

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

January 24, 2019

The Board of Commissioners for the Town of Cramerton met in a workshop session on Thursday, January 24, 2019 at 6:00 p.m., in the G.M. Michael Commission Chamber at the Cramerton Town Hall.

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

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

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

Adoption of Agenda for this meeting: Mr. Pugh asked that the order of the agenda items listed for the rules of procedure be amended beginning with the repeal of Chapter 30, replace with the new chapter, then adopt the policy. A motion was made by Commissioner Neeley to adopt the amended agenda. The motion was seconded by Commissioner Rice and approved by all.

6:00 p.m. Work Session:

Presentation by Police Department:

- **Recognition of CPD Officer Proper's recent promotion to Sergeant.** Chief Adams stated that Sergeant Proper was recently promoted to patrol sergeant. He served as the canine officer for nine years.
- **Recognition of new CPD Officer Corum.** Chief Adams stated Officer Corum was formerly with the Lowell Police Department and has eight years of law enforcement experience.

Work Session Item: Traffic Impact Analysis (TIA) presentation with Kimley-Horn Engineers. The Planning and Zoning Director advised that Kimley-Horn Engineers is working with the City of Mount Holly and the City of Belmont. Information was shared regarding traffic impact on developments. Commissioner Helms asked what drives the beginning of the process and what roads are included. The process begins with private development and the traffic impact analysis includes all roads that loops NCDOT into the project. NCDOT has a certain threshold but the town has its own ordinances which will set its own thresholds to protect those roads. Recent crash histories will be reviewed to look for patterns. Commissioner Neeley asked when does Kimley-Horn become involved and Laura Hamilton with Kimley-Horn stated that occurs as soon as the development is considered. The Town Manager stated that Kimley-Horn will be working with the Planning and Zoning Director regarding policy.

Kimley-Horn will set up meetings with the applicant, town staff, and Kimley-Horn staff to review the roads that will be impacted and go over the study. The applicant will pay for the traffic impact analysis to the town and then the town will pay Kimley-Horn. Commissioner Helms asked what if the applicant wants to choose the firm for this service. Ms. Hamilton stated then the developer is responsible for this additional cost. Once payment is made to Kimley-Horn the study begins and should take about four to six weeks.

Ms. Hamilton explained the NCDOT grading process. Mr. Watkins advised that additional mitigation can be included based on the town's ordinance. Discussion was held regarding threshold triggers and capturing the true peak hours of traffic with adjustments for schools and industries.

Discussion was held concerning what the ordinance would contain and this would be a policy decision. Mr. Watkins would complete the technical writing and the Board would have input. Ms. Hamilton stated their review would include future growth, traffic that is considered just passing through, and the historical growth along with a growth percentage. Kimley-Horn staff will be in contact with the regional MPO in order to stay informed regarding future developments and road changes and/or improvements.

Commissioner Abernathy asked about the grading system and any post-study follow-ups. Ms. Hamilton stated a grade of “D” is an acceptable level of service. The lower the grade indicates greater congestion and is based on how long it takes a vehicle to pass through an intersection per NCDOT. Ms. Hamilton stated that an informational workshop could be held with the Planning Director, the fire department, and the police department.

The Board consented to allow staff to begin forming a contract with Kimley-Horn.

A three-minute recess was called.

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

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

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

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

Public Comment: Joyce Sanders, 214 Tenth Street, stated that a home located at Tenth Street has a piece of siding that is coming off and she feels it may be asbestos. She stated that this may be a safety issue. Ms. Sanders stated this property owner also has a home that has not been lived in for over ten years. This property owner also has two cars parked at their current residence in town with one car being parked under the carport. Neither vehicle looks like they are being driven. She asked that the town staff follow up on these issues.

AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING:

Minutes for BOC: Consider approval of the December 13, 2018 BOC meeting minutes. Mayor Pro Tem Koutsoupas recommended several amendments to the minutes. The clerk stated she would make the recommended changes. A motion was made by Commissioner Rice to approve the December 13, 2018 BOC meeting minutes with the proposed changes. The motion was seconded by Commissioner Neeley and approved by all.

