

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

May 2, 2019

The Board of Commissioners for the Town of Cramerton met in a workshop session on Thursday, May 2, 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, Donald Rice, Dixie Abernathy, and Susan Neeley were present.

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: Attorney Wolter requested closed session be added to the agenda to discuss a real estate matter under NCGS 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 Mayor Pro Tem Koutsoupas to approve the amended agenda. The motion was seconded by Commissioner Neeley and passed unanimously.

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

Public Comment: No one signed up to speak.

Proclamations:

- **Police Officers Memorial Week: A proclamation to recognize May 12th through May 18th as “National Police Week” in honor of the service and dedication of all law enforcement officers.** A copy of the signed proclamation will be placed in the minutes book.
- **Municipal Clerk Week 2019: A proclamation to recognize May 5th through May 11th as Municipal Clerk Week in the Town of Cramerton.** A copy of the signed proclamation will be placed in the minutes book.

Work Session Topic Items:

- a. **Initial Presentation of Market Street Small Area Plan.** The Planning Director presented information to the Board for their review of the Market Street Small Area Plan. This information will be presented again to the Board at the end of June for consideration of possible approval after presentation to the Planning and Zoning Board and a public information meeting. Mr. Watkins provided information about a future station for the Silver Line transit system, a greenway loop to connect with the Town of McAdenville along the river, and pedestrian sheds within designated walking areas. Discussion was given about the proposed uses for the properties. Mr. Watkins stated this is a policy document which will be referenced when rezoning requests are made. A public information meeting is scheduled to be held on May 21st at Town Hall from 4:00 p.m. to 6:00 p.m. Mayor Pro Tem Koutsoupas asked about the time line. Mr. Watkins stated he would ask Demetri Baches. The commercial property owners and stakeholders were contacted and no one responded. Information for the public input meeting will be placed on social media and the town’s website.
- b. **Fiscal Year (FY) 2019-2020 Budget.**
 - i. **Prioritization Exercise.** Discussion was held about an upgrade of cameras with the addition of cameras for the exterior of the Parks and Recreation Sports Complex. The replacement vehicle for the police department fleet

was discussed. The fleet budget was discussed to consider including purchase of all vehicles from this account. The Public Works vehicle will not be purchased out of the fleet fund. The trash receptacles were discussed for Goat Island for ones that would be better suited for flood areas. A motion was made by Commissioner Abernathy to fund out of the unrestricted fund balance for the items listed on the prioritization exercise under the grade of four for this upcoming fiscal year. Mayor Pro Tem Koutsoupas seconded the motion. The Town Manager stated that a motion was not required but the staff is looking for direction as to what to include in the final budget. Commissioner Abernathy withdrew her motion. The Board's consented to providing information to the staff for direction for the results of the prioritization exercise.

- ii. **Forecasting Exercise.** The Finance Director provided updated information regarding the budgeted revenue and expenditures. Information was provided regarding surplus sale of equipment and reimbursement of engineering fees. This exercise will provide information regarding future trends and provide a long-term view of revenues and expenditures.

Consent Agenda.

- a. **Consider approval of the March 21, 2019 and March 27, 2019 BOC meeting minutes.** A motion was made by Mayor Pro Tem Koutsoupas to approve the consent agenda. The motion was seconded by Commissioner Neeley and approved by all. The motion passed unanimously.

Agenda Items Not Requiring a Public Hearing.

a. Planning and Zoning

i. Outdoor storage ordinance.

1. **Provide direction to staff regarding implementation of the Outdoor Storage Ordinance.** Attorney Wolter reviewed the information regarding vehicles being parked in front yards at some properties. Inoperable vehicles would be considered in violation. If vehicles are being repaired or are considered as a hobby then these vehicles would need to be stored or parked in the rear or side yard. The definition of an inoperable car means it does not run. The Board discussed complaints regarding goods and products being stored on porches. A warning would be issued to any property for items that has stacked chairs if they have been stored for a while. Employment of a full-time code enforcement officer should be able to assist with enforcement of this ordinance. Tagging and titling of vehicles will not be used as a basis for inoperable vehicles. Commissioner Abernathy stated she was not in favor of this ordinance and feels this ordinance will be too restrictive for property owners. Attorney Wolter stated the verbiage can be amended and presented later to the Board.

