

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

**April 4, 2019**

The Board of Commissioners for the Town of Cramerton met in a workshop session on Thursday, April 4, 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 Houston Helms arrived at 6:13 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:** Mayor Pro Tem Koutsoupas asked that the 6:00 to 6:55 p.m. Work Session title be removed. Budget amendments for consideration were added and discussion of the Community Foundation Fund. The Town Manager asked that closed session items 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; and 143.318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. A motion was made by Commissioner Neeley to adopt the amended agenda. The motion was seconded by Commissioner Abernathy and approved by all.

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

**Public Comment:** No one signed up to speak.

**Proclamation: A proclamation for National Volunteer Week (April 7<sup>th</sup> – 13<sup>th</sup>).** A signed copy of the proclamation will be placed in the minutes book. Mayor Cauthen stated there was a very good turnout of volunteers for the recent river sweep clean up.

**Work Session Topic Items:**

- 1. Cramerton Mission Statement and BOC 2019 Goals and Objectives discussion.** The Town Manager stated that the department heads had assisted in preparing the revised mission statement. Commissioner Abernathy was thanked for her input regarding the base concept. Eric Smallwood was thanked for the inclusion of the diamond shape in the graphic. Commissioner Abernathy commented inclusion of enjoyment and healthy options may need to be included under amenities. The Board stated they liked the Veterans Memorial in the center inside of the diamond shape and the tie in this creates with the town's heritage. The Board asked for some minor typographical changes and asked that the goals and objectives not have the diamond shape used as the bullet point image. Discussion was held regarding adding quantifying information in measurable terms.

**Consent Agenda:**

- a. March 7, 2019 Board of Commissioners meeting minutes.** A motion was made by Mayor Pro Tem Koutsoupas to approve the March 7, 2019 meeting minutes. The motion was seconded by Commissioner Rice and approved by all.
- b. Budget Amendments #16, #17, and #18.** Commissioner Rice and Mayor Pro Tem Koutsoupas stated they had questions regarding the budget amendments. The Board

agreed to discuss the budget amendments later in the meeting. The budget amendments were pulled from the consent agenda.

### **Agenda Items Not Requiring a Public Hearing.**

#### **c. Planning and Zoning**

**Urban Chicken Ordinance: Review and discussion of the application of the chicken ordinance in municipalities.** The Planning Director stated that a resident had requested information regarding keeping chickens within the town. The town's current ordinance requires a minimum of two (2) acres and the chickens must be housed a minimum of one-hundred (100) feet from the property line and three-hundred (300) feet from businesses. The City of Belmont recently passed allowing up to four (4) hens but no roosters. No action was taken by the Board at this time.

#### **d. Finance**

- i. Budget amendment #16: This amendment reflects authorization for year to date and estimated engineering pass-through fees remaining through year end.** Mr. Lineberger explained that this amendment provides for current and estimated pass-through engineering fees with corresponding increases to the revenue account.
- ii. Budget amendment #17: This amendment reflects BOC approval for the expenditure towards additional projects in the current Fiscal Year 2018-2019.** This amendment provides additional funds for items not budgeted for costs incurred through March. These items include engineering for the Masonic Lodge, Market Street Plan, Wilkinson Boulevard Small Area Plan, and the Wayfinding/Streetscape.
- iii. Budget amendment #18: This amendment provides additional funding for the increased cost of recycling due to the current recycling market changes.** This amendment provides additional funds for unanticipated increased recycling fees incurred.
- iv. Budget amendment #19: This amendment provides funds for wayfinding signage.** This amendment provides funds for Bizzell Design, Inc.'s contract for design and other assistance with wayfinding signage project.
- v. Budget amendment #20: This amendment provides additional funds for website.** This amendment provides additional funds for Revize LLC's contract for design, installation and training for new website for the town.

A motion was made by Mayor Pro Tem Koutsoupas to approve Budget Amendments #16, 17, 18, 19 and 20. The motion was seconded by Commissioner Rice. A signed copy of the budget amendments will be placed in the minutes book.

### **Board of Commissioners Business**

- i. Discussion of letter received from the Gaston Community Foundation.** A letter from Gaston Community Foundation was received asking if the town would be interested in having an account created as an "agency fund". This account would be a 501(c)3 and allow donations from individuals along with matching funds from their employers. Attorney Wolter stated she would follow up on this item and provide an update at a later Board meeting.

