

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

June 6, 2019

The Board of Commissioners for the Town of Cramerton met in a workshop session on Thursday, June 6, 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, and Susan Neeley were present. Commissioner Dixie Abernathy was absent.

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.

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

Adoption of Agenda: The Town Manager asked that the agenda be amended to add closed session to include 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. A motion was made by Commissioner Neeley to approve the agenda as amended. The motion was seconded by Commissioner Helms and approved by all.

Public Comment: No one signed up to speak.

Proclamations:

- **A proclamation to commemorate the adoption of the American Flag and the observance of June 14th as “Flag Day” and the corresponding week as “Flag Week”.** A copy of the signed proclamation will be placed in the minutes book.

Work Session Topic Items:

Closed Session: A motion was made by Commissioner Neeley to enter into closed session. The motion was seconded by Commissioner Helms and approved by all.

Upon return to open session with no action taken, a motion was made by Commissioner Helms and seconded by Commissioner Neeley. The motion passed by unanimous vote.

Consent Agenda.

a. Minutes

- i. Consider approval of the April 18, 2018 and May 2, 2019 BOC meeting minutes.** 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 Fiscal Year 2019-2020 Cramerton Town Budget.

- i. Open Public Hearing.** A motion was made by Mayor Pro Tem Koutsoupas to open the public hearing. The motion was seconded by Commissioner Rice and approved by all.
- i. Staff Comments/BOC Q & A.** The Town Manager reviewed the highlights of the proposed budget.

- ii. **Public Comments.** No one signed up to speak.
- iii. **Close Public Hearing.** A motion was made by Commissioner Helms to close the public hearing. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.
- iv. **Consider Adoption of FY 2019-2020 Cramerton Town Budget.** A motion was made by Commissioner Neeley to approve the Fiscal Year 2019-2020 budget and maintaining the Town's current tax rate of 47.5 cents. The motion was seconded by Commissioner Helms and approved by all.

Agenda Items Not Requiring a Public Hearing.

a. Finance

i. Cramerton Fee Schedule

- 1. **Action Item: Consider adopting the FY 2019-2020 Fee Schedule.** The Finance Director presented information regarding proposed changes to the fee schedule. Changes included a stop pay fee for any lost or destroyed checks that need to be replaced; truck rental fee for pickup of debris; bulk item collection; planning and zoning fee increase for residential zoning; case fee increase; flood development permit; zoning site plan review added for clarification of engineering costs; and stormwater verbiage added to explain billing for residential units. Commissioner Neeley asked Mr. Smallwood about the status of the bathroom repairs at Central Park. Mr. Smallwood stated he is waiting on a response from a contractor. A motion was made by Commissioner Helms to approve and adopt the Fiscal Year 2019-2020 Fee Schedule as presented. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.

b. Board of Commissioners

i. Cramerton Building Renovations Capital Project.

- 1. **Presentation by Talley & Smith of project bids and identification of the lowest possible bidder.** Bids were received and opened at 3:00 p.m. yesterday. Only one bid was received prior and the project was put out for rebid. The bid from Crescent Construction and Design Solutions has been certified by Talley & Smith for \$694,775 to include Building Projects A, B, and C. Base Bid A: Town Hall and Police Department \$423,900; Base Bid B: Recreation Building (Offices and Gym Building) \$247,900; and Base Bid C: Community Center Building \$73,800. Crescent Construction can begin the project in early July. The project can include all three proposed base bids or the other bids can be added later. Bob Smith advised if the three base bids are not completed together as a total project then the cost will be higher. The Board discussed repairs to the exterior of the Community Center. Mr. Smallwood stated there is a significant leak in the upstairs area of the Community Center. Mr. Smith stated the exterior of the Community Center is in poorer shape than the Recreation Building. Mr. Smallwood advised that a four-inch trench drain has been placed at the breezeway at the Recreation Building and this has helped tremendously. Mr. Smith recommended that the exterior of the Community Center be placed as a priority over repairs to the Recreation Building. Mr. Smith stated the current bid price can be held for thirty days. The Finance Director stated \$25,000 has been set aside for the contingency in the ordinance.
- 2. **Consider directing staff to negotiate and complete a construction contract with the lowest responsible bidder.** A motion was made by Commissioner Helms to direct the Town Manager and to engage in a contract with Crescent Construction as the lowest responsible bidder for \$429,000 for Base Bid A and C package along with alternates numbers 1, 5, 6 and 8 and amend the budget ordinance for a total of \$590,000. The motion was seconded by Commissioner Rice and approved by all. A motion was made by Mayor Pro Tem Koutsoupas to amend the agenda to include budget amendments #27 and #28 for Base Bid A and C package and amendments with the title amended as Town Hall and Community

