

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

March 21, 2019

The Board of Commissioners for the Town of Cramerton met in a workshop session on Thursday, March 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 Houston Helms and Susan Neeley were present. Commissioner Donald Rice arrived at 6:03 p.m. Commissioner Dixie Abernathy arrived at 6:09 p.m.

Staff Present: David Pugh, Town Manager; Attorney Karen Wolter; Chief Adams, Police Department; Josh Watkins, Planning Director; Joel Lineberger, Finance 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: The Town Manager asked that a closed session be added under 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, which privilege is hereby acknowledged. A motion was made by Commissioner Helms to adopt the amended agenda. The motion was seconded by Commissioner Neeley and approved by all.

Mayor Cauthen stated that the current format for the agenda allots an hour for work session topics and tonight's format will allow for a more natural flow and promote efficiency. A motion was made by Commissioner Helms to amend the agenda and allow public comment at this time. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.

Public Comment: No one signed up to speak.

Work Session Items:

1. Town Hall, Parks and Recreation Building Projects

- a. Discussion of building bids by Talley and Smith Architects.** The Town Manager stated that Talley and Smith were asked to look at the Parks and Recreation building and combine this project with the Town Hall structure as part of the bid package. Bob Smith presented information regarding the proposed bidding process and the various options. Due to the water infiltration issue at Town Hall it was recommended that French drains be installed around the perimeter of the building along with a concrete apron. This would allow any water runoff from the roof to be wicked away from the building. Commissioner Abernathy arrived at 6:09 p.m. Discussion was held regarding repairs to the basement. Mayor Cauthen stated his concerns regarding delaying of the bid process in order to include repairs to the C.B. Huss Sports Complex. The main repair to the Town Hall building will be the mortar repair along with application of clear waterproofing. The Board discussed the possibility of having the Town Hall building and C.B. Huss Sports Complex combined as a joint project in order to encourage more contractors to bid. The consensus of the Board was to proceed with the bidding process without the full report on the C.B. Huss Sports Complex in order to expedite the bid. The Town Manager advised he would keep the Board updated as information is received.

Agenda Items Not Requiring a Public Hearing:

Consent Agenda: Consider approval of the consent agenda.

- a. February 21, 2019 BOC meeting minutes.** A motion was made by Mayor Pro Tem Koutsoupas to approve the proposed consent agenda. The motion was seconded by Commissioner Helms and approved by all.

a. Planning and Zoning

- i. **Outdoor Storage Ordinance Review.** Discussion was held regarding the storage of outdoor goods and defining proper screening and what goods are allowable. Commissioner Rice voiced concern over the terms “stuff or goods” as being subjective and not descriptive enough. The Board agreed to have the police department determine how many homes would be considered to be out of compliance. An update will be provided at the April 4th meeting.
 - ii. **VCM Timeline Review.** A submission of an amendment to the zoning for an area of the VCM project that has not been developed currently has been submitted for review. Public meetings will need to be scheduled while staff review continues. Discussion was held regarding amenities regarding the residential amenities with community improvements. Mayor Cauthen asked about possible creation of a park in that area.
- b. Finance**
- i. **Audit Contract.**
 - 1. **Consider acceptance of the Collis and Associates, CPAs, P.C. Contract to Audit Accounts for the current fiscal year ending 6/30/19 in the amount of \$15,525.** A motion was made by Commissioner Helms to approve the acceptance of the Collis and Associates, CPAs, P.C. Contract to audit accounts for the current fiscal year ending 6/3/19 in the amount of \$15,525. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.
 - 2. **Consider directing staff to develop and circulate a Request for Audit Proposals to firms that have indicated that they will be providing audit services for 6/30/20 and beyond.** A motion was made by Commissioner Helms to approve authorization of staff to develop and circulate a Request for Audit Proposals to firms that have indicated they will be providing audit services for 6/30/20 and beyond. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.
 - 3. **Budget Amendment 2019-15 – Consider approval for Cramerton PD communication capital improvements.** A motion was made by Commissioner Helms to approve budget amendment 2019-15 for \$218,000 to provide funds for upgrade of mobile/portable radios and related record management equipment plus one (1) year upfront lease payment for laptop computers. The motion was seconded by Commissioner Rice and approved by all. A signed copy of this budget amendment will be placed in the minutes book.
 - 4. **Budget Amendment 2019-16 – Consider the acquisition of new Christmas decorations taking advantage of a \$1,900 discount for immediate purchase.** A motion was made by Commissioner Neeley to approve budget amendment 2019-16. The motion was seconded by Commissioner Rice. Discussion was held about the state of the current decorations. The Board agreed to discuss this item on Wednesday at the budget meeting. Commissioner Rice retracted his second to the motion. A motion was made to appropriate funds to purchase Christmas decorations. The motion was seconded by Commissioner Abernathy. The vote was 2 to 3 with Commissioner Rice, Commissioner Helms, and Mayor Pro Tem Koutsoupas voting nay. This budget amendment was not approved.
 - 5. **FY 2018-2019 Budget Review.** Mr. Lineberger provided information regarding the health of the Town’s fund balance. A memo explaining the summary of changes was included in the agenda packet.
- c. Public Works**
- i. **Sanitation**
 - 1. **Consider Approval of a renewal option with Waste Management sanitation contract.** Discussion was held regarding recycling and the option of contracting directly with the recycling center. A site visit to the

recycling center was proposed. The consensus of the Board was to speak with Republic Services regarding recycling.

Presentation.

Introduction of new Cramerton Police Department Officers. Chief Adams introduced Officer Byerly and Officer Farmer.

