

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

December 12, 2019

The Board of Commissioners for the Town of Cramerton met on Thursday, December 12, 2019 at 6:15 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 and Susan Neeley were present. Commissioner Helms arrived at 6:43 p.m. Commissioner Abernathy was absent.

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

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

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

Adoption of Agenda for this meeting: Mayor Cauthen asked that the agenda be amended to move the presentation by the Gaston County Historic Society regarding the Baltimore School House under “Old Business”. A motion was made by Commissioner Neeley to adopt the amended agenda. The motion was seconded by Commissioner Rice and approved by all.

Presentation:

Gaston County Historic Preservation Committee – Presentation regarding Baltimore School preservation. Attorney John Russell stated Mr. and Mrs. Glenn were the owners of the Baltimore School and they were present tonight if there were any questions. Attorney Russell explained the process that would be needed to designate the Baltimore School as a designated historic property. Attorney Russell stated the property has been well-kept and still has the original floors and walls. A public hearing will need to be held for approval by the county and town prior to the designation. Attorney Russell stated he would like for the town to hold a public hearing with a dedicated public comment in January at the Board of Commissioners meeting and then the county would need to hold a public hearing. Attorney Russell stated he would be able to meet the public hearing notice guidelines and be ready to present at the town’s January 9th meeting. A motion was made by Commissioner Rice to schedule a public hearing on January 9th. The motion was seconded by Commissioner Neeley and approved by all.

Old Business for the Outgoing Board of Commissioners

a. Consent Agenda: Consider Approval of the consent agenda.

- i. Consider approval of November 21, 2019 minutes.
- ii. Parks and Recreation Advisory Board approvals
 1. Appointment of Emily Leazer as a full voting member.
- iii. Community Committee
 1. Advancement of Karen Sweat Mullis from alternate to full voting member.
 2. Advancement of Davin O’Hora from alternate to full voting member.
 3. Appointment of Olivia Smallwood to an alternate position.
 4. Appointment of Sunny Calhoun to an alternate position.

A motion was made by Commissioner Neeley to approve the consent agenda. The motion was seconded by Commissioner Rice and approved by all.

A motion was made by Commissioner Rice to amend the agenda to move “Public Comment”. The motion was seconded by Commissioner Neeley and approved by all.

Public Comment: No one signed up to speak.

Commissioner Helms arrived at 6:43 p.m.

Recognition via proclamation of Public Service for the Outgoing Commissioner Houston Helms. Mayor Cauthen read the proclamation for public service for Commissioner Helms and a signed copy will be placed in the minute book. Each of the commissioners stated their thanks and offered their blessings to Commissioner Helms for his future journeys. Commissioner Helms stated his respect for the citizens of the town and how much history he learned from them. He thanked the staff for all of their hard work and how proud he is of them and the elected board.

Swearing into Office for incoming Commissioners by the Honorable Superior Court Judge David A. Phillips. Each of the commissioners were sworn in by Superior Court Judge David A. Phillips.

- a. **Commissioner Richard Atkinson.**
- b. **Commissioner Susan Neeley.**
- c. **Commissioner Donald Rice.**

New Business Agenda Items not requiring a Public Hearing.