b. Parks and Recreation

i. Community Center Price Quotes

1. **Review the contractor price quotes and provide direction to staff moving forward (i.e. choose a contractor and begin final contraction negotiations).** It was recommended by staff that MJC Renovations LLC be chosen as the contractor with some follow up for clarification on some items. Mr. Smallwood stated the Community Center has a maximum occupancy capacity of 63 and the kitchen would not need to be commercial grade. The kitchen would be upgraded and upfitted. One area of the roof has a water problem and all of the contractors were made aware of this issue and needs to be repaired. The HVAC system was replaced upstairs this year and the bottom floor's system is fairly new. A sprinkler system would not be required. The timeline for this upfit should not be too lengthy. The storage areas located downstairs will be upgraded and used in the future as display areas if needed. Mr. Smallwood said alternate spaces are being considered for future classes or activities during the time of construction. Mr. Atkinson stated he was excited about the upgrades and he recommended that everyone try to travel to Mount Holly and Loray Mills and view their displays. A motion was made by Commissioner Rice

to empower staff to move forward with the final selection of the contractor. Commissioner Abernathy seconded the motion and passed by unanimous vote.

c. **Finance**

i. **Capital Project Ordinances**

1. **Capital Project Ordinance #2019-01: Cramerton Community Center Project.** A motion was made by Commissioner Helms to approve the Capital Project Ordinance #2019-01 for \$145,000. The motion was seconded by Commissioner Abernathy and approved by all.
2. **Capital Project Ordinance #2019-02: Central Park Project.** The Board discussed the active bike skills playground area which would cost an additional \$50,000. Mayor Cauthen stated his concern about possible parking as this proposed usage would increase interest in this park. Commissioner Neeley asked if the bathrooms in Central Park would need to be upfitted. Mr. Smallwood said the bathrooms would need to be completely redone. The active bike/playground area is not part of this ordinance. Commissioner Abernathy stated she would be in support of keeping the active area and completing the full plan with the bike skills area and this would be an asset. Commissioner Abernathy made a motion to establish and amend the Capital Project Ordinance #2019-02 for \$135,000 to include an additional \$50,000 for the original design and addition of the active kid's bike skill set area. The motion was seconded by Mayor Pro Tem Koutsoupas. The vote was 2 to 3 with Commissioner Abernathy and Mayor Pro Tem Koutsoupas voting in favor. Commissioner Rice, Commissioner Helms, and Commissioner Neeley voted as being opposed. Commissioner Rice made a motion to approve the Capital Project Ordinance #2019-02 as drafted for \$135,000 without the addition of the active kid's bike skill area with limited damage to the existing park structure and be placed in a future budget and Commissioner Helms seconded. The motion passed 3 to 2 with Commissioner Abernathy and Mayor Pro Tem Koutsoupas voting nay. The Board asked that Mr. Smallwood follow up with costs for repairs to the Central Park bathroom facility.

Board of Commissioners

i. **Events in Cramerton.**

1. **Business “ongoing/rolling” Cramerton event permit.** The proposed permit would be valid for two weeks and would require payment of a fee along with proof of insurance and indemnify the Town of harm or wrongdoing. Commissioner Abernathy stated she was in full support of the wording and structure of this permit. The Board asked about any injuries and who is responsible. Attorney Wolter stated an agreement with any vendors would be put in place and indemnify the Town for any legal suits. Attorney Wolter advised that the event fee can be included in the fee schedule that will be presented at an upcoming meeting as part of the budget.
2. **Discussion regarding event prioritization parameters.** The Town Manager asked that this item agenda be tabled until the next meeting. The Mayor and Board consented to this.

