

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

October 17, 2019

The Board of Commissioners for the Town of Cramerton met on Thursday, October 17, 2019 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 Koutsoupas; Commissioners Dixie Abernathy, Houston Helms, and Susan Neeley were present. Commissioner Rice 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 Cauthen called the meeting to order and determined there was a quorum.

Adoption of Agenda for this meeting: Mayor Cauthen asked that agenda item ‘c’ under Agenda Items not Requiring a Public Hearing be removed in reference to the lifetime citizen award and citizen of the year award. Mayor Cauthen stated in the past the lifetime citizen award recipient was honored as the grand marshal in the Christmas Parade. Mayor Cauthen asked that item ‘d’ be added as Two Rivers Utilities asked for a housekeeping item regarding an easement needed for the Southeast Sewer Project. A motion was made by Commissioner Neeley to adopt the amended agenda. The motion was seconded by Commissioner Helms and approved by all.

Public Comment: Richard Atkinson, 501 Stuart Ridge, distributed copies of an article that was recently written by Ely Portillo titled “From textiles to trails: A river’s changing path to prosperity”. He stated that Jeff Ramsey, Ted Reece, Greg Ramsey, and himself were all interviewed.

Proclamation:

A proclamation recognizing Veterans Day November 11th in the Town of Cramerton. Mayor Cauthen stated it has been almost one year since the dedication of the Town’s Veterans Memorial. A signed copy of the proclamation will be placed in the minutes book.

Work Session Topic Items:

- a. **Town of Cramerton – Cramerton Historical Society (CHS) Draft Lease agreement of the CHS museum.** Attorney Wolter advised the Board about the proposed draft lease agreement with the Cramerton Historical Society. The current initial term of the lease is for a period of three (3) years and will automatically extend for one (1) additional year unless terminated by either party upon ninety (90) days written notice to the non-terminating party with a common maintenance area fee of \$100 per month. The area will be shared with the public and tenant. The town will maintain the building and common area. The Town will be responsible for payment of the water, sewer, electric, gas, and trash disposal during the terms of this lease. During the terms of the lease agreement the Cramerton Historical Society shall at its own cost and expense maintain general liability insurance. Commissioner Helms asked about the estimated cost of the insurance policy for a million dollars. Attorney Wolter stated she did think it would be very expensive. Mr. Atkinson stated he spoke to someone about the cost of this insurance but has not received any pricing information at this time. Commissioner Helms asked if this recurring cost would be a problem for the historical society and Mr. Atkinson stated he didn’t think so. Commissioner Abernathy asked about the charges for the common area maintenance and rental. She asked about the rental why would we charge them \$100 to rent the facility. Attorney Wolter stated this fee is the common area maintenance fee would cover the cost of maintaining the public areas such as the bathrooms, kitchen, hallways, foyer space, and parking. Commissioner Abernathy asked who has been paying for this all along as this building has been being used and someone has been doing the upkeep. Attorney Wolter stated the expense to the town would be higher due to increased use of the facility. Mr. Smallwood stated the fee charged for use of this building by anyone includes the

upkeep. Commissioner Abernathy stated this group is trying to provide a museum for use by our citizens and visitors and they are taking on an unfair financial burden for this. Attorney Wolter stated that the tenant would need to be covered under their own policy as they will have their own items and the town cannot insure those artifacts or their goods. Commissioner Helms asked about liability insurance. Attorney Wolter said the historical society would need to have their own general liability insurance as the covered entity. Mayor Cauthen stated that many of the artifacts were stored at Town Hall and will be put on loan to the museum. Mayor Pro Tem Koutsoupas stated the town pays for the utilities and feels the lease monies would help offset these costs. Commissioner Helms said he did feel there should be a nominal fee charged. A motion was made by Commissioner Helms to proceed with the proposed draft lease pending further negotiation directly with the Cramerton Historical Society. The motion was seconded by Mayor Pro Tem Koutsoupas. Commissioner Abernathy asked if the amount in item number 2 (annual rental and common area maintenance fee) could change and Attorney Wolter said yes. The motion was approved by all.

Consent Agenda.