- i. **Action Item: Consider approval of the 2020 Calendar Year Meeting Schedule.** Mayor Pro Tempore Koutsoupas asked about the Tuesday, February 4th meeting date. Mayor Cauthen stated the NC City/County Manager's Conference is held that week and this would allow the Mayor and Manager to be available to attend. A motion was made by Commissioner Neeley to approve the 2020 Calendar Year Meeting Schedule. The motion was seconded by Mayor Pro Tempore Koutsoupas and approved by all.
- ii. **Action Item: Appointment of Mayor Pro Tempore.** A motion was made by Commissioner Rice to nominate Demetrios Koutsoupas to serve as the Mayor Pro Tempore. Commissioner Atkinson asked how often is the Mayor Pro Tempore appointed. The Town Manager stated every two years the Mayor Pro Tempore is appointed at the Board's organization meeting. The motion passed unanimously. The oath of office was administered to Mayor Pro Tempore Koutsoupas by the Town Clerk.
- iii. **Action Item: Appointment of representative to Montcross Chamber.** A motion was made by Commissioner Rice to appoint the Town Manager to continue to serve as the representative to the Montcross Chamber. The motion was seconded by Commissioner Atkinson and approved by all.
- iv. **Action Item: Appointment of Gaston-Cleveland-Lincoln MPO-TAC representative and alternate representative.** Commissioner Atkinson asked what did the initials MPO-TAC stand for. Mayor Cauthen stated it was the Metropolitan Planning Organization-Technical Advisory Committee. Currently Mayor Pro Tempore Koutsoupas and Commissioner Rice are serving. Commissioner Atkinson stated he would like to be considered to serve as the alternate. A motion was made by Commissioner Rice to appoint Mayor Pro Tempore Koutsoupas to serve as the MPO-TAC representative and Commissioner Atkinson to serve as the alternate representative. The motion was seconded by Commissioner Neeley and approved by all.
- v. **Action Item: Appointment of Gaston-Cleveland-Lincoln MPO-TCC representative and alternate representative.** A motion was made by Commissioner Neeley to appoint the Town Manager and the Planning Director to continue to serve as the MPO-TCC representatives. The motion was seconded by Commissioner Rice and approved by all.
- vi. **Action Item: Appointment of BOC representative and alternate to the Centralina Council of Government.** A motion was made by Mayor Pro Tempore Koutsoupas to appoint Mayor Cauthen as the primary BOC representative and Commissioner Rice as the alternative representative. The motion was seconded by Commissioner Atkinson and approved by all.
- vii. **Liaison Appointments**
 1. **Action Item: Liaison appointment to the Parks and Recreation Advisory Board.** A motion was made by Mayor Pro Tempore Koutsoupas to appoint Commissioner Abernathy as the Board liaison to the Parks and Recreation Advisory Board. The motion was seconded by Commissioner Neeley and approved by all.
 2. **Action Item: Liaison appointment to the Community Committee.** A motion was made by Commissioner Atkinson to appoint Commissioner Neeley as the liaison to the Community Committee. The motion was seconded by Commissioner Rice and approved by all.
 3. **Action Item: Liaison appointment to the Cramerton Historical Society, a 501(c)3 non-profit.** A motion was made by Commissioner Rice to appoint

Richard Atkinson as the liaison to the Cramerton Historical Society. The motion was seconded by Commissioner Neeley and approved by all.

viii. **Action Item: Date and Location for 2020 Goals and Objectives Work Session.** A motion was made Commissioner Rice to set the date for the Goals and Objectives Work Session for Saturday, January 25th, at Town Hall. The motion was seconded by Mayor Pro Tempore Koutsoupas and passed by unanimous vote.

xi. **Planning and Zoning Board Search Committee**

1. **Action Item: Per the BOC Rules of Procedure Policy, consider appointing two Commissioners (along with the Mayor) for a new Planning and Zoning Board vacancy search. Once the appointment committee is chosen, staff will send out a projected timeline.** Mayor Pro Tempore Koutsoupas and Commissioner Neeley stated they would like to serve on the appointment committee. A motion was made by Commissioner Neeley to appoint Mayor Pro Tempore Koutsoupas and Commissioner Neeley to serve on the appointment committee for the selection of an alternate member to serve on the Planning and Zoning Board. The motion was seconded by Richard Atkinson and approved by all.

Manager's Report:

Action Item: Recommendation to close Town Hall on Monday, December 23rd, in observance of the Christmas Holiday. A motion was made by Commissioner Neeley to close Town Hall on Monday, December 23rd, in observance of the Christmas Holiday. The motion was seconded by Commissioner Rice and approved by all.

The Town Manager distributed the organizational notebooks to the Mayor and commissioners.

General Staff Reports:

Two Rivers Utilities: Kyle Butler, Utilities Engineer, with TRU stated Mike Bynum was not available tonight. A copy of the TRU report was distributed.

Police Department: Chief Adams stated the Santa Hustle race is scheduled for Saturday morning. The lower half of the Lakewood neighborhood will be closed with the top half remaining open. Information will be posted on Facebook with a map of the marathon route and a Connect CTY message will be sent out on Friday afternoon. Mayor Pro Tempore Koutsoupas asked about the Christmas lights in the Town of McAdenville. Chief Adams stated it has been busy and there are a lot more walkers this year.

