

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

**September 17, 2020**

The Board of Commissioners for the Town of Cramerton met on Thursday, September 17, 2020 at 6:00 p.m., as a virtual meeting via Zoom.

**Call to Order and Determination of Quorum.** Mayor Cauthen, Mayor Pro Tempore Koutsoupias, Commissioners Abernathy, Atkinson, Neeley, and Rice verbally confirmed their attendance. Mayor Cauthen determined there was a quorum.

**Staff Present:** David Pugh, Town Manager; Attorney Karen Wolter; Josh Watkins, Planning Director; Police Chief Adams; and Wilene Cunningham, Town Clerk.

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

**Adoption of Agenda for this meeting.** A motion was made by Commissioner Rice adopt the proposed agenda. The motion was seconded by Commissioner Neeley. Commissioner Abernathy, Commissioner Atkinson, and Mayor Pro Tempore Koutsoupias voted yes via Zoom. The vote was 5 to 0 to approve the proposed agenda.

**Proclamations:**

**Arbor Day Proclamation: A proclamation to celebrate Arbor Day in the Town of Cramerton on October 3, 2020.** A signed copy of the proclamation will be placed in the minutes book.

**Work Session**

- a. **Veterans Memorial: Landscaping Aesthetics Project Draft Bid Proposals**
  - i. **Action Item: Review, discuss, and provide direction to staff regarding bidding the Veterans Memorial Landscaping.** Gary Fankhauser advised the Board that he made several design changes and the construction documents are being put together. The bid will be advertised tomorrow. No permits will be needed for this project and a landscape contractor can construct the project. Landscaping will include two (2) vertical evergreens to be planted on each end of the structure along with knockout roses, azaleas, and gardenias. Commissioner Abernathy asked about who would be responsible for maintenance of the plants especially the roses. The Town Manager said maintenance can be added to the town's current landscaping contract. This would be the contractor that now maintains the big planters located downtown. The Town Manager said this project is part of the pocket park initiate for this fiscal year. Commissioner Atkinson asked if waterproofing can be added to the retaining wall. Mr. Fankhauser said yes and drainage gravel can also be added. The irrigation sprinkler heads are being studied for possible relocation along with adding drip sprinklers. Mr. Fankhauser stated he could add this to the construction drawings. Commissioner Atkinson asked about lighting. The Town Manager stated this item has been discussed with Mr. Fankhauser during the course of the design and this can also be added to the construction bid. Mr. Fankhauser recommended that the town purchase the fixtures for low voltage lighting. The Town Manager stated he would work with Mr. Fankhauser to incorporate these minor changes and get the bid document out as soon as possible.
- b. **Town Ordinance Revisions**
  - i. **Garbage and Recycling Bin Location**
  - ii. **Solid Waste Ordinance Revision:** The Town Manager stated this information provided is to get feedback from the Board to assist in implementation of practices regarding leaf pickup along with garbage and recycling pickups. Discussion was held about amendments to Chapter 92 of the town's ordinance. Mayor Pro Tempore Koutsoupias stated he thought citizens should be allowed up to forty-eight (48) hours to return their carts from the curb. Additional carts can be requested by the resident from Waste Management. Mayor Cauthen stated some homes have carts that remain on the curb continuously. Attorney Wolter advised that anyone with a health problem can ask for a backdoor pickup with a medical note. Commissioner

Abernathy asked that it would be helpful to highlight the top ten (10) changes that will affect citizens. Commissioner Rice asked about the possible accidental collection of hazardous materials. Attorney Wolter stated the town should be indemnified by Waste Management and environmental containments are monitored by state law. Commissioner Atkinson asked about a definite time schedule for leaf pickup and bulk waste. Currently residents are asked to put all bulk items and bagged leaves by the curb prior to 7:00 a.m. each Monday. Public Works visits each neighborhood weekly to pick up bulk items and bagged yard debris. The Town Manager stated he would discuss this with Rodney Baker. Commissioner Neeley said she would agree to a 24-hour period for the carts to be left on the curb for pickup. The Public Works Department currently has four (4) full-time employees. No inmate labor is available due to the COVID 19 pandemic. Commissioner Abernathy was in agreement for a 48-hour period for carts to be left on the curb. Discussion continued regarding visibility of carts from the roadway. Enforceability of placing carts out of public view could be difficult. Mayor Cauthen suggested using verbiage such as the carts being best concealed as possible. Attorney Wolter stated she will bring this document back to the Board for review once revisions have been made.