Planning:

- **Consider directing the Town Manager (with Legal Counsel review) to finalize the Traffic Engineering “retainer” contract with Kimley-Horn.** Commissioner Helms asked if there was a possibility of discussing a price reduction since other local municipalities are under contract with Kimley-Horn. The Town Manager stated he would ask about a regional contract. Mr. Watkins stated this an ongoing on-call contract and a request will be put out every five years. The Board consented to directing the Town Manager with legal counsel’s review to form a contract with Kimley-Horn.
- **Consider adopting an official letter of support for the Carolina Thread Trail Grant for the Cramerton-McAdenville South Fork River Greenway (northern “connector” section).** Mr. Watkins stated that an additional grant has been received from the Carolina Thread Trail for \$150,000 and with the addition of this grant and CMAQ funding the cost of the construction is roughly covered for 73 percent. A motion was made by Commissioner Helms to adopt an official letter of support for the Carolina Thread Trail Grant for the Cramerton-McAdenville South Fork River Greenway. The trail would

connect Goat Island Greenway to the bridge at McAdenville. The motion was seconded by Commissioner Neeley and approved by all. The Board asked when the CMAQ funds would be received. Mr. Watkins stated the timeline could be up to five years. The Carolina Thread Trail is not a matching fund grant and is an annual grant. Mr. Watkins stated a letter of support has been received from Bill Carstarphen with Pharr Yarns. Commissioner Neeley asked if the Town of McAdenville would also be applying for the grant from the Carolina Thread Trail. Chief Adams stated he would ask the McAdenville council members at their next Board meeting for a letter of support and if they are applying for any grant monies for this trail.

Finance: Budget Amendments #2019-11 and #2019-12 – Consider approval for the 2018 NC Office of State Fire Marshal Rescue Grant required match and donation from the Cramerton Mountain fundraising events for the Fire Department. A motion was made by Commissioner Helms to approve budget amendments #2019-11 and #2019-12. The motion was seconded by Commissioner Rice and approved by all.

Board of Commissioners Business:

BOC Rules of Procedure.

- **Resolution 2019-03 - To consider repealing and replacing Chapter 30 of the Cramerton Code of Ordinances.** A motion was made by Commissioner Neeley to repeal and replace Chapter 30 with the new section of 30.1. The motion was seconded by Commissioner Rice and approved by all.
- **Resolution 2019-02 – Resolution adopting Policy and Procedure for Rules and Procedures.** Discussion was held regarding changes to the policy regarding appointments to the town’s various boards and committees. A nomination committee consisting of the Mayor and two commissioners would interview candidates for the Planning and Zoning Board and the ABC Board. The Board discussed the addition of information on the town’s website providing information on how to apply and the process involved. Attorney Wolter stated she will review the various boards and committees’ bylaws. Mayor Pro Tem Koutsoupas recommended that all boards and committees have a consistent term date. He gave the example of the term for the Parks and Recreation Advisory Board members is December 31st and November 30th for the Community Committee.

Commissioner Abernathy asked about the order of business for the agendas. She asked about improved efficiency and the possibility of a monthly report from department heads. She recommended allowing the department heads to provide their updates at the beginning of the meeting. The Board discussed having Mike Bynum with Two Rivers Utilities providing his report once a month. Attorney Wolter recommended using a consent agenda for non-controversial items that do not require discussion. Mayor Pro Tem Koutsoupas asked that the invocation be added to the order of business. He recommended that the word city be changed to town throughout the document. He asked about costs for notification for emergency meetings. Attorney Wolter stated emergency meeting notices are issued via e-mail but any costs for other forms of notification to the press would be billed to them. A motion was made by Commissioner Rice to adopt Resolution 2019-02 to adopt a Board of Commissioners Rules of Procedures policy and procedures. The motion was seconded by Commissioner Abernathy and approved by all.

- **Resolution 2019-05 – Resolution adopting policy and procedure for personal attendance at BOC Meetings.** A motion was made by Commissioner Rice to approve Resolution #2019-05 to adopt policy and procedures for personal attendance at BOC meetings. The motion was seconded by Commissioner Neeley and approved by all.
- **Resolution 2019-04 – Consider amending Chapter 31, Section 17, of the Cramerton Code of Ordinances.** A motion was made by Commissioner Neeley to approve Resolution #2019-04 to amend Chapter 31, Section 17, of the Cramerton Code of Ordinances. The motion was seconded by Commissioner Rice and approved by all.

