meeting. He wished everyone a Happy New Year.

Commissioner Abernathy asked if the liaison areas could be reassigned in order for the various Board members to meet citizens in other areas. She thanked the staff for how great the Town looked during the holiday season and for the services provided by the police department during the Town of McAdenville during the Christmas lights.

Mayor Pro Tem Koutsoupas thanked the police department for their handling of the traffic during the McAdenville lights. He welcomed Attorney Wolter.

Commissioner Helms stated as the Town is one of thirteen municipalities in Gaston County, he would like for the Board to consider focusing on working with the Montcross Chamber of Commerce and Gaston County.

Mayor Cauthen stated the Community Committee meets next week and Commissioner Helms will stand in as their liaison for that meeting. He stated that he was at Floyd & Blackie's Coffee Shop and there was a conversation from a young man who was telling how the Cramerton Police Department had been so helpful. He stated his mother lives in Town and was having some problems and the police officer that came out assisted in pointing out some other resources that could be used.

The Town Manager reminded the Board that the airport tour is next week. Due to the Mayor being unable to attend, the Town Manager asked if any other Board member would like to go. The Town Manager stated he will be in attendance.

Mayor Cauthen asked that everyone maintain a positive outlook as the Town moves forward and continue to do the hard work. He stated the Town staff from the top to the bottom is incredible.

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 request was made to allow an employee to remain in the closed session. A motion was made by Commissioner Neeley to allow an employee to remain during the closed session and 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 to grant Captain Robinson his vacation pay. The motion was seconded by Commissioner Abernathy and approved by all.

A motion was made by Commissioner Neeley to award the Town Clerk a 2.5 percent pay increase. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.

A motion was made by Commissioner Abernathy to adjourn at 10:25 p.m. The motion was seconded by Commissioner Rice and passed by unanimous vote.

Mayor Will Cauthen

ATTEST:

Wilene Cunningham, Town Clerk