

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

December 6, 2016

The Board of Commissioners for the Town of Cramerton met in regular session on Tuesday, December 6, 2016 at 7:00 p.m., in the G.M. Michael Room at the Cramerton Town Hall.

Board Members present: Mayor Pro Tempore Will Cauthen; Commissioners Houston Helms; Demetrios Koutsoupas, Donald Rice, and Susan Neeley.

Staff Present: David Pugh, Town Manager; Bill Brown, Town Attorney; Chief Greg Ratchford; Dave Pettine, Planning Director; Eric Smallwood, Parks and Recreation Director; Wilene Cunningham, Town Clerk.

The Board thanked everyone for attending the reception that was held prior to the meeting to recognize Mayor Worley for his years of service. Prior to the beginning of the meeting the proclamation recognizing Mayor Worley was read by Mayor Pro Tem Cauthen. A picture collage with a plaque recognizing his years of service to the town was given to former Mayor Worley.

Call to Order and Determination of Quorum: Mayor Pro Tem Cauthen called the meeting to order at 7:04 p.m. and determined a quorum was present. A ten minute recess was taken to allow attendees of the reception to leave.

Adoption of Agenda for this meeting: On return from recess, a motion was made by Mayor Pro Tem Cauthen to adopt the amended agenda. The motion was seconded by Commissioner Neeley and passed by unanimous vote. The amendments were to add an item (6)(a)(vi) and (6)(d)(ii), and to remove the proclamation that was previously read.

Public Comment: No one signed up to speak.

Agenda Items Not Requiring a Public Hearing:

BOC Meeting Minutes: **Consider Approval of the October 20, 2016 BOC meeting minutes.** A motion was made by Commissioner Rice to approve the proposed October 20, 2016 meeting minutes as presented. The motion was seconded by Commissioner Neeley and passed by unanimous vote.

Cramerton Board of Commissioners:

Discuss a possible procedure for filling Cramerton Mayoral Vacancy and/or consider appointment to fill Mayoral Vacancy per N.C.G.S. 160A-63: “A vacancy that occurs in an elective office of a city shall be filled by appointment of the City Council.” Attorney Brown stated the statute cited is regarding filling the vacancy for the Mayor and would be to complete the term until the election in 2017. A motion was made by Commissioner Neeley to appoint Mayor Pro Tempore Cauthen to be Mayor for the remaining term. The motion was seconded by Commissioner Rice. The motion passed unanimously. (Mayor Pro Tem Cauthen’s abstention voted as a “yes”.) A motion was made by Commissioner Rice to appoint Commissioner Koutsoupas as Mayor Pro Tempore. The motion was seconded by Commissioner Neeley and passed by unanimous vote. The Board offered congratulations to Mayor Cauthen and Mayor Pro Tempore Koutsoupas.

Mayor Cauthen stated there is now a board member vacancy for a one year term. Discussion was held regarding an application process. Commissioner Helms asked about the need for a special

meeting to be held in regards to selection and appointment of new board member. The Board discussed the importance of utilizing all modes of communications. Commissioner Helms recommended Mayor Cauthen announce the board member vacancy via Connect CTY. Applications will be taken through January 4th, 2017 and reviewed at the January 5th meeting.

Oath of Office for Mayor Cauthen: The Town Clerk administered the oath of office to Mayor Will Cauthen.

Resolution 2016-4: A resolution opposing moving all municipal elections in North Carolina to even numbered years and supporting keeping municipal elections in odd numbered years. A motion was made by Mayor Pro Tempore Koutsoupas to approve the resolution opposing moving all municipal elections in North Carolina to even numbered years and supporting keeping municipal elections in odd numbered years. The motion was seconded by Commissioner Neeley and approved by all.

Consider approval of 2017 Calendar Year Meeting Schedule. All meetings in 2017 are proposed for Thursdays. A motion was made by Commissioner Helms to approve the 2017 calendar year meeting schedule with all proposed meetings to be held on Thursdays. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.

Consideration of Date and Location for 2017 BOC Goals and Objectives Work Session. The Town Manager stated that Darren Rhodes, facilitator with the NC Department of Commerce, would be available the last weekend of January 2017. The meeting would begin at 8:30 a.m. on Saturday, January 28th. This work session would begin the budget process for fiscal year 2017/2018. The meeting can be held here at Town Hall and usually lasts about a half day. The Board discussed the possibility of the new board member being able to attend this meeting as it would be a good introduction to the position.