**Consent Agenda (Action Item):** Consider approval of the consent agenda.

**a. Minutes**

- i. September 3<sup>rd</sup>, 2020 meeting minutes.

**b. Planning & Zoning**

- i. **NewStyle Communities Conditional Zoning Request for a Public Hearing for Thursday, October 1, 2020. The request is to rezone the property from B-1, Neighborhood Business District, to CZ, Cramerton Conditional Zoning District. The purpose of this request is to allow for the development of 37 single family age restricted homes on approximately 13.42 acres.** A motion was made by Commissioner Abernathy to approve the consent agenda. The motion was seconded by Commissioner Neeley. Commissioner Atkinson voted yes; Commissioner Rice voted yes; and Mayor Pro Tempore Koutsoupas voted yes. The vote was 5 to 0 in favor.

**Agenda Items NOT Requiring a Public Hearing:**

**i. Land Use Plan Update RFQ**

1. **Action Item: Discuss, provide feedback, and consider approval for release of Land Use Plan Update RFQ.** Josh Watkins, Planning Director, stated that the Board approved \$50,000.00 to update the current Land Use Plan. The General Assembly has passed changes to Chapter 160-D which requires an updated Land Use Plan. The Town's Land Use Plan was last updated in 2011 and a lot of changes have taken place since then. Mr. Watkins stated he would like to release the request for quotes on October 1<sup>st</sup> with replies to be returned by November 6<sup>th</sup>. Commissioner Atkinson asked for a copy of the 2011 Land Use Plan to review. Discussion was held regarding the need for an updated Land Use Plan. Mr. Watkins stated the Land Use Plan is a document to assist elected officials for guidance. The Town Manager stated that the request for quotes will be provided to the Board for review. A motion was made by Mayor Pro Tempore Koutsoupas to approve the release of the Land Use Plan Update request for quotes. The motion was seconded by Commissioner Rice. Commissioner Abernathy voted no; Commissioner Atkinson voted yes; and Commissioner Neeley voted yes. Commissioner Atkinson asked if the entire Board could be part of the interview process. The Town Manager stated yes if that is what the Board would like to do. The motion passed 4 to 1 in favor with Commissioner Abernathy voting nay.

**ii. Villages at South Fork**

1. **Action Item: Consider approval of Phase 3, Map 1 Final Plat Request.** Staff received the final plat request for the Villages at South Fork True Homes Phase 2 Map 1. This section includes 18 single-family residential units off of Thomasville Drive. The plat complies with the Land Development Code as well as the approved preliminary plat on file. A motion was made by Commissioner Rice to approve the approval of Phase 3, Map final plat request for the Villages at South Fork. The motion was seconded by Commissioner Neeley. Commissioner Abernathy voted yes; Commissioner Atkinson voted yes; and Mayor Pro Tempore Koutsoupas voted yes. The motion passed 5 to 0 in favor.

**BIG BOARD:** The Town Manager stated that the Central Park bathrooms have been fully functional for the last two (2) weeks. Wayfinding sign bases are being installed and Sign Connection is in the final stages of sign and pole fabrication. Commissioner Atkinson asked about serving on the wayfinding signage ad hoc committee. The Town Manager stated that an ad hoc committee can include the Mayor and two commissioners and adding another commissioner would create a quorum which would require a public notice be published as the meetings would then be classified as an open public meeting. The Town Manager said he would be glad to share the wayfinding information with Commissioner Atkinson outside of the ad hoc meetings. Commissioner Atkinson stated that would work for him. The Town Manager stated the brownfields grant is moving forward and will be resubmitted again the first week of November.