Center for a total of \$590,000. The motion was seconded by Commissioner Rice and approved by all. A motion was made by Mayor Pro Tem Koutsoupas to approve budget amendments #27 and #28 with the change of the project title to Town Hall and Community Center as amended for the amount of \$590,000. The motion was seconded by Commissioner Helms and approved by all.

c. Planning and Zoning

i. Courtyards at Cramerton

1. Consider approval of Phase I, Map 2 for Courtyards at Cramerton.

Mr. Watkins stated this is the second plat for 56 lots. Mike Bynum with TRU stated there are some minor issues to be resolved. Mr. Watkins stated he would sign the plat once TRU notifies him that all issues have been resolved. Public Works is waiting on street signs to be installed. Commissioner Helms asked if the connector road will be open to the Timberlake neighborhood. Mr. Watkins stated as part of the conditions there will not be a connection. This road will be barricaded to any vehicular traffic. A motion was made by Commissioner Rice for approval of Phase I, Map for Courtyards at Cramerton. The motion was seconded by Commissioner Neeley and approved by all.

ii. Stormwater Engineer RFP.

1. Review and discuss the Stormwater Engineer RFP template, provide feedback and consider directing staff to move forward with advertising.

Mr. Watkins explained that due to the development of a CIP for stormwater may require the services of up to four engineering firms. Each of the engineering firms will be responsible for various components such as design replacement and permit maintenance based on their specialty. An audit of the stormwater program will be conducted in 2022 by the State of North Carolina. A motion was made by Commissioner Rice to direct staff to move with advertising for engineers for the stormwater program. The motion was seconded by Commissioner Neeley and approved by all.

d. Public Works

i. Consider approval of renewal of Waste Management Garbage and Recycling Contract.

The consumer price index will be capped at three (3) percent per year. Discussion was held about recycling and costs related to processing of these materials through Mecklenburg County facility and Waste Management will continue to transport the Town's recyclables. Mayor Pro Tem Koutsoupas asked about educational materials being provided by Waste Management. A motion was made by Commissioner Rice to approve the renewal of the Waste Management garbage and recycling contract as presented by the Town's Attorney. The motion was seconded by Commissioner Helms and approved by all.

Manager's Report: Mr. Pugh thanked all of the department heads and staff for their hard work preparing the 2019-2020 budget and fee schedule.

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 clearing project for the Cramer Mountain Sewer Easement Clearing is approximately 50 percent complete. Water and sewer construction are almost complete except for some punch list items for the Courtyards at Cramerton. Sewer construction is complete at the Village at South Fork single-family home project. Water line construction is getting ready to start. Review of the plans for the Village at Cramerton Mills has been completed to resolve the water line/sewer line conflict on Hamrick Road. The engineer needs to submit plans for approval and a construction coordination meeting will need to be held before authorization of work. Sewer line installation is complete at The Grove at Peach Orchard and water line installation is about 95 percent complete. Water line installation is complete at The Haven and sewer line installation is about 95 percent complete. Construction is nearing completion on the South Fork Phase 2 Sewer Project. Duke Energy has installed the transformer for the pump

station and is completing the power connection. Operational testing starts next week. Right-of-ways have been acquired for the Southeast Sewer Project Phase I. Contacts are being made with the property owners in Phase II. TRU is working with the owners of the Evergreen Cemetery for easements for the gravity line to the Baltimore Pump Station.