BIG BOARD: Bids for the Town Hall, Police Department, and Parks and Recreation renovation have been placed. The pre-bid meeting will be held on May 9th at 3:00 p.m. for interested bidders. A follow up meeting with the Masonic Lodge will be requested by Commissioner Rice. Attorney Wolter stated paperwork has been signed for the Baltimore School. The name of a contractor who has the skillset to create the report to have a landmark reviewed by the state has been provided. Specific designs are being discussed for the choice for wayfinding signage. Mr. Pugh asked if the Board would be okay with publishing an employment ad for a full-time code enforcement officer. A motion was made by Commissioner Helms to approve publishing an ad for the position for a full-time code enforcement officer. The motion was seconded by Commissioner Neeley and approved by all. Commissioner Abernathy asked if construction is continuing on the Goat Island Greenway. Mr. Watkins said a meeting is scheduled for next week to discuss progress. Currently

NCDOT is requesting that the construction area be blocked off prior to the Wilkinson Boulevard Bridge during the replacement of the bridge. Mayor Pro Tem Koutsoupas asked about the sanitation contract. Mr. Pugh stated he has spoken with Mecklenburg County and they are renegotiating their contract with Republic for recycling. Mayor Pro Tem Koutsoupas asked about getting an update on the fog line from NCDOT about a timeline. He asked about the \$85,000 that was offered from True Homes for a possible pocket park. This information will be discussed in closed session.

Manager's Report: No further updates.

General Staff Reports:

Update from Two Rivers Utilities: Mike Bynum with Two Rivers Utilities presented his report to the Board. Work on Phase 3 of the Cramer Mountain Sewer Easement clearing project is underway. Utility construction continues at the Courtyards at Cramerton. The water line on Armstrong Ford Road is being tested this week. Sewer construction has started for Phase II of the Village at South Fork single-family homes. TRU continues to work with the engineer to reconcile the water line/sewer line conflict on Hamrick Road. Sewer connection to the high school property for The Grove at Peach Orchard and the Haven has been completed. A pre-construction meeting has been scheduled to discuss the water and sewer for the Riverside Development.

Police Department: Chief Adams presented invitations to the Board for the upcoming Law Enforcement Memorial on May 16th.

Topics of Discussion for Each Commissioner:

Commissioner Helms commented on the recent shooting at the UNC Charlotte campus. He thanked Mr. Watkins for working with Ken Parrott.

Mayor Pro Tem Koutsoupas asked about the status of the legislation regarding outdoor billboard advertising. Mr. Pugh stated the bill was now being reviewed in the Senate. The Board asked that a resolution be prepared and presented at the next Board meeting. Mayor Pro Tem Koutsoupas asked about the TIGER Grant. Mr. Pugh stated there are no longer TIGER grants and are now called BUILD (Better Utilizing Investments to Leverage Development) discretionary grants. He asked if someone could check about the wayfinding sign being blocked by vehicles parking at Steel Specialty. He asked about the Duke Energy site and one lane of Lakewood being blocked off. He stated he was glad to hear that the Town Clerk's husband was doing well after a recent illness.

Commissioner Abernathy stated she will not be in attendance at the June 6th budget meeting. She said the Lakewood neighborhood held a fun and well attended block party. She stated her son will be graduating from East Carolina University tomorrow. The Board congratulated her.

Commissioner Rice gave his well wishes to the Town Clerk for her husband in hopes of a quick recovery. He stated the Community Committee planted a pollinator garden in Central Park. He said he and his family had a great time at the Lakewood block party. He stated he was very proud to be chosen to give closing remarks for the upcoming Law Enforcement Memorial Service.

Commissioner Neeley offered her prayers for the UNC Charlotte campus and for the Town Clerk's husband. The Town Manager stated he received an update that the Town Clerk's husband was out of surgery and was doing well. Commissioner Neeley said she had a fun time at the Lakewood block party. She stated her thanks for the Community Committee for the placement of the pollinator garden in Central Park.

Mayor Cauthen thanked Commissioner Neeley for her attendance at multiple events on Saturday even after suffering a fall and what a heart for service she has. The Board applauded her for her dedicated service to the Town.

Closed Session: A motion was made by Commissioner Neeley to enter into closed session under NCGS 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 Rice 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 Neeley to adjourn at 9:12 p.m. The motion was seconded by Commissioner Abernathy and passed by unanimous vote.

Mayor Will Cauthen

ATTEST:

Belinda Robinson, Recording Secretary