Discussion of appointment of a representative/alternative for the GCL MPO Board. The Town Manager stated the GCL MPO Board meets once a month to discuss ranking of transportation projects and where funding will go. Attendance at these meetings is important. Currently Mayor Pro Tempore Koutsoupas is the alternate but is unable to attend tomorrow night's meeting. Commissioner Rice stated he would be able to attend tomorrow night's MPO meeting and would be willing to serve as the alternate member. A motion was made by Commissioner Helms for Mayor Pro Tempore Koutsoupas to serve as the GCL MPO representative and Commissioner Rice to serve as the alternate. The motion was seconded by Commissioner Neeley and approved by all.

Community Committee Bylaw Amendment: A motion was made by Commissioner Rice that the Community Committee's bylaws to be amended for their monthly meetings to be held on the second Tuesday of each month at 6:00 p.m. The motion was seconded by Commissioner Neeley and approved by all. Mayor Cauthen thanked the Community Committee and everyone else who was involved with the Little Library project.

Parks and Recreation: NC Trails Grant – Bathroom at Goat Island Bridge. Presentation of bids for contractors of bathrooms. Eric Smallwood, Parks and Recreation Director, stated one bid was received. The bid was \$9,000.00 over the allocated budget. Discussion was held regarding collection of additional bids and possible issues with winter weather regarding the project. Attorney Brown recommended the current bidder be notified that their bid has been rejected and they can rebid on this project later. The Board agreed by consensus. They suggested rebidding in the spring and to include the concrete option.

Planning and Zoning: Traffic Control Policy. The Planning Director stated there had been an increase of requests for information from various neighborhoods regarding the town's policy regarding traffic calming devices. A memo requesting to temporarily suspend the traffic calming policy was provided to the Board asking for their approval to research and consider new language for the policy. Initial findings will be presented to the Board at the second meeting in 2017. Requests being currently examined by staff will be excluded from this temporary policy

suspension. A motion was made by Commissioner Helms to temporarily suspend the town policy for traffic calming devices. The motion was seconded by Commissioner Neeley and approved by all.

Request for Proclamation regarding Arbor Day 2016: Mr. Pettine stated as part of the application process regarding Tree City USA a proclamation is needed for this past year. Mayor Cauthen read the Arbor Day proclamation. A motion was made by Mayor Pro Tempore Koutsoupas to approve the Arbor Day Proclamation. The motion was seconded by Commissioner Helms and approved by all. The Town Manager said the 2017 Arbor Day event will be held at Loftin Park in Belmont.

Manager's Report: The Town Manager stated there would be an update on the roads and the bids in the near future. He also advised the Board that he and his wife are expecting their first child in April.

Two Rivers Utilities: Mike Bynum stated TRU responded to twenty water meter related service requests, repaired four water leaks, and responded to two sewer related calls. Four locations and five fire hydrants were sampled. All samples were in compliance with state drinking water quality standards. Thirty-one preventive maintenance service requests were completed at the pump stations. The Hamrick Road water line has been completed and passed the bacteriological testing. The property owners can now apply for service and pay the tap fee of \$833.00 for installation of the taps.

Town Attorney: Nothing to report.

Town Clerk: The Town Clerk stated she would be attending the clerk academy the third week of January and will not be at the January 19th Board meeting.

Police Department: Chief Ratchford congratulated Mayor Cauthen and Mayor Pro Tempore Koutsoupas regarding their appointments at tonight's meeting.

Planning: Mr. Pettine stated a community meeting was held last Thursday regarding the potential subdivision project in front of the Timberlake neighborhood for age restricted single family homes. This information will be presented to the Planning and Zoning Board at their next meeting on December 20th. The public meeting regarding this proposed project went well and seemed to be well received by the community. Mr. Pettine stated he attended the Villages at Cramerton Mills's open house this past Friday. He congratulated Mayor Cauthen and Mayor Pro Tempore Koutsoupas and wished everyone a happy holiday.

Finance Director: Mr. Lineberger stated \$600,000.00 has been collected for property taxes and he will give a more detailed report at the next Board meeting.