- i. **September 19, 2019 BOC meeting minutes.**
- ii. **Planning and Zoning – Odell Annexation Request.**

Action Item: Set a public hearing for November 21st to consider a voluntary annexation request (AN19-01) from Robert Odell to annex approximately 2.05 acres at 113 Alberta Road into the Town of Cramerton.

A motion was made by Commissioner Abernathy to approve the consent agenda. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.

Agenda Items Not Requiring a Public Hearing.

- a. **Parks and Recreation Community Center Renovations - Memo and price quotes.** Information was presented for two proposals for the work to be completed in the museum space of the Cramerton Community and Senior Center. Included in the change orders are all the items addressed by the Cramerton Parks and Recreation Director, owner of MJC Renovations, and Richard Atkinson. The differences in the proposals are the wall/partition section. Proposal CCCmuseum#2 to include all work and custom glass partition \$15,633.08; proposal CCCmuseum to include all work and stud wall, double French door, windows \$11,490.91; and CCCmuseum to include all work and stud walls, double French door \$10,000.00. Mayor Cauthen stated he spoke to Commissioner Rice yesterday and he stated he was in favor of CCCmuseum #2. He stated Commissioner Rice was comfortable with the historical society needing the glass wall but they would need to provide the \$4,100 difference. Commissioner Rice advised the Mayor he was comfortable with the CCCmuseum#2 bid for \$11,490.91. Mayor Pro Tem Koutsoupas asked about the French doors and the ability to move displays through the doors. There will be no center post so both doors can be opened for access. The original cost for installation for the glass partition was about \$950.00. Mayor Pro Tem Koutsoupas said the original capital project included the cost for installation of the glass wall partition and if we do not approve that installation then that number should be taken out of that amount. Commissioner Helms asked if the French doors are entirely glass and the windows are part of the walls. Mr. Smallwood stated the French doors are full glass from top to bottom.

Commissioner Abernathy asked Mr. Smallwood if option one is the preference and vision of the historical society as far as he sees and understands it. Mr. Smallwood stated the quote is slightly different from the original design that Mr. Atkinson presented. The contractor contacted the company and the original design was for custom made floor to ceiling glass doors. The contractor requested a quote for standard full glass doors with a glass upper with door handles and locks added to the quote which was not part of the original quote. It is still a full glass partition but it is not exactly one hundred percent what was presented as the contractor made some recommendations. Commissioner Abernathy asked where did options 2 and 3 come from. Mr. Smallwood stated there was some direction given to find about a base line to determine the cost for a normal wall with the double French doors

and then there was a mid-range analysis requested. Commissioner Abernathy stated she felt option 1 was the closest one to the vision preference for the historical society and she supports that one. Commissioner Neeley stated she supports option 2. She asked Mr. Atkinson if he liked this option and he said no.

Commissioner Helms asked what was the balance left in the budget for this project and the Town Manager stated \$19,000 to \$20,000 barring any contingencies. Mr. Smallwood stated there was some termite damage found last week that had to be treated. Mayor Pro Tem Koutsoupas stated the glass partition was discussed at the last Board meeting and there had been fundraising mentioned. He stated he asked for multiple options regarding leaving it open with glass and possible installation of some windows so the displays could be seen by anyone walking to the kitchen or through the senior center. He stated he felt windows and the French doors would provide that visibility and security would be sufficient. He stated he supported option 2 for the French doors and windows. Commissioner Helms and Neeley stated their support of option 2 for \$11,490.91. Mayor Pro Tem Koutsoupas asked if the items that were presented and requested at the past meeting were being met. The Town Manager stated items added included three duplex wall receptacles, six oversized junction boxes with duplex receptacles, and fire rated gypsum walls as they were specified by the historical society as part of their vision. Mayor Pro Tem Koutsoupas stated he wanted to make sure as there had been several requests about the receptacles and enough air flow and he wanted to confirm that the shell of the building and initial set up is being taken care of so the historical society can decorate the area and these requests are being fulfilled. A motion was made by Commissioner Helms to approve the CCCmuseum#2 option to include all work and stud wall, double French door, and windows for \$11,490.91. The motion was seconded by Mayor Pro Tem Koutsoupas. The vote passed 3 to 1 with Commissioner Abernathy voting nay.

