

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

April 2, 2020

The Board of Commissioners for the Town of Cramerton met on Thursday, April 2, 2020 at 6:00 p.m., as a virtual meeting via Zoom. The meeting began at 6:10 p.m.

Board Members present: Mayor Cauthen, Mayor Pro Tempore Koutsoupas, Commissioners Susan Neeley, Donald Rice, Dixie Abernathy, and Richard Atkinson were present via Zoom.

Staff Present: David Pugh, Town Manager; Attorney Karen Wolter; Brad Adams, Police Chief; 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 at 6:10 p.m. and determined there was a quorum.

Invocation: Commissioner Neeley offered the invocation.

Agenda: A motion was made to adopt the proposed agenda by Commissioner Neeley and seconded by Commissioner Rice. Mayor asked each panelist to state their response to the motion. Commissioner Atkinson voted yes; Mayor Pro Tempore Koutsoupas voted yes; Commissioner Abernathy voted yes via text message. The motion passed by unanimous vote.

Note: There will be no Public Comments Section for this April 2nd BOC meeting. Cramerton is working to have a modified Public Comments Section for the April 16th BOC meeting, which will be held via teleconference.

Consent Agenda: Consider approval of the consent agenda.

a. Minutes

- i. February 20, 2020 meeting minutes.**
- ii. March 5, 2020 meeting minutes.**

b. Finance

1. Audit Contract

- 1. Final Martin-Starnes & Associates Audit contract.** A motion was made by Commissioner Rice to approve the proposed minutes and the final Martin-Starnes & Associates audit contract. Commissioner Neeley seconded the motion. Mayor asked each panelist to state their response to the motion. Commissioner Atkinson voted yes; Mayor Pro Tempore Koutsoupas voted yes; and Commissioner Abernathy voted yes. Commissioner Abernathy apologized as she was having issues with her laptop and her headset broke. She said she had sent a text message to the Town Manager with her approval of the agenda and she voiced her approval of the agenda at this time.

Agenda Items not Requiring a Public Hearing

a. Cramerton Board of Commissioners

i. Cramerton-McAdenville Police and Fire Interlocal Agreements

1. **Action Item: Consider Approval of the final Police Services Interlocal Agreement between Cramerton and McAdenville.** The Town Manager advised the Board per the memo in the agenda packet that the police department interlocal contract for \$255,000.00 with a two year lock in with a five (5) percent lock in added to the contract was acceptable to the Town of McAdenville. Commissioner Atkinson asked Chief Adams if this contract was acceptable. Chief Adams stated yes. Mayor Cauthen stated there was a spirit of unity between Cramerton and the Town of McAdenville. A motion was made by Mayor Pro Tempore Koutsoupas to approve the final police services interlocal agreement between Cramerton and the Town of McAdenville. The motion was seconded by Commissioner Rice. Commissioner Abernathy, Atkinson, and Neeley stated their affirmative votes via Zoom. The motion passed by unanimous vote.
2. **Action Item: Consider Approval of the final Fire Services Interlocal Agreement between Cramerton and McAdenville.** The Town Manager stated the contract for the fire services interlocal agreement is for \$65,000.00 for three years. Chief Foulk stated he was comfortable with this agreement. The Town Manager stated there were some minor changes and they have been added by the attorney. The changes are “instead of firefighter 1 and 2, it should read NC certified firefighter. This is just a curriculum change with NCOSFM”; and “ISO requirements on hydrant maintenance has now been changed to once a year, not twice”. A motion was made by Mayor Pro Tempore Koutsoupas to approve the final fire services interlocal agreement between Cramerton and the Town of McAdenville. The motion was seconded by Commissioner Atkinson. Commissioners Abernathy, Neeley, and Rice stated their affirmative votes via Zoom. The motion passed by unanimous vote.

