

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

June 28, 2018

The Board of Commissioners for the Town of Cramerton met in work session on Thursday, June 28, 2018 at 6:00 p.m., in the G.M. Michael Commission Chamber at the Cramerton Town Hall.

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

Staff Present: David Pugh, Town Manager; Attorney Karen Wolter; Brad Adams, Police Chief;
Joel Lineberger, Finance Director; Lance Foulk, Fire Chief; Eric Smallwood, Parks and Recreation
Director; and Wilene Cunningham, Town Clerk.

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

6:00 p.m. Closed Session Meeting:

**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 Neeley to enter into closed session. The motion was seconded
by Commissioner Rice and passed by unanimous vote.

Upon return to open session with no further action being taken and no further business, a motion
was made by Commissioner Neeley to return to open session for the 7:00 p.m. workshop meeting.
The motion was seconded by Commissioner Rice and approved by all.

7:00 p.m. Workshop Meeting:

Board Members present: Mayor Will Cauthen; Mayor Pro Tem Demetrios Koutsoupias
Commissioners Houston Helms, Susan Neeley, and Donald Rice were present. Commissioner
Dixie Abernathy was connected via phone.

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

Adoption of Agenda for this meeting: Mayor Cauthen advised the Board that the proposed
agenda needs to be amended adding the request from the ABC Board for an increase of
compensation; review of the draft agenda for the Veterans Memorial dedication ceremony; and to
add a closed session under NCGS 143-318.11 (a)(3) attorney-client privilege.

Public Comment: Ted Reece, 306 Lakewood Road, asked that information be distributed as soon
as possible to gather the names of those who were killed in action, killed in service, and missing
in action for the Veterans Memorial plaque. He also advised that he felt the insurance claim for
water damage by Two Rivers Utilities to his home was very poorly handled.

Harvey Elmore, 211 Timberlane Drive, asked that the Board review and reconsider possible
placement of speed bumps on Timberlane Drive.

Mayor Cauthen read letters from several citizens stating they were not in favor of speed bumps.
Copies of the letters will be placed in the minute book for recordkeeping.

Recognition of new Cramerton Police Officer Randy Berry. Chief Adams introduced Police
Officer Randy Berry to the Board. He stated Officer Berry has seven years of experience. The
Board welcomed Officer Berry.

Proclamation Celebrating July 4th as Independence Day in Cramerton (and in the United States) to honor America's 242nd year as an Independent Nation: A signed copy of this proclamation will be placed in the minute book as part of recordkeeping.

Phone connection was lost with Commissioner Abernathy at 7:18 p.m.

AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING:

BOC Meeting Minutes

- **Consider Approval of the May 3, 2018 and May 17, 2018 BOC meeting minutes.** Mayor Pro Tem Koutsoupas asked that the May 3, 2018 Manager's Report be amended to read "he had nothing to report". A correction was proposed for the May 3, 2018 minutes for the sentence under Town Attorney to read "an inventory of the items prior to completion of the storage agreement between the Town and the Cramerton Historical Society is necessary". A correction was proposed for the May 17, 2018 minutes for the sentence under Public Comment to read "meeting is to be held at the Belmont Abbey's Haid Theater". A correction was requested for the May 17, 2018 minutes for the sentence under Planning to read "a final draft plan of the bike plan should be available next week". A correction was proposed for the May 17, 2018 minutes for the sentence under Commissioner Neeley's comments to read "who serve hotdogs the first Monday of the month as part of the community outreach". Mayor Cauthen asked that the May 3, 2018 minutes be amended to read "tag and tax". A motion was made by Mayor Pro Tem Koutsoupas to approve the amended May 3, 2018 and May 17, 2018 meeting minutes with the proposed corrections. The motion was seconded by Commissioner Rice and approved by all.

