

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

November 21, 2019

The Board of Commissioners for the Town of Cramerton met on Thursday, November 21, 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 Donald Rice, Dixie Abernathy, and Susan Neeley were present. Commissioner Helms was absent.

Staff Present: David Pugh, Town Manager; Attorney Karen Wolter; 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: A motion was made by Commissioner Neeley to adopt the amended agenda. The motion was seconded by Commissioner Rice and approved by all.

Public Comment: No one signed up to speak.

Brownfield Grant Public Comment: In order to satisfy grant requirements, this comment period is specific to Cramerton's application for EPA's Brownfield Assessment Grant. No one signed up to speak. A motion was made by Commissioner Rice to recess the 6:00 p.m. meeting until 7:00 p.m. The motion was seconded by Commissioner Neeley and approved by all.

Work Session Topic Items: The initial public "drop in" and input meeting for the Cramerton Parks and Recreation Masterplan update was scheduled from 5 to 7 p.m. at Cramerton Town Hall. Staff recommends after agenda items 1 to 4 are completed to continue with the second hour of the public "drop in" meeting. The Board members attended the public drop in meeting.

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

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

Proclamations:

- **A proclamation recognizing Cramerton as Tree City USA and the Celebration of Arbor Day in 2019.** A signed copy of the proclamation will be placed in the minutes book.
- **A proclamation recognizing Richard Atkinson as Cramerton's 2019 Citizen of the Year.** Mr. Atkinson thanked everyone for this award. A signed copy of the proclamation will be placed in the minutes book.
- **A proclamation recognizing Jeff Ramsey as Cramerton's 2019 recipient of the Cramerton Lifetime Achievement Award.** Mr. Ramsey thanked the Board of Commissioners and the Community Committee for this award. A signed copy of the proclamation will be placed in the minutes book.

Consent Agenda.

- i. **October 3, 2019 and October 19, 2019 BOC meeting minutes.** Mayor Cauthen stated there were several technical revisions for the proposed minutes. Commissioner Abernathy asked if the proposed grammatical corrections would change the content of the minutes. Attorney Wolter stated the minutes would be pulled from the consent agenda if this was a substantive change. A motion was made by Mayor Pro Tem Koutsoupas to approve the consent agenda. The motion was seconded by Commissioner Rice and approved by all.

Agenda Items Requiring a Public Hearing.

- a. **A public hearing for the purposes of considering a voluntary annexation request (AN1901-01) from Robert Odell to annex approximately 2.05 acres at 113 Alberta Road into the Town of Cramerton.**
 - i. **Action Item: Open Public Hearing.** A motion was made by Commissioner Rice to open the public hearing. The motion was seconded by Commissioner Neeley and approved by all.
 - ii. **Staff Comments/BOC Questions and Answers.** Mr. Watkins stated he has been working with the property owners for about five months. The property is located in the City of Belmont's extraterritorial jurisdiction and is part of the sphere of influence. Per Belmont's zoning this lot is rural residential. The City of Belmont held a public hearing and released this parcel on the condition that the Town of Cramerton would accept it as an annexation. Mr. Watkins stated this action was recommended.
 - iii. **Public Comment.** No one signed up to speak.
 - iv. **Action Item: Close Public Hearing.** A motion was made Commissioner Helms to close the public hearing. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.
 - v. **Consider Approval of the 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 Neeley to approve the voluntary annexation request (AN19-01) from Robert Odell to annex approximately 2.05 acres at 113 Alberta Road into the Town of Cramerton. The motion was seconded by Commissioner Rice and approved by all.
- b. **A public hearing for the purposes of considering for Odell Administrative Rezoning (RZ10-05) which is recommended to be zoned to R-1.**
 - i. **Action Item: Open Public Hearing.** A motion was made by Commissioner Rice to open the public hearing. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.
 - ii. **Staff Comments/BOC Questions and Answers.** Mr. Watkins stated approval of the rezoning for this parcel is recommended.
 - iii. **Public Comment.** No one signed up to speak.
 - iv. **Action Item: Close Public Hearing.** A motion was made Commissioner Helms to close the public hearing. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.
 - v. **Consider Adopting a Statement of Consistency that this rezoning is consistent and reasonable with Cramerton's Land Use Plan.** A motion was made by Commissioner Neeley to adopt a Statement of Consistency that this rezoning is consistent and reasonable with Cramerton's Land Use Plan. The motion was seconded by Commissioner Rice and approved by all.

Agenda Items Not Requiring a Public Hearing.