**BIG BOARD:** The Town Manager stated the masonic lodge parking would be discussed in closed session. Mr. Smallwood stated he has been in contact with the contractor to discuss improvements to the Community Center. The remaining pavers for the Veterans Memorial have been ordered. Commissioner Rice requested that some type of list be created and made available to assist with people looking for certain pavers. The Town Manager stated he was waiting on information from Republic about recycling. Mr. Watkins stated he reached out to True Homes regarding a possible pocket park and to date has not heard back from anyone. Mayor Cauthen stated he would also reach out to True Homes. The paperwork has begun regarding the Baltimore School property.

**Manager's Report:** The Town Manager stated that Buzz Bizzell cannot meet next week to discuss wayfinding. A meeting was scheduled with the ad hoc committee to meet at 4:30 p.m. on

April 18<sup>th</sup> prior to the Board meeting at 6:00 p.m. An update was given about the widening of Alberta Avenue to Market Street. The project will start in 2020. The replacement of the bridge is a high priority and will affect the completion of the Goat Island Greenway Project. Randi Gates is working with NCDOT about a placeholder for the Silver Lynx railway connection. Mayor Pro Tem Koutsoupas asked that staff continue to follow up with the Build A Better Boulevard adaptive lighting. The Town Manager stated a ribbon-cutting will be held sometime in April for Wilcox Builders.

### **General Staff Reports:**

**Update from Two Rivers Utilities:** Mike Bynum with Two Rivers Utilities reported that work on Phase 3 of the Cramer Mountain Sewer Easement Clearing has been delayed. Utility construction continues at the Courtyards at Cramerton. The contractor should complete the water line tie-in at Armstrong Ford Road this week. Sewer construction has begun for Phase 2 at the Village at South Fork. Upgrades to the Baltimore Pump Station have been completed. Sewer construction has started in Phase 1E of the Villages at Cramerton Mills. Storm drainage is being installed by the contractor at The Grove at Peach Orchard and The Haven apartments. Sewer is being installed for The Grove at Peach Orchard.

**Police Department:** Chief Adams presented information regarding the interlocal agreement for telecommunications dispatch and public safety computer support. This is a contract with the City of Belmont and Gaston County to allow Cramerton to join into the New World software system. Chief Adams addressed possible changes to the town's parking ordinance if vehicles currently parked in yards are asked to be moved onto the roadways. Chief Adams asked for direction from the Board regarding approval of special events. He stated there is a current request for an event that has no connection to Cramerton.

**Finance:** Mr. Lineberger stated he is working with all of the department heads regarding the Fiscal Year 2019-2020 budget.

**Planning Department:** Mr. Watkins stated the joint Belmont-Cramerton Arbor Day Event is scheduled for this Saturday beginning at 11:00 a.m.

### **Topics of Discussion for Each Commissioner:**

Commissioner Neeley stated she had nothing to report.

Commissioner Rice stated the river sweep event was quite successful. The pollinator gardens will be next project to be worked on by the Community Committee. Commissioner Rice asked if anyone from the Cramerton Merchants Association had reached out to the new businesses that are now located on Market Street.

Commissioner Abernathy had nothing to report.

Mayor Pro Tem Koutsoupas advised the Easter Egg Scramble will be held on Saturday April 13<sup>th</sup>. He thanked the Town Manager for attending today's NCDOT meeting in McAdenville. He asked that the Town Manager continue to follow up with NCDOT regarding the painting of the fog line on North Main Street.

Commissioner Helms commented on how successful the river sweep was and how many people attended that traveled from other areas to participate in this event.

A three-minute recess was called.

**Closed Session:** A motion was made by Commissioner Helms to enter into closed session under NC143.318.11(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; and 143.318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public

body in negotiations, or to discuss matters relating to military installation closure or realignment. The motion was seconded by Commissioner Abernathy and approved by all.

**Adjournment:** Upon return to open session and with no action being taken in closed session, a motion was made by Commissioner Abernathy to adjourn at 8:55 p.m. The motion was seconded by Commissioner Helms and passed by unanimous vote.

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Mayor Will Cauthen

**ATTEST:**

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Wilene Cunningham, Town Clerk