Planning and Zoning

- **Discussion of 2016 Petition for Speed Bumps on Timberlane Drive.** Commissioner Neeley stated she received a copy of a former petition for speed bumps on Timberlake Drive dated 2016. Mayor Cauthen advised that the petition process was under a former traffic calming policy. The Town has adopted a new policy. The Board agreed to authorize a traffic study for Timberlake and delay the follow up traffic study on Cimarron Boulevard at this time. Chief Adams said it would be at the end of August or the first of September before data would be available.
- **Code Enforcement: For discussion and direction at the June 7, 2018 BOC meeting, consider approval of staff recommended N-Focus contract for Code Enforcement during FY 2018-2019.** Attorney Wolter stated that in the proposed contract under "Level of Service" it states "8 hours per month" and it should read "8 hours per week". A motion was made by Commissioner Rice to complete the execution of the contract with corrections by staff. The motion was seconded by Commissioner Neeley and approved by all.

Parks and Recreation

Landscaping Contractor. Per action taken at the June 7, 2018 BOC meeting, consider approval of final contract for Choice Landscape for the landscaping for FY 2018-2019: The Town Manager stated Choice Landscape was the contractor that was capable of cutting the railroad banks. A motion was made by Mayor Pro Tem Koutsoupas to empower the Town Manager to execute the proposed contract with Choice Landscape for the landscaping for Fiscal Year 2018-2019. The motion was seconded by Commissioner Helms and approved by all.

Finance

Fiscal Year 2017-2018 Budget Amendments: Consider Approval of FY 2017-2018 budget amendment #2018-14. A motion was made by Commissioner Helms to approve the proposed Fiscal Year 2017-2018 budget amendment 2018-14. The motion was seconded by Commissioner Neeley and approved by all. A copy of the signed budget amendment will be placed in the minute book for recordkeeping.

Fiscal Year 2018-2019 Fee Schedule. Consider Approval of Cramerton Fee Schedule for FY 2018-2019. A motion was made by Mayor Pro Tem Koutsoupas to approve the Cramerton Fee Schedule for Fiscal Year 2018-2019. The motion was seconded by Commissioner Rice and approved by all.

BIG BOARD REVIEW: Mayor Cauthen stated updates regarding the Veterans Memorial statue have been received and a second on-site preconstruction meeting has been held. The Board asked if the bike repair station and Veterans Memorial projects would be done simultaneously. The Town Manager said parts of it would occur at the same time. Commissioner Rice asked about the effect of construction on downtown businesses. The Town Manager advised the lower driveway of Centennial Center would be utilized and the businesses would be notified of upcoming construction.

Mayor Pro Tem Koutsoupas asked about the connectivity of Eagle Park Road and Timberlake. The Town Manager stated an update regarding this project will be given at the July 18th meeting.

Mayor Pro Tem Koutsoupas asked about wayfinding signage. The Town Manager stated a meeting regarding the bike ped plan is scheduled for August 2nd and discussion of the wayfinding signs will be held at that time.

Mayor Pro Tem Koutsoupas asked about the status of the fog line on North Main Street. The Town Manager stated he has not received any information from NCDOT. He reminded the Board that Division 12 Engineer Gary Spangler recently retired.

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Legal Counsel. Discussion and consider approval of the Gardner Skelton (Human Resources Attorneys) engagement letter. Discussion of this item will be held in closed session.

Cramerton Veterans Memorial Update: Commissioner Helms stated three meetings have been held regarding the dedication event. Discussion has focused on music, importance of the memorial, and the history of the Cramerton Army Cloth. Mayor Pro Tem Koutsoupas stated the dedication ceremony needs to be short and a quality sound system needs to be utilized. Commissioner Neeley stated that Shannon Irish will be providing photography services. Mayor Cauthen stated that information regarding the Cramerton Army Cloth needs to be completed soon as this needs to be sent to engraver for the plaque. Commissioner Helms stated he would like to schedule an ad hoc committee meeting.

Discussion of Possible Gift of Public Art: The Town Manager provided a picture of the artwork. It will be four to eight weeks for delivery and the artwork needs to be placed on the Town's general insurance policy once a value is determined. The artwork donor will pay for the costs of transportation to Cramerton. A motion was made by Commissioner Rice to approve the contract with acceptance of the gift at no cost and removing liability from the donor after delivery to the designated location per the Town. The motion was seconded by Commissioner Neeley and approved by all.