### **Manager's Report:**

The July and August department reports will be sent out via email tomorrow to the Board. Due to possible flooding Duke Energy has dropped lake levels. The Gaston County Emergency Management has provided masks for distribution to the public. Masks will be placed in the Little Libraries and the Caring Cupboard. Information is being gathered to submit eligible amounts as part of the Cares Act to assist in funding to cover COVID-19 expenses. The Town Manager advised the Board he would be on vacation next week.

### **General Staff Reports:**

**Update from Two Rivers Utilities, Mr. Mike Bynum:** A copy of the report will be included in minutes book.

**Police Department:** Chief Adams stated the police department will be able to begin hands on training next week. Rifle and handgun qualifications will begin next week. This will be their first-time training in the new Gaston College facility.

**Fire Department:** Chief Foulk was absent.

**Parks and Recreation Department:** The Fall Festival, Turkey Shoot, Breakfast with Santa, and Christmas parade events will need to be discussed to see if they will need to be cancelled. The Fishing Derby is still on schedule and limited to thirty (30) participants. An Arbor Day celebration is scheduled to be held as a virtual event along with a Shred-it truck to be at Town Hall. Other events scheduled are monster eggs to be delivered to homes in October along with virtual stories with Santa later in the year. Additional lighting will be installed in the downtown area. Basketball registration has been delayed until the first of November. Mr. Smallwood stated that a partnership with Stuart W. Cramer High School regarding a possible partnership use of their wooded area for a park has been discussed. The Parks and Recreation Department is also speaking with New Hope Road Elementary School about assisting as an alternate food pickup site. Commissioner Neeley asked if the Central Park shelter has it been rented since the renovation. She asked what the rental cost is. Mr. Smallwood stated the shelter has not been rented at any time and the cost is \$10.00 for three (3) hours. He advised that the construction of Central Park trails should be started in a few weeks.

**Finance Department:** Mr. Lineberger was absent.

**Planning Department:** Nothing to report.

**Town Clerk:** Nothing to report.

**Town Attorney:** Nothing to report.

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

Commissioner Abernathy stated she was excited about the pocket park for the veteran's memorial. She thanked everyone for the work on the Lakewood Bridge on Goat Island. Mr. Smallwood said some additional sanding will be done as soon as the weather gets cooler. Attorney Wolter was thanked for assistance with this.

Commissioner Atkinson thanked the Parks and Recreation Department for setting up the Shred-it truck. Mr. Smallwood stated this was a joint effort with the Planning Director. The Shred-it truck

will be at Town Hall from 10:00 a.m. to 1:00 p.m. on October 3<sup>rd</sup>. This information will be posted on the Town's website and Facebook. Commissioner Atkinson stated he submitted new forms for the Cramerton Historical Society for gifts. The Town Manager said he will review these forms with Attorney Wolter.

Mayor Pro Tempore Koutsoupas had nothing to report.

Commissioner Neeley asked if the boot camp was still located downtown. The Town Manager stated they have relocated to New Hope Road. She reminded everyone to continue maintaining social distancing, washing their hands, and wearing their masks. She thanked everyone for all of their hard work.

Commissioner Rice stated today is Constitution Day commemorating the formation and signing of the U.S. Constitution on September 17, 1787 recognizing all who are born in the United States or by naturalization have become citizens which laid the groundwork for our government.

Mayor Cauthen stated a meeting is scheduled with the printer tomorrow to see samples of the mural. The murals should be installed in a week or two. No updates have been received from the Masonic Lodge. The Community Committee will be hosting a virtual fairy festival this weekend. Activity boxes are being distributed. Mr. Smallwood stated there are several activity boxes still available at Parks and Recreation.

**Public Comment:** No comments were received.

**Adjournment:** A motion by Commissioner Neeley to adjourn the meeting at 8:18 p.m. The motion was seconded by Commissioner Rice. Commissioner Abernathy voted yes; Commissioner Atkinson voted yes; Mayor Pro Tempore Koutsoupas voted yes. The vote was 5 to 0 in favor.

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Mayor William Cauthen

**ATTEST:**

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Wilene Cunningham, Town Clerk