- a. **Planning and Zoning**
 - i. **Street renaming process memo for discussion and further direction.** Mr. Watkins advised that he had investigated the renaming process for streets with Gaston County. Discussion was held regarding possible naming of a street for the homes being built in the Riverside development off of South Main Street Extension. Names would need to be submitted to the Gaston County Planning Department for consideration and then the Board would need to adopt a resolution stating the road name to be changed, new name to the road, and effective date of the change. Once the resolution is adopted it will be sent to the Gaston County Planning Department to be entered into the addressing system. The Board agreed that the name should have an historical concept. The Town Manager stated he would reach out to the historical society.
- b. **Parks and Recreation**
 - i. **Goat Island Utility Bridge Decking Replacement.**
 1. **Action Item: Budget Amendment #3 – A budget amendment to fully replace the decking on the Goat Island Utility Bridge.** Mr. Smallwood stated that the quote is now \$31,000.00 due to the size of the

planks. The boards will be double-treated yellow pine. Commissioner Rice commented on the ironwood that was used on the pedestrian bridge and how well it has weathered. Mr. Smallwood stated the yellow pine boards should last ten to twelve years and will be warranted for five years. The replacement of the boards will take five to seven days. Commissioner Abernathy asked Mr. Smallwood if this would replace all of the boards and he stated yes. Mr. Smallwood stated once the new boards are in place there would not be any deicing chemicals or salt used during inclement weather nor would it be scraped if icy. Mr. Smallwood stated he would look into possible organic sealants. A motion was made by Commissioner Rice to approve Budget Amendment #3 to fully replace the decking on the Goat Island Utility Bridge. The motion was seconded by Commissioner Helms. Commissioner Abernathy asked about the monetary difference in the budget amendment request. Mr. Smallwood stated the budget amendment was greater than originally requested because the original quote was for smaller planks. The planks on the utility bridge are a larger size. Commissioner Rice asked Mr. Smallwood to follow up with the contractor to determine if sealing the planks would void the warranty. Attorney Wolter stated she would work with Mr. Smallwood regarding the warrant. The motion passed by unanimous vote.

c. Board of Commissioners

i. Community Center Lease with Cramerton Historical Society (CHS)

- 1. Action Item: Review and consider CHS requested draft lease edits for final document approval.** The Town Manager stated a follow-up meeting was held earlier with representatives from the Cramerton Historical Society to discuss the lease agreement. The CHS requested changes to the museum lease document that a three (3) year period where the common area maintenance (CAM) fee is waived. CHS asked if a grant amount (to be determined) could be given to the CHS for support of the museum. Commissioner Abernathy asked if a representative from the CHS was asked specifically to attend tonight's meeting. Mr. Pugh stated Mr. Atkinson was aware of this item on the agenda. Commissioner Rice asked if other groups were being charged for usage of facilities. Attorney Wolter stated this is different as this is a lease agreement and other groups are renting space and being charged a fee to cover cleanup services. Discussion was held by the Board regarding what other municipalities are doing. Attorney Wolter stated that the CHS members thought it would be a year before they would be ready to move in. Commissioner Rice asked about a timeframe for the proposed date the CHS will move in. The Town Attorney stated the lease contains a ninety-day termination provision in the event the area does not become a museum. The Town Manager stated the CHS members had provided information regarding their goals for the museum with a proposed budget of \$20,000 to \$25,000 that will be needed to set up the museum. Mayor Cauthen stated the CHS members had advised there was about \$7,100 in their current budget. Mayor Cauthen asked if the Board members would like to wait on making a decision tonight until some further information is gathered. Mayor Pro Tem Koutsoupas stated he was willing to wait as there seems to be several questions by the Board and we need to keep in mind that the Cramerton Historical Society is not ready to move in to the museum space today and we are still in the negotiating part of this. Attorney Wolter stated any grant monies given by the town would not be part of the lease and would be a separate request from the CHS annually. Commissioner Helms asked about indemnity insurance and general liability insurance. Attorney Wolter stated the CHS members were informed that the town cannot insure their items and they have to obtain their own liability coverage and they are aware of this. They did ask if the town could pay the insurance premium and they were told no. The Board asked who was the liaison to the CHS. Mayor Pro Tem Koutsoupas stated he had been but was willing to allow someone else to be the liaison. Mr. Pugh stated discussion of a liaison could be discussed

at the December 12th organizational meeting. Mayor Cauthen recommended discussing this topic at the next meeting. Commissioner Abernathy stated she would not be in attendance at the December 12th meeting and asked that this topic be discussed in January. The Board consented to placing this item on the January 2020 agenda at the first meeting. The Board consented to placing this item on the agenda at the first meeting in January. Mayor Pro Tem Koutsoupas stated he was okay with this as long as communication continues with the Cramerton Historical Society. The liaison to the Cramerton Historical Society will be decided at the December 12th organizational meeting.