Discussion of Possible Increase of ABC Board Member Compensation: Mayor Cauthen stated that Carolyn Helms has requested an increase of the ABC Board member's compensation from \$200.00 per month to \$300.00 per month. A motion was made by Commissioner Helms to approve the pay increase for the ABC Board members to \$300.00 per member per month. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.

Manager's Report: Mr. Pugh introduced Josh Watkins who will be serving as the Planning Director and he worked formerly for the Town of Harrisburg. He advised the Board of a recent memo from UNC School of Government about a bill that was passed by the House of Representatives and the Senate that would allow schools to request monies to be voluntarily appropriated to supplement funding for elementary and secondary public education by municipalities. Attorney Wolter stated this bill has not been signed by the governor.

GENERAL STAFF REPORTS:

Update from Two Rivers Utilities: Mike Bynum provided his report to the Board. The contractor for the second phase of the sewer right-of-way clearing for the easements in the Cramer Mountain area has completed most of the work and is doing final clean up. The project should be completed in one to two weeks. Water and sewer construction continue at the Courtyards at Cramerton project. The contractor is installing utility lines in the Villages at Cramerton Mills development. Staff is working on an agreement with the Villages at Cramerton Mills for the improvements to the Baltimore pump station to allow additional phases to be built. Commissioner Neeley asked about the construction on Mockingbird Lane. Mr. Bynum stated this is part of Phase II of the Southfork Project which will connect to the Duhart Creek pump station.

Town Attorney: Nothing to report.

Town Clerk: Nothing to report.

Police Department: Chief Adams stated the Colt Armor Class was recently hosted by the Police Department. A letter has been issued to the businesses regarding upcoming road closures. Commissioner Rice asked for an update about some local breaking and entering cases. Chief Adams advised that an arrest has been made.

Fire Department: Chief Foulk stated twenty-five firefighters have received their certification. He has twenty-nine firefighters on the current roster.

Planning: Mr. Watkins stated he did not have anything to report.

Finance: Mr. Lineberger stated the USDA audit has been completed with no issues. A workers comp audit is scheduled for July 26th. Park Sterling Bank is now South State Bank. The Bank of the Ozarks is now Bank OZK. The Town's year end audit process has started.

Parks and Recreation: Mr. Smallwood provided information regarding the upcoming July Fourth events. The goats are in Central Park as part of the kudzu and weed removal process. The gym will be closed for three weeks for repairs to the floor. Mayor Pro Tem Koutsoupas asked about the food trucks. Mr. Smallwood said they have been quite successful.

Topics of Discussion for Each Commissioner:

Commissioner Neeley said she attended the Montcross Chamber of Commerce open house for "A Little Bit of Art". This is a new business located at South Fork Village. She attended a meeting at the Memorial Hall in Gastonia where Richard Atkinson gave a presentation regarding the Veterans Memorial.

Commissioner Rice asked that staff continue to focus on completion of a fleet schedule and to consider adding capital assets. The Town Manager stated this schedule will be available at the second meeting in August.

Mayor Pro Tem Koutsoupas welcomed Joshua Watkins. He asked if there was an update regarding the Lakewood Greenway Project. The Town Manager stated the NCDOT letter was received certifying both bids and this information will be presented to the Board at the July 19th meeting. Mayor Cauthen asked if any action needed to be taken prior to the July 19th meeting. The Town Manager advised a special meeting can be called to review the bids. Mayor Pro Tem Koutsoupas asked if this would expedite the process.

Commissioner Helms had nothing to report.

Mayor Cauthen had nothing to report.

NCGS 143-318.11(a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body. A motion was made by Commissioner Neeley to enter into closed session. The motion was seconded by Commissioner Rice and approved by all.

Upon return to open session, a motion was made by Commissioner Helms to approve the Gardner Skelton engagement letter. The motion was seconded by Commissioner Rice and approved by all.

Adjournment: A motion was made by Commissioner Helms to adjourn at 8:56 p.m. The motion was seconded by Commissioner Rice and passed by unanimous vote.

Mayor Will Cauthen

ATTEST:

Wilene Cunningham, Town Clerk