Parks and Recreation: Mr. Smallwood congratulated Mayor Cauthen and Mayor Pro Tempore Koutsoupas. He thanked everyone for their help with the parade and to everyone who donated food and other services to this event.

Committee Reports:

- **Parks and Recreation Advisory Board:** Commissioner Koutsoupas stated there will be a vacancy at the end of the month as Phyllis Hattaway will no longer be serving. The next meeting will be held on Monday, January 9th, 2017. Commissioner Koutsoupas asked if the advisory boards and committee members had been notified regarding the dinner at Amberjack's. The Town Clerk stated yes.
- **Cramerton Merchants Association:** Mayor Pro Tem Cauthen stated he did not have any updates regarding the CMA or CCOG at this time.

- **Community Committee:** Commissioner Rice thanked the Public Works department for placement of the Little Library project prior to the parade. He stated there is a lot of commitment and quality of volunteers the town is able to provide. The Town Manager stated the Public Works crew put the concrete into the ground this morning and installed the Little Library at the entrance to Goat Island by the fire department.

Topics of Discussion for Each Commissioner:

Commissioner Neeley stated she won two turkeys at the recent Turkey Shoot which she donated to the Parks and Recreation Department to be given to a needy family. The recent Christmas parade was excellent. She said she enjoyed the recent staff luncheon. She attended the Villages at Cramerton Mills's recent open house and was impressed with the green stability and environment building concept. She also attended the induction ceremony for County Commissioner Worley and stated the speech by Judge Caldwell was about learning to embrace each other and work for the good of the community. She congratulated Mayor Cauthen and Mayor Pro Tempore Koutsoupas. She wished everyone a happy holiday.

Commissioner Rice congratulated Mayor Cauthen, Mayor Pro Tempore Koutsoupas, and County Commissioner Worley. He stated time seems to be flying and he encourages the Board to stay focused on the goals and objectives. He asked if there had been any feedback regarding the signage for the Veteran's Memorial. The Town Manager stated information regarding the proposed site will be in this month's newsletter. To date there has not been any feedback received by staff.

Mayor Pro Tempore Koutsoupas thanked the Board of his appointment tonight as Mayor Pro Tempore. He asked for an update on the sale of the Goat in the Boat ornaments and the landscaping and lighting around the Centennial Center plaque. Mr. Smallwood stated he is waiting on a quote from AKW about the lighting. Mayor Pro Tempore Koutsoupas asked for an update on the paving at the observation deck and canoe landing off of Cramer Mountain Road near the Baltimore neighborhood. The Town Manager said asphalt plants are shutting down for the winter and this project will be scheduled for the spring. Commissioner Koutsoupas asked if there had been any feedback regarding the survey and door hangers. Commissioner Helms stated he has been putting door hangers out. Mr. Pugh stated that no input from the survey has been received by staff. The Town Manager stated ornament sales have been slow but steady.

Commissioner Helms congratulated Mayor Cauthen and Mayor Pro Tempore Koutsoupas and wished everyone a happy holiday.

Mayor Cauthen stated the parade was awesome and he enjoyed the recent staff luncheon. He encouraged everyone to visit the Villages at Cramerton Mills's cottages. He thanked the Board for his appointment as Mayor and his family and friends for being in attendance at tonight's meeting.

Closed Session: N.C.G.S. 143-318.11(a)(3) Consult with the attorney to protect the attorney-client privilege; N.C.G.S. 143-318.11(a)(3) Consult with the attorney to protect the attorney-client privilege; Canipe v. Gaston County Board of Education et. al.; and N.C.G.S. 143-318.11(A)(4) To discuss matters relating to the location or expansion of business in the area served by this body; and N.C.G.S. 143-318.11(a)(6) To consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee. A motion was made by Commissioner Neeley to enter into closed session. The motion was seconded by Commissioner Helms and approved by all.

Mayor Cauthen called a five minute recess before starting the closed session.

Adjournment: Upon return to open session, a motion was made by Commissioner Rice to award the Town Clerk the full merit rate increase. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.

With no further action being taken and no further business to be discussed, a motion was made by Commissioner Neeley to adjourn at 9:30 p.m. The motion was seconded by Commissioner Rice and passed by unanimous vote.

Mayor Will Cauthen

ATTEST:

Wilene Cunningham, Town Clerk