- b. **Planning and Zoning – Approval of the Final Plat for the Riverside Infill Development.** Mr. Watkins advised that a plat request for ten lots was presented in 2018. The current plat does comply with the Land Development Code and meets conditional zoning placed on the property last year. Mr. Watkins stated he is working with Jeremy Wilcox about information for the bond letter of credit that will need to be provided to Two Rivers Utilities and gathering information for the roadway and stormwater improvements. Mr. Watkins asked the Board to approve the final plat at tonight’s meeting as the next Board meeting will not be held until November 21st. A motion was made by Commissioner Helms to approve the final plat for the Riverside Infill Development. The motion was seconded by Commissioner Neeley and approved by all. Mayor Cauthen stated since lots 1 through 7 face South Main Street Extension he spoke to Mr. Watkins about possibly renaming of this street since no addresses have been assigned and this would not affect any current residents. Mayor Cauthen asked the Board to think about this suggestion and further discussion can be held at a later meeting.

c. **Board of Commissioners**

- **Community Committee Appointment** – A motion was made by Commissioner Neeley to appoint Mr. Davin O’Hora as an alternate member on the Community Committee for a three-year term ending November 30, 2021. The motion was seconded by Commissioner Helms and approved by all.
- **Grand Marshal** – Mayor Cauthen stated that the grand marshal for the Christmas parade is usually the person selected for the Lifetime Achievement Award. The Board consented to this selection.
- **Public Works Easement** – A request has been received from Robert Propst with the City of Gastonia requesting the Board to sign off on this property so Two Rivers Utilities can move forward with the Southeast Sewer Project. A motion was made by Commissioner Helms to approve administration and legal staff to sign off on this easement property so Two Rivers Utilities can move forward with the Southeast Sewer Project. The motion was seconded by Commissioner Neeley and approved by all.

Big Board: Repairs will begin on the South Fork Pier and Launch on Monday, October 24th as the damaged structure has been removed. Work continues on Town Hall and the Community Center. Discussion for the possible placement of the Helix R Artwork on school properties will be discussed in November. The new website will be introduced before the end of the year. NCDOT approved signage for the canoe/kayak launches will go out for bid. The wayfinding sign committee will meet on Thursday, October 24th, at 2:00 p.m. to visit neighborhoods. The Town Manager stated he would keep Greg Ramsey advised of the status of the kayak/canoe signage. Mr. Smallwood stated the River Link Greenway is open and a formal grand opening will be held on Saturday, November 2nd. He will contact Montcross Chamber of Commerce about a ribbon cutting ceremony.

Commissioner Neeley asked about the status of the repairs to the bathroom at Central Park. Mr. Smallwood stated he should have a quote from the contractor within several days. He stated Charles Hastings had asked about an enhanced pedestrian entry for Central Park as pedestrians coming down into the park to the walking oval is treacherous as it is a grassy slope. The Town Manager stated the town will be holding a community input meeting that will allow citizens to voice their input regarding Central Park after Mr. Fankhauser has been able to create some initial renderings.

Manager's Report: Mr. Pugh distributed the monthly department head reports. Commissioner Neeley asked about the speed limit near the Courtyards at Cramerton as it is 35 then 45 and then back to 35 in that area. Chief Adams stated he would follow up on that.

General Staff Reports:

Update from Two Rivers Utilities: Mike Bynum presented his report to the Board. TRU has completed surveying to locate the easement in Phase 5 of the Cramer Mountain Sewer Easement Clearing. Water and sewer have been accepted for the Village at South Fork Single-Family Phase 2 project. The contractor is installing water taps and doing some additional water line installation at the Village at Cramerton Mills Phase 1E. Three (3) fire hydrants have been installed that will be activated when the lines are tested. Water and sewer construction are completed at The Grove at Peach Orchard and The Haven Apartments. The plat has been reviewed for the Riverside Drive Development and the performance bond estimate has been approved. All right-of-way for the Southeast Sewer Project Phase 1 has been acquired.

Police Department: Chief Adams stated points are accumulated for participation in the Governor's Highway Safety programs that can be used for equipment or training. The police department will be using their points to acquire a lidar which is similar to a radar.