ii. Fiscal Year 2020-2021 Budget Work Session

1. **Action Item: Choose a new date to reschedule the FY 2020-2021 Budget Work Session. Recommendation is to reschedule for Tuesday, April 28th or Wednesday, April 29th.** The Town Manager stated the budget meeting would probably be a Zoom meeting as the shelter in place requirement will remain in effect through the end of April. He advised the Board that a meeting could be scheduled in early May that does not fall on a regular scheduled meeting day. Commissioner Abernathy stated that once she is able to return back to work that she will be really busy. Commissioner Neeley stated she will be busy once children are allowed to return back to school. Commissioner Rice stated he agreed with Commissioner Abernathy as he will have to schedule to take a day off from work and he would like to participate in several more Zoom style meetings so everyone would be more comfortable using this type of meeting. Mayor Cauthen stated the budget meeting date could be placed on hold for a later date subject to change. Commissioner Atkinson stated this would be his first budget meeting as a commissioner. Attorney Wolter stated she recently was part of a budget meeting held by another municipality via Zoom and that it went very well. A motion was

made by Commissioner Rice to schedule the budget meeting for April 29, 2020. He asked that all materials be printed and delivered prior to the meeting. The Town Manager stated staff would do this. Commissioner Neeley seconded the motion. She stated she also wanted all materials printed and delivered prior to the meeting. Commissioner Atkinson asked what time would be meeting begin. The Town Manager stated the meeting would begin at 8:30 a.m. and should be completed between 1:00 and 2:00 p.m. Commissioner Abernathy, Commissioner Atkinson, and Mayor Pro Tempore Koutsoupas voted yes. The motion passed by unanimous vote.

Manager's Report

- a. COVID-19 Coronavirus – Verbal Updates** – The Town Manager stated Chris Dobbins, Director of Gaston County Department of Health and Human Services, spoke to him yesterday and continues to recommend social distancing and the continuation of other good practices. The Town Manager stated staff is maintaining social distancing and some staff is working remotely. No active COVID-19 cases have been reported for the Town of Cramerton. Mayor Pro Tempore Koutsoupas asked what measures are being taken to protect the fire and police staff. Chief Adams advised safeguards are in place such as personal safety equipment and some officers are working from home taking reports over the phone. Commissioner Rice stated that each fire truck has been equipped with two full suits with masks and gloves and each medical call is being treated as a positive COVID-19 case which will limit the number of firefighters going into a home to treat the patient. Once the call has been completed, the responding firefighter is then decontaminated by another firefighter wearing a full suit with mask and gloves. No private vehicles are responding to calls. Mayor Cauthen and the Board thanked everyone for their service during this time.
- b. Bullet point updates.** The Town Manager advised that Gaston County has postponed their development hearings until the end of May. He asked the Board to consider postponing public hearings until the social distancing restriction is lifted. Attorney Wolter recommended tracking recommendations by the state and county regarding emergency orders for sheltering in place and postpone public hearings. A motion was made by Commissioner Rice to postpone public hearings and follow the recommendations by the state and county emergency orders for sheltering in place and social distancing. The motion was seconded by Commissioner Abernathy. The Town Manager stated that as soon as the restrictions are lifted that Planning and Zoning would need to be allowed time to contact the public and send out notifications. Commissioner Rice amended the original motion that no public hearings will be scheduled or held until the state and county emergency restrictions have been lifted or amended to allow for public hearing meetings. Commissioner Abernathy seconded the motion. Commissioner Atkinson, Mayor Pro Tempore Koutsoupas, and Commissioner Neeley voted in the affirmative via Zoom. The motion passed by unanimous vote. The Town Manager provided an update on the wayfinding signage. The project needs to be rebid to produce additional bids. Commissioner Atkinson did some additional technical edits and Mr. Bizzell incorporated them. This new information should be out by next week. The Board thanked Commissioner Atkinson. Commissioner Atkinson stated that there are still no Gaston County sign companies on the list. The Town Manager stated the bid request can be sent

