

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

March 16, 2017

The Board of Commissioners for the Town of Cramerton met in workshop session on Thursday, March 16, 2017 at 7:00 p.m., in the G.M. Michael Room at the Cramerton Town Hall.

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

Staff Present: Bill Brown, Town Attorney; Chief Greg Ratchford; Dave Pettine, Planning Director; Joel Lineberger, Finance Director; and Wilene Cunningham, Town Clerk. David Pugh, Town Manager, was absent.

Call to Order and Determination of Quorum: Mayor Cauthen called the meeting to order and determined a quorum was present. The Board thanked everyone for being at the meeting tonight.

Adoption of Agenda for this meeting: A motion was made by Commissioner Rice to adopt the amended agenda. The motion was seconded by Commissioner Neeley and passed by unanimous vote.

Public Hearing: No one signed up to speak.

Agenda Items Not Requiring a Public Hearing:

Consider Approval of February 7, 2017 BOC meeting minutes: A motion was made by Mayor Pro Tem Koutsoupas to approve the proposed February 7, 2017 meeting minutes. The motion was seconded by Commissioner Helms and approved by all.

2017 Road Maintenance/Paving Project Schedule: Mayor Cauthen recommended this item be tabled by the Board. Mr. Lineberger stated a meeting was held yesterday with B&N Grading.

Veterans Memorial Draft Architect RFQ: Commissioner Helms stated that consideration of a firm that has provided this service in the same capacity for a municipality be considered in order to save time. Commissioner Helms noted that David Walters, UNC Charlotte Professor with the College of Architecture, was listed on the sample RFQ from the Town of Cornelius, as being on the competition advisors and jurors. He stated he would like to speak to Mr. Walters about the process and he liked Mr. Walters' connection with UNC Charlotte. Commissioner Neeley stated she wants to continue to receive Richard Atkinson's input. Board discussion was held regarding the concept of a holding a contest verses requesting a traditional request for proposal. Mayor Pro Tem Koutsoupas stated discussion has been going on for years regarding the memorial and he would like to see the Cramerton khakis be incorporated into the design. Commissioner Neeley asked about the budget for this project. Attorney Brown stated Cornelius's monument was funded from outside monies. Mayor Cauthen advised the Board that a selection process needs to be determined. Commissioner Helms, Commissioner Rice, and Mayor Pro Tem Koutsoupas agreed to utilize a request for proposal for providing site assessment and design services. The Finance Director stated the current capital project is \$50,000.00 with a contribution from the Town of \$5,000.00 and \$45,000.00 from private funds. The fund currently is at \$12,000.00. Commissioner Rice commented that fundraising will be time consuming. The Board consented to utilizing a request for proposal from architectural firms interested in providing site assessment and design services for the construction of a new Cramerton Veterans Memorial. Attorney Brown stated that the Board could ask as part of the criteria that the architectural firm chosen to seek out students or other resources that would provide new and fresh ideas and minimize fees. Commissioner Helms stated the memorial would need to be low maintenance and resistant to flood damage. Mayor Cauthen stated a site survey needs to be completed.

Commissioner Helms stated information needs to be gathered from the local veterans. Commissioner Rice stated the parking and infrastructure are already in place. Mr. Smallwood stated a FERC permit may be required along with compaction testing. The FERC permit could take up to four to six months. Commissioner Helms asked that staff work with Duke Energy regarding the FERC permit. Commissioners Helms and Neeley stated they would meet with the Town Manager and Attorney Brown regarding the request for proposal and the FERC permit prior to the April 6th meeting.

Manager's Report: No report.

General Staff Reports:

Two Rivers Utilities: TRU responded to eleven water meter related service requests, repaired one water leak, and installed one new irrigation tap. One fire hydrant was repaired. TRU sampled two locations and flushed and sampled two fire hydrants to maintain water quality. All samples were in compliance with State Drinking Water Quality Standards. Twenty preventive maintenance service inspections were made at the pump stations.

Town Attorney: Nothing to report.

Town Clerk: The clerk advised the Board that the Centralina Council of Government will be holding their annual meeting on Thursday, April 6th, in Mooresville. Commissioner Helms asked if this would be an all-day event. The clerk stated it is from 9:00 a.m. to 4:30 p.m. Mayor Cauthen stated he would be in attendance and recommended Board members attend even if they could only attend only for part of the day.

Police Department: Deputy Chief Adams had nothing to report.

Fire Department: Chief Foulk was absent.

Planning: Mr. Pettine stated the Planning and Zoning Board met last Tuesday to consider a variance for the property located at the corner of Market Street and Eighth Avenue Extension. There was also discussion regarding rezoning of six parcels on Wilkinson Boulevard which are part of the Wilkinson Boulevard Small Area Plan. Eleven single-family homes are being proposed for the Riverside neighborhood off of Seventh Street. Mayor Cauthen reminded the Board that this was the property formerly owned by Kathleen Hover.

Finance Director: Mr. Lineberger stated meetings have been held with all department heads regarding budget preparation. The ad valorem tax collection is currently two percent over budget. The Finance Director stated he is preparing the finance agreement to submit to the LGC regarding installment financing.

Parks and Recreation: Mr. Smallwood stated a dumpster is being ordered to be placed at the Lakewood side of Goat Island due to the amount of garbage being collected off the island. Decorative fencing will be placed later. Crush and run is being placed in Central Park on the trail. The shelter is finished and he will be asking for volunteers to assist in painting once the weather is warmer. The "Float the Fork" event had a good turnout. Bryan Andrea has been designing the various posters for the Parks and Recreation Department. Mayor Cauthen asked if the dumpster and the fencing would be locked. Mr. Smallwood stated a lock bar would on top of the dumpster and the gate to the dumpster would be locked. Commissioner Helms asked if this dumpster was going to be placed in this location permanently. Mr. Smallwood said yes but the dumpster