Police Department: Chief Adams had nothing to report.

Finance Department: The audit report was distributed to the Board. Mr. Lineberger stated there were no changes from the report given by Rob Collis in November. Information was provided regarding future changes regarding pension liability reporting and other post-employment benefits. Mr. Lineberger stated \$7,500 was received from Land O’Frost to be used for fall athletic sponsorships and a budget amendment will need to be prepared in the fiscal year.

Parks and Recreation: Mr. Smallwood thanked everyone that was able to come out to National Trails Day. He stated there was between 1,700 to 2,000 people in attendance. He reminded everyone that the pool opens tomorrow. The local businesses stated they were pleased with the amount of business they had due to the event.

Planning and Zoning: Mr. Watkins advised that he had visited the Goat Island Greenway today. A picture of the boardwalk that is being installed was shown. No motorized vehicles will be allowed on the greenway as the boardwalk was not designed for this type of usage. Bollards will be installed. Mayor Pro Tem Koutsoupas asked about funding for the greenway connectivity with the Town of McAdenville. Mr. Watkins advised that he would stay in contact with NCDOT and MPO regarding funding.

Topics of Discussion for Each Commissioner:

Commissioner Neeley stated she attended the Mayor’s Forum and Mayor Pro Tem Koutsoupas did an excellent job. She stated CaroMont offered blood pressure checks and sport physicals for \$10 on Saturday. She attended National Trails Day and stated it was an excellent event. She also attended the Chad Brown’s kickoff as he is running for North Carolina Secretary of State. Commissioner Neeley stated she went to the graduation at Warlick School.

Commissioner Rice thanked the Town Manager Mike Bynum with TRU for their assistance with his recent water problem. He stated he will be participating in the Law Enforcement Special Olympic Torch Run on Franklin Boulevard tomorrow. He asked that other Board members consider attending council meetings at other municipalities. A request was made by Commissioner Rice to Mayor Cauthen to exchange neighborhood districts. Commissioner Rice asked for the Lakewood neighborhood. Mayor Cauthen agreed to this request. Mayor Cauthen stated that Kim George reached out about appointment of their liaison. Mr. Smallwood has agreed to replace the Town Manager as the liaison for the next two years.

Commissioner Helms stated there is an issue with the use of the parking lots at the drug store, coffee shop, and church. He thanked everyone for the great job with National Trails Day and stated how proud he is of Goat Island Park.

Mayor Pro Tem Koutsoupas complimented everyone on the great job with the budget. He provided information from the recent Mayor’s Forum on how our area is growing. He reminded everyone of the graduation ceremony scheduled at Stuart W. Cramer High School on Saturday and traffic will be increased in that area for about two hours. He thanked Chief Adams for scheduling off-duty officers to be at the ceremony. He stated that he felt a good choice was made to repair the moisture issue for Town Hall and the Community Center.

Mayor Cauthen stated that the National Trails Day was a huge event and was well attended. He thanked the Parks and Recreation Department for the great job they did. Mayor Cauthen stated he received a thank you note from one of the town’s citizens thanking Chief Foulk who assisted him get back into his home as he had locked himself out. He stated a note of thanks was received from the Gaston Arts Council thanking staff for helping them during their event. Mayor Cauthen asked that Gary Fankhauser be contacted to discuss USDA monies with development of a farmer’s market area.

Adjournment: A motion was made by Commissioner Helms to adjourn at 8:49 p.m. The motion was seconded by Commissioner Rice and passed by unanimous vote.

Mayor Will Cauthen

ATTEST:

Wilene Cunningham, Town Clerk