to the Gaston County sign businesses. Mayor Cauthen asked that the local companies be placed on the bid list. Commissioner Atkinson stated there was no mention of the alternates of the DOT and non-DOT signs as two separate packages and no monument signs in the packet. The Town Manager stated the bids were for the poles and posts in this package as the priority was the wayfinding signage. The monument signs are the larger signs and would be bid at a different time in a different package. The bids can be sent out electronically now and the Board agreed. The Town Manager stated that due to the social distancing recommendation that no information has been distributed about placement of additional Veterans Memorial pavers. Mayor Cauthen stated he was not interested in adding this item to the staff to put on their to do list at this time. Mayor Pro Tempore Koutsoupias stated this was not a top priority item at this time and he would like to determine how many bricks are needed and their placement at the monument. Commissioners Rice, Neeley, Abernathy, and Atkinson agreed to delay the paver project.

General Staff Reports

Update from Two Rivers Utilities, Mr. Mike Bynum. No report. The Town Manager will call Mike Bynum regarding a report.

Additional update/reports from Department Heads.

- **Police Department:** Chief Adams stated he had nothing additional to report.
- **Finance Department:** The Finance Director stated the new auditor is being very aggressive. Field work is scheduled to begin on August 3rd. The town remains in good financial status.
- **Parks and Recreation Department:** No update.
- **Fire Department:** No update.
- **Planning and Zoning Department:** The Planning Director stated the MT Land project is on delay due to the current COVID-19 restrictions. He stated he is reviewing information concerning state statute 160-D passed by the General Assembly which will require some massive text amendments to the town's ordinance which will need to be completed by the end of the year. The Planning Department continues to issue zoning permits and code enforcement continues to do inspections and look at sites.
- **Town Clerk:** Nothing to report.
- **Attorney:** Nothing to report.

Topics of Discussion for Each Commissioner

Commissioner Abernathy said she was glad to be back with the Board as she has missed the last two meetings due to travel. She offered her commendation to the Parks and Recreation Advisory Board as they are such an amazing committee. She thanked staff for their work during this time and offered her best wishes to her colleagues for good health and for everyone to stay safe.

Commissioner Atkinson stated his appreciation of staff, the police department, and fire department. He wished everyone good health and to stay well. He stated last Thursday he attended a MPO virtual meeting. The Eighth Avenue railroad underpass remains on the list under railroads.

Mayor Pro Tempore Koutsoupas asked if Goat Island Greenway was open. The Town Manager stated yes. He asked for an update on the town's website and the town hall rehab project. The Town Manager stated a few small items were recently completed at Town Hall and the project should soon be signed off as finished. Riley Lewis has been taking high resolution photos to be used for the website. Revize has amended the "So blessed" logo to a smaller font. The Town Manager stated the new website should be active as of April 16th. He also thanked everyone for being in attendance today and for everyone to stay safe and healthy.

Commissioner Neeley stated her thanks to all the first responders, staff, nurses, and grocery store employees. She reminded everyone to wash your hands for twenty seconds. The Community Committee has prepared over 100 baskets using the donated milk jugs. She thanked Mayor Pro Tempore Koutsoupas for his donation of milk jugs. The Easter Egg Scramble has been cancelled along with the River Sweep.

Commissioner Rice commented on the strength of leadership at all levels during this pandemic. He thanked the Parks and Recreation Department for keeping all the town's parks and greenways clean and open as they are being used more due to the COVID-19 virus. He stated the planks on the Goat Island Lakewood Bridge look great.

Mayor Cauthen reminded the Board to continue to communicate with each other during this time and to think about what we need to take action on and how to support our citizens and small businesses.

Adjournment. A motion was made by Commissioner Neeley to adjourn the meeting at 7:25 p.m. Commissioner Rice seconded the motion. Commissioner Abernathy, Commissioner Atkinson, and Mayor Pro Tempore Koutsoupas voted yes via Zoom. The motion passed by unanimous vote.

Mayor William Cauthen

ATTEST:

Wilene Cunningham, Town Clerk