ii. **Community Committee:**

i. **Action Item: Consider the re-appointment of Wendy Cauthen to the Community Committee (3-year term).** A motion was made by Commissioner Neeley to reappoint Wendy Cauthen to serve on the Community Committee for a three-year term ending November 30, 2022.

ii. **Cramerton Christmas Parade**

1. **Action Item: Discussion and consideration of Christmas Parade Grand Marshal.** A motion was made by Commissioner Abernathy to appoint the Lifetime Citizen (Jeff Ramsey) as the Christmas Parade Grand Marshal. The motion was seconded by Commissioner Rice and approved by all.

Big Board: The Board asked that the Brownfields Grant information be added to the Big Board. The River Link Greenway is open. Waterproofing for the Town Hall building has been completed for the basement area and installation and repairs to windows will be completed next. Interior plaster repairs will be next scheduled item. Commissioner Rice stated he has not spoken with Brad Milton yet about the Masonic Lodge parking lot. He hopes to meet with Mr. Milton sometime in mid-December. Discussion was held regarding placement of the Helix R artwork. The Board stated they did not need to see any more renderings. Commissioner Abernathy stated the school can look at their policy to see if the artwork could be placed on school property. She stated her preference would be the Cramerton Middle School. Commissioner Rice stated placement of the artwork at Stuart W. Cramer High School places it in close proximity to the artwork already in the roundabout. The sale of the county school property is still going through the public land legal process to be sold. The direct billing with the Mecklenburg County MRF plant will take effect in November. A draft of the new website design from Revize will be available soon. Attorney John Russell has informed the town that NC Archives and History is still reworking the designation report. Mr. Pugh stated a field visit had been held with Mr. Bizzell regarding wayfinding signage including the kayak signage. The Board asked if either Mr. Bizzell or Mr. Fankhauser would be able to look at the Helix R artwork and offer suggestions. Mr. Pugh stated he would follow up with Mr. Fankhauser. MT Land has officially submitted their first draft plan and a public information meeting by the developer with local property owners has been held. The staff has had its first technical review committee meetings and several additional future meetings with the Planning and Zoning Director and MT Land are scheduled for the 12th and 19th. Mr. Pugh asked the Board if they would like the Brownfield Grant information be placed on the Big Board. He asked if the Board would like to remove the River Link Greenway. There is some discussion about a temporary connection. Commissioner Helms asked that some items be archived. Commissioner Rice stated the Tobacco Free Gaston can be removed from the Big Board. The sanitation contract is good for three years. The Town Manager stated he would archive the items that the Board requested. Commissioner Abernathy stated the code enforcement item could be removed as the Board now receives monthly updates.

Manager's Report: Mr. Pugh distributed the monthly department head reports. Commissioner Neeley asked about the number of shelter rentals and how many were for the Central Park structure. Mr. Smallwood there were none and in the three years he has been with the town it has only been rented once. He explained that there is very limited parking for this shelter. Commissioner Neeley asked Mr. Smallwood for an update on the bathroom repairs at Central Park. Mr. Smallwood stated a contractor is working on a quote and this will be part of the Park Master Plan. Commissioner Neeley stated she thought it would have been repaired by late summer as she thought there were allocated funds in the budget. The Town Manager stated Central Park it is in the design survey stage. Gary Fankhauser is working on the design which will be similar to the Parks and Recreation Master Plan. A community drop-in meeting will be scheduled for citizens

to provide input regarding the Master Plan. Mr. Smallwood stated changes include regrading the upper gulley at the first of next year. Commissioner Rice stated he likes the monthly enforcement summary. Attorney Wolter stated she met with Wayne Krimminger, Code Enforcement Officer, to discuss the abatement invoices on the Second Street properties. Mr. Lineberger will send out a demand for payment then the debt collection process will begin with a debt collection letter and a lien placed against the property. Judgement liens should be available in the next three months against the property for civil liens and abatement expenses. The property is not currently in violation because the grass is cut and no action can be taken for their personal property that is stored around the facility. The process will start over again in the spring. Action will be filed in small claims court along with a lien. Attorney Wolter said the Code Enforcement Officer has went through the appropriate process to document the actions of the town and requests that have been made. Commissioner Rice asked if the Code Enforcement Officer could attend meetings quarterly. Attorney Wolter stated the Code Enforcement Officer would be able to go to small claims court cases. Attorney Wolter stated the Code Enforcement Officer is doing an excellent job. Commissioner Neeley thanked the Planning Director and Code Enforcement Officer for the quick response regarding the issue with the filled dumpster on South Fork.