Board of Commissioners Business

- i. **Parks and Recreation Advisory Board. Consider approval of Kelly Newman to the Parks and Recreation Board.** A motion was made by Commissioner Neeley to appoint Kelly Newman to the Parks and Recreation Advisory Board. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.

BIG BOARD: Discussion was held about the recent meetings with the Cramerton Historical Society and the collection of additional artifacts. Mr. Watkins advised that the Planning and Zoning Board did not approve the MT Land final plat. No information had been received from NCDOT regarding the traffic impact analysis. A meeting is scheduled for April 4th by NCDOT to discuss the proposed widening of US 29/74 Wilkinson Boulevard and will be held in the Town of McAdenville. Discussion regarding the placement of the Helix R Artwork and wayfinding will be discussed with Buzz Bissell.

Manager's Report: NCLM CityVision Conference is scheduled for May 14th through May 16th in Hickory. He advised that the Town Clerk attended the "Tobacco Free Gaston" luncheon. Eighth Avenue remains closed and the final paving is scheduled for next Tuesday. Commissioner Neeley asked about estimates for Central Park. Mr. Smallwood stated he would have this information available at the budget meeting on Wednesday.

General Staff Reports:

Police Department: Chief Adams stated that the Cramerton Police Department will be hosting the 2019 Law Enforcement Officer Memorial event.

Update from Two Rivers Utilities: Mike Bynum with Two Rivers Utilities reported that the contractor is scheduled to begin work on Phase 3 of the Cramer Mountain Sewer Easement Clearing. Mediation of right-of-way with the remaining property owner for Phase 1 for the Southeast Sewer Project has begun. Utility construction continues at the Courtyards at Cramerton. Sewer construction has begun for Phase 2 of the Village at South Fork single-family homes. Upgrades to the Baltimore Pump Station have been completed. Sewer construction has started in Phase 1E of the Villages at Cramerton Mills. Plans for the sewer revision in Hamrick Road have been approved. Storm drainage is being installed by the contractor at The Grove at Peach Orchard and The Haven apartments.

Committee Reports:

Community Committee: Commissioner Rice reported that the Third Annual River Sweep is scheduled for Saturday, March 30th at 10:30 a.m. Three bat houses have been installed with the assistance of the fire department and are located behind the fire department. Bag boxes have been completed and placed in several locations around the Town's parks as part of the "Keep Our Parks/Rivers Beautiful" project. The boxes contain grocery bags to be used for trash pickup. An 8'x40' pollinator garden will be installed in April in Central Park near the picnic shelter. Commissioner Rice stated that Eric and Olivia Smallwood will be hosting a socializing event after the river sweep.

Parks and Recreation Advisory Board: Mayor Pro Tem Koutsoupas stated the next meeting will be held on Monday April 1st at 7:00 p.m.

Centralina Council of Government: Mayor Cauthen stated he and the Town Manager attended the recent regional event.

Topics of Discussion for Each Commissioner:

Commissioner Helms thanked Public Works for the recent paving completed under the Eighth Avenue railroad trestle. The Town Manager stated the paving was completed by NCDOT at the request of Rodney Baker. He also thanked the Mayor and everyone involved for the placement of the mural on the former BB&T building.

Mayor Pro Tem Koutsoupas thanked the Board and Mayor regarding the flow of tonight's meeting and thinks that having "public comment" at the start of the meeting will be more efficient and work out well. He stated he attended the joint MPO meeting that was held with the Charlotte MPO. Regionalism was discussed along with working with other MPOs in the area. Topics of discussion included widening of Interstate 85; light rail system from Matthews to Belmont and possibly on to Gastonia; and the Catawba Crossings Bridge.

Commissioner Abernathy thanked the Mayor regarding the downtown mural. She stated in the February 21, 2019 minutes the Board approved to bid out the sanitation contract and then at the last meeting it was decided not to bid it out. She requested that additional conversations be held to discuss regulation of this procedure and to ensure contracts that have not been put out to bid in years are reviewed in order to continue with best practice and protocol. Commissioner Abernathy asked about the additional signage that has been placed in the Lakewood neighborhood. The Town Manager stated this additional signage has been placed per NCDOT's auditing process while the greenway project is active. Commissioner Abernathy stated she was quite excited about the wayfinding options. She asked if the goals and objectives along with the mission statement would be discussed at Wednesday's budget meeting. The Town Manager stated those items would be discussed at the next Board meeting on April 4th. Commissioner Abernathy asked about placards for donations of trees. Mayor Cauthen stated Arbor Day will be celebrated on April 6th and this would be a good time to address that item.

Commissioner Rice thanked the clerk for attending the tobacco-free luncheon as he was unable to attend. He thanked Officer Evans for the recent arrest that was made without any harm to the officers or the suspect. He attributed this to good police work and good training.

Commissioner Neeley commented on the mural and stated her thanks to Mayor Cauthen. She stated she was unable to attend the recent tobacco-free luncheon as she was out of town at a training session.

A two-minute recess was called.

Closed Session: A motion was made by Commissioner Helms to enter into closed session under 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, which privilege is hereby acknowledged. The motion was seconded by Commissioner Abernathy and approved by all.

A motion was made by Commissioner Abernathy to return to open session. The motion was seconded by Commissioner Rice and approved by all.

Adjournment: Upon return to open session and no action taken, a motion was made by Commissioner Neeley to adjourn at 10:04 p.m. The motion was seconded by Commissioner Abernathy and passed by unanimous vote.

Mayor Will Cauthen

ATTEST:

Wilene Cunningham, Town Clerk