Town Clerk: The Board was reminded of the upcoming Boards and Committees Appreciation dinner scheduled for Friday, December 13th, at RayNathan's. Commissioner Atkinson, Neeley, and Rice were reminded about the ethics webinar. The fire department dinner is scheduled for Saturday, December 21st, at 6:30 p.m.

Planning and Zoning: Mr. Watkins stated that the Code Enforcement officer would be in attendance for a quarterly report starting in March. Fourteen names have been received for the naming of North Main Street extension and have been submitted to the county for review. A meeting with the Riverside neighborhood residents is scheduled to be held at the picnic shelter on January 20th regarding this matter. The recommendation from the county will be shared with the Board once received.

Parks and Recreation Department: Nothing to report. Wished everyone a Happy Holiday and a Happy New Year.

Topics of Discussion for Each Commissioner:

Commissioner Atkinson said thanks to everyone for decorating the town including Goat Island Bridge. He stated he had a list of things that he had been thinking about which includes beautification, recreation, maintenance, and traffic. Beautification involved improving the curb appeal of Cramerton. He suggested cleanup of the three main entrances to town and landscaping at the back side of the Veterans Memorial. He stated he would like to see additional organized events for senior citizens such as pickle ball. Commissioner Atkinson stated there have been some complaints from the citizens of

Timberlake and Mayflower about the condition of their streets. He said there may be an opportunity to widen Cramer Mountain Road to add a bike lane and to allow space for walkers. A natural style trail has been proposed as part of the development at Villages at Cramerton Mills. He stated there has been feedback regarding the backup of traffic at the Eighth Avenue railroad underpass. He said he would like to see a strategic master plan that would widen the road to two lanes and allow for a bicycle lane and a sidewalk. He said the process could begin with three phases. The first thing the town could do would start with traffic being directed at the busiest hours in the morning and afternoon and then get a signaling system on both sides. Mayor Cauthen stated he and the Planning Director had spoken with the liaison with Norfolk Southern awhile back. Mr. Watkins stated there should be some information on the 18th after the MPO meets to see where this project scores.

Mayor Pro Tempore Koutsoupas congratulated Commissioners Atkinson, Neeley, and Rice on being elected. Stated he was looking forward to working with them. He thanked all the departments for keeping the town safe and putting out decorations. Mayor Pro Tempore Koutsoupas asked about the status of the interlocal contract with the Town of McAdenville. The Town Manager stated the contracts have been presented to the Town of McAdenville. Mayor Pro Tempore Koutsoupas wished everyone a Happy Holiday.

Commissioner Rice welcomed Commissioner Atkinson to the Board. He invited Commissioner Atkinson to attend the Fire Department dinner on the 21st as this would be a good opportunity to interact with the fire department staff.

Commissioner Neeley stated she was the greeter at the Breakfast with Santa event. She complimented the Parks and Recreation staff and the Community Committee for doing a great job. She attended the staff luncheon. Commissioner Neeley welcomed Commissioner Atkinson to the Board. She asked Mr. Smallwood about the status of the bathrooms at Central Park. Mr. Smallwood stated this will be part of the Master Plan. She asked about cameras being installed at Central Park. Mayor Cauthen stated this would be a topic that could be discussed at the Goals and Objectives meeting. She stated she will miss Commissioner Helms and wished everyone a Happy Holiday.

Mr. Smallwood advised the Board that a meeting is scheduled for the 7th or 8th of January to meet with the Masonic Lodge to discuss the parking lot. He asked that either Attorney Bringewatt or Attorney Wolter be in attendance. The meeting will be around 5:30 p.m.

Mayor Cauthen congratulated Commissioner Atkinson, Neeley and Rice and stated he was looking forward to working with them. He stated he and his wife attended the Breakfast with Santa and Stephen Craft's father has cooked for this event for the last twenty-five years. He stated he and his wife attended the Santa Toy Run which also has been a holiday event for twenty-five years in this area. He wished everyone a Merry Christmas and a Happy Hanukkah.

Adjournment: A motion was made by Commissioner Rice to adjourn the meeting at 8:10 p.m. The motion was seconded by Commissioner Neeley and approved by all.

Mayor William Cauthen

ATTEST:

Wilene Cunningham, Town Clerk