Commissioner Helms asked about the 72 cases that are listed as open per the code enforcement officer's report. Mr. Watkins stated that is the number of new and existing field inspections. Commissioner Helms stated he would like to see a summary with any trends. Commissioner Abernathy stated she likes the increased detail and asked about the seven highlighted cases over the course of the month and why were they described. Mr. Watkins stated two were cases that were not included did not require a follow up as it was a matter of making the resident aware of a code enforcement issue. Commissioner Abernathy stated adding a sentence including this information would be helpful.

Finance Department: Mr. Lineberger stated the September financial information has been delayed as he is waiting on the reports from the county. The county has changed over to a new collection system and no reports have been issued at this time. Mr. Lineberger stated requests for proposals will be issued in November for an additional auditor for June 30, 2020. It was recommended by Rob Collis of Collis and Associates that an audit committee be formed after the proposals are received and the Board would select the auditor.

Parks and Recreation: Mr. Smallwood reminded everyone of the upcoming Fall Festival on Saturday from 4:00 to 6:00 p.m. He stated that a possible temporary connection for the River Link Greenway is being discussed. The temporary connection would remain open until the construction begins on the Wilkinson Boulevard Bridge. Commissioner

Abernathy stated bravo to whoever stayed on top of this. The extension would be from the current deck at the end of the trail.

Planning and Zoning: Mr. Watkins stated a completed traffic study for the MT Land project should be completed by Friday or Monday. The contractor for the Courtyards at Cramerton is reseeding the construction entrance in Timberlake to its natural state as this area is the town's right-of-way. Work continues on the Riverside Drive project. Commissioner Neeley asked about the question from a resident about resurfacing of Scaleybark. The Town Manager stated this area will be repaved with the next resurfacing project. Mayor Pro Tem Koutsoupas asked about the white stop strip on Cimarron Boulevard and why only half of the roadway is painted. Mr. Watkins stated he will follow up with Rodney Baker on this.

Town Clerk: Nothing to report.

Legal: Nothing to report.

Committee Reports:

Parks and Recreation Advisory Board: Mayor Pro Tem Koutsoupas stated the next meeting will be held at Town Hall at 7:00 p.m. on Monday, November 4th.

Community Committee: Commissioner Neeley stated the committee assisted in clean up the greenway and discussion was held regarding the Fall Festival and the Christmas parade.

Topics of Discussion for Each Commissioner:

Commissioner Neeley stated she met the new Gaston County Manager at the reception held at TechWorks in Belmont. She attended the Two Rivers Utilities tour of the new state-of-the art facility. She stated it was an excellent tour.

Commissioner Abernathy asked Mr. Smallwood about the public meeting to be held at the fall festival. Mr. Smallwood stated this would be more of an awareness meeting. The first public input meeting will be held before the November Board meeting. She thanked Mr. Watkins and Mr. Smallwood for their work on the new River Link Greenway. She stated she visited the greenway today and there were several joggers, bikers, and two people walking their dogs and the ribbon cutting has not even been held yet. She stated her thanks to all who had the vision for this project and congratulated them. She stated her best wishes to the candidates and advised that she will not be in town during the election.

Mayor Pro Tem Koutsoupas thanked Two Rivers Utilities for the invitation to the new water treatment plant and for the tour. He commented on the new turf at Goat Island playground. He asked Mr. Smallwood if the chain links in the ground will damage the turf. Mr. Smallwood stated the turf is designed to allow for movement. Mayor Pro Tem Koutsoupas stated he was asked by a parent who has a student at Cramerton Christian School about the protocol regarding speeding on private vs. public areas in a school zone. Chief Adams stated he would follow up with the principal and NCDOT.

Commissioner Helms voiced his concern about students crossing Peach Orchard Road across Wilkinson Boulevard walking to Stuart W. Cramer High School. Chief Adams stated he will follow up with the principal and possibly the parents of these students.

Mayor Cauthen stated Jerry Roche reached out to him about providing a temporary loading zone for customers in front of the post office. Mayor Cauthen thanked everyone who showed up for the river clean up.

Adjournment: A motion was made by Commissioner Neeley to adjourn at 7:30 p.m. The motion was seconded by Commissioner Helms and passed by unanimous vote.

Mayor William Cauthen

ATTEST:

Wilene Cunningham, Town Clerk