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. The contractor is installing water taps and doing some additional water line installation at the Village at Cramerton Mills Phase 1E. Installation of the system Pressure Reducing Valve Vault for the Village at South Fork System is scheduled to occur in the next several weeks. All affected customers will be notified of the service interruption for the final valve cut in. Water and sewer construction are complete at The Haven. Construction is underway at the Riverside Drive development. Rezoning comments have been returned to the Planning Director on the proposed zoning for the Overlook at Riverside. TRU has been contacted by the engineering firm for NCDOT to discuss this project. Right-of-way for Phase 1 of the Southeast Sewer Project has been acquired. Mayor Pro Tem Koutsoupas asked if PRV's are mandatory. Mr. Bynum stated PRV's are required if the water pressure is over 80 PSF. The Board asked about the stormwater for the Overlook at Riverside. Mr. Watkins stated the stormwater infrastructure is complete

Police Department: Chief Adams stated Captain Jones and Sergeant Harris have completed their firearms instructors training. The holiday lights will be turned on in the Town of McAdenville the first week of December. Chief Adams stated a covenant was signed with the Gaston Clergy and Citizens Coalition which pledges law enforcement agencies to work together with the local clergies. He stated there was an incident at Stuart W. Cramer High School with a student and no one was hurt. Commissioner Neeley asked about the speed limit sign changes at the Courtyards at Cramerton. The Town Manager stated the town is working with NCDOT regarding this. Commissioner Neeley asked about a possible sign at the Eighth Avenue railroad underpass that Mr. Buddy Barnhill had asked about. Chief Adams stated he could work with Rodney Baker about signage and he would follow up with Mr. Barnhill about this request. Commissioner Abernathy asked about the permitting process for organized groups using the town's properties. Chief Adams stated a permit process is now in place and is being adhered to.

Parks and Recreation: Mr. Smallwood said to please contact him if anyone has questions about the upcoming events. He also said that the new garbage carts have been placed.

Planning and Zoning: Mr. Watkins stated the MT Land traffic study was received this afternoon and is on the town's website for review. The code enforcement report was amended as requested by the Board at the last meeting.

Town Clerk: Nothing to report.

Legal: Nothing to report.

Topics of Discussion for Each Commissioner:

Commissioner Helms asked that each of the Board members sign the letter of support for the students from the Lake Hiawatha Elementary School in Newark, New Jersey. The students presented information and are looking at improvements to their community. They are studying “craters” referencing parking lots. They needed their presentation to be presented to elected officials. Commissioner Helms asked the other Board members to sign a card that they saw the presentation.

Mayor Pro Tem Koutsoupas wished everyone a Happy Thanksgiving. He stated one of the teachers from New Hope Road that is on the robotics team contacted him and she is looking for a project for the students to solve a problem.

Commissioner Abernathy asked when was the first meeting in January to be held. The Town Manager stated there are five Thursdays in January and the first meeting will be on the 9th. She stated she would be out of the country from December 12th to the 21st and will not be in attendance at the December 12th meeting. She congratulated Wendy Cauthen on being reappointed to the Community Committee. She thanked Commissioner Helms for his service to the Board and stated her pleasure in working with him and learning from his counsel. She stated it had been quite an honor to serve with him.

Commissioner Rice congratulated Commissioner Neeley on being re-elected. He stated what a great town this was to live in and the residents have few complaints. He thanked the Board and staff for all of their hard work.

Commissioner Neeley stated she was glad to be serving the town for four more years.

Committee Reports:

- **Community Committee:** Commissioner Neeley stated there will be a river sweep cleanup on March 28, 2020. She stated Davin O’Hora was recently appointed to serve. Mr. Reece was thankful to the committee for replacing his mailbox and stand. The committee is discussing a new shed for the ballfield, dog show with adoption, and a class on avoiding falls for seniors, and kayak storage.
- **Parks and Recreation Advisory Board:** No update.

Mayor Cauthen wished everyone a Happy Thanksgiving.

Adjournment: A motion was made by Commissioner Helms to adjourn at 9:32 p.m. The motion was seconded by Commissioner Rice and passed by unanimous vote.

Mayor William Cauthen

ATTEST:

Wilene Cunningham, Town Clerk