Cramerton BOC 2019 Goals and Objectives Meeting Reminder. Saturday, January 26th at 8:00 a.m. Final review of sites to visit between 8:15 a.m. and 10:00 a.m.: The Board discussed visits to several neighborhoods on Saturday morning prior to the meeting. Commissioner Helms stated several neighborhoods are listed at the top of the future roads to be paved. Commissioner Helms asked that the Board have a debriefing at the beginning of the meeting prior to discussion of goals and objectives. Commissioner Abernathy advised the Board that she would need to leave at 11:15 a.m. on Saturday morning due to another commitment. She said she would be interested in being connected via her cell phone per the remote policy. The Board was encouraged to compile a list of items they would like to discuss at this meeting.

BIG BOARD: A joint meeting was held by Gaston County on January 22nd at 6:00 p.m. to discuss MT Land. A draft letter has been created for the Masonic Lodge parking project. Commissioner Rice asked that a printed copy to given to the local lodge. The Waste Management contract will be discussed in early February. Commissioner Helms asked about possible regionalization for this contract. The Town Manager stated he would ask other local municipalities about their contracts.

Commissioner Abernathy stated she liked the safety fencing that has been placed on the Lakewood side of Goat Island. Mayor Pro Tem Koutsoupas asked about updates from the presentation by the Cramerton Historical Society. The Town Manager stated he spoke with Richard Atkinson and no action is needed at this time. Commissioner Helms asked that a discussion regarding the historical society be added for discussion on Saturday. Discussion was held regarding other possible changes to the Centennial Center area to include improvements to the Masonic Lodge and other visions for that area regarding the amphitheater. The Town Manager stated the mural is on hold waiting for warmer weather. Information on wayfinding should be available next week.

Manager's Report: The county commissioners rejected the proposal from MT Land. Mr. Watkins advised the Board that MT Land still has "use by right" for the property located in Cramerton's ETJ. This property is zoned R1 for single-family homes. A motion was made by Mayor Pro Tem Koutsoupas to amend the agenda to add a closed session regarding this item under NCGS 143-318.11(a)(3) consult with the attorney to protect the client-attorney privilege. The motion was seconded by Commissioner Abernathy and approved by all.

GENERAL STAFF REPORTS:

Two Rivers Utilities: Mike Bynum presented his report to the Board. The mobile press has been set up at the Eagle Road Wastewater Treatment Plant to dewater the biosolids for removal. TRU has selected Hulsey McCormick and Wallace to provide engineering services for the preparation of a FEMA Hazard Mitigation Grant Application to relocate the Big Lakewood Pump Station out of the 100-year flood plain. The state is reviewing the letter of interest. A meeting is scheduled for this week to meet with contractors to allow them to look at the areas to be cleared in preparation to receive bids for the Cramer Mountain Sewer Easement Clearing Phase III.

The contractor has removed the old sewer lines at the Courtyards at Cramerton. Installation of sewer lines has started in some of the streets and curb and gutter are being placed. This project has been delayed due to inclement weather. The final electrical work at the pump station for the Village at South Fork has been completed. Water meters have been set for four additional lots. The report for the improvements to the Baltimore Pump Station has been approved. The agreement with Bowman Development has been executed by the City of Gastonia. A preconstruction conference for the water and sewer construction was held on January 15th. Addresses have been received from Gaston County for the Haven apartments Grove at Peach Orchard. TRU is working with ABF Freight on a sewer connection that will allow them to decommission their private wastewater treatment system.

Town Attorney: Attorney Wolter had nothing to report.

Town Clerk: Nothing to report.

Police Department: Chief Adams presented his monthly report. He stated an audit of the personnel files was performed by the Criminal Justice and Training Standards and no paperwork was found to be missing. Chief Adams reported there were fewer vehicle crashes during the Christmas season this year and the police department is fully staffed. There was increased

pedestrian traffic for the Town of McAdenville during the holiday season. Commissioner Rice asked about statistics regarding drug usage for Cramerton compared to other towns. Chief Adams stated drug activity is low. He provided information to the Board about a software program called Cellebrite that would assist with investigations. Additional information regarding the cost of the software program will be provided at the next meeting.

Fire Department: No report.

Planning: Mr. Watkins presented the code enforcement report to the Board. Discussion was held regarding the dumpster and silt fencing issues on Grange Court. The dumpster has been removed. Mr. Watkins continues to work with erosion control concerning the silt fencing. The citation process for this property will begin on Tuesday with violations being sent to the property owner. The Board asked for follow up information with some more detail added to indicate what the next steps include and the final resolution once the file is closed. Mayor Pro Tem Koutsoupas asked if the timeframe for the return of Waste Management carts from the curb may be extended. Attorney Wolter stated she would review the ordinance.

Finance: Mr. Lineberger stated the Board approved the audit extension at the last Board meeting and the request for information for this year has already been received. He advised that 95.5 percent of ad valorem taxes have been collected.

Parks and Recreation: Mr. Smallwood stated the construction for the boardwalks on Goat Island will start in a few weeks.

Committee Reports:

- **Community Committee:** Commissioner Rice stated that this committee met two weeks ago. Projects include construction of bat boxes, pollinator gardens, and placement of painted fence pickets around town. Commissioner Helms recommended that this committee be recognized for all the work they have done and continue to do.
- **Parks and Recreation Advisory Board:** Mayor Pro Tem Koutsoupas advised that the new chairperson is Britany Carey and the secretary for this committee is Claudia Escobar. The next meeting will be held at 7:00 p.m. on February 4th at Town Hall. Float the Fork is the next event scheduled prior to Easter. Free yoga classes begin in February. Basketball season has begun and about 400 children and coaches are registered.

Topics of Discussion for Each Commissioner:

Commissioner Neeley congratulated the police department for their excellent work regarding the recent audit. She stated she attended the Martin Luther King, Jr. event in Gastonia. She also attended the joint county commissioners meeting on Tuesday regarding the MT Land project.

Commissioner Abernathy thanked staff for the placement of the speed bumps in Lakewood that were damaged. She congratulated the police department for passing their recent audit. A thank you was given to the Parks and Recreation staff for the cleanliness of the Goat Island bathroom and for the poster inside the restroom listing all of the upcoming events. Mr. Smallwood stated Rachel Andrea was responsible for placing the posters in the restroom.

Commissioner Rice congratulated the police department and stated he had known Sergeant Proper and Officer Corum for several years. He thanked the other Board members for allowing him to work with Attorney Wolter regarding the changes that were made to the Rules of Procedure. He volunteered to assist with the Waste Management contract. He stated he was looking forward to the Goals and Objectives meeting on Saturday and to hearing everyone's ideas.

Commissioner Helms thanked Mayor Pro Tem Koutsoupas for leading the meeting. He thanked the Planning Director and the Town Manager for pulling information together for the MT Land Project. He stated both Mayor Cauthen and Wil Neumann spoke at the joint county commissioners meeting on Tuesday. Commissioner Helms stated he has been thinking about regionalization as a topic for Saturday's meeting. He asked if there was an update from the Belmont postmaster. The

Town Manager stated a letter was mailed to the Belmont postmaster but no response has been received. Commissioner Helms advised the Board that his job would require more traveling and he would keep everyone updated regarding his schedule.

Mayor Pro Tem Koutsoupas stated the town received some good publicity from the Banner News about the Goat Island playground. The playground pillars have been replaced with black locust. He stated that Don Doctor will be recognized at the Montcross dinner on Tuesday February 5th.

A two-minute recess was called.

NCGS 143-318.11(a)(3) consult with the attorney to protect the attorney-client privilege. A motion was made by Commissioner Neeley to enter into closed session under NCGS 143-381.11(a)(3) consult with the attorney to protect the attorney-client privilege. The motion was seconded by Commissioner Rice and approved by all.

A motion was made by Mayor Pro Tem Koutsoupas to enter into open session. The motion was seconded by Commissioner Helms and approved by all.

Adjournment: Upon return to open session and no action taken in closed session, a motion was made by Mayor Pro Tem Koutsoupas to adjourn at 10:00 p.m. The motion was seconded by Commissioner Helms and passed by unanimous vote.

Mayor Pro Tem Koutsoupas

ATTEST:

Wilene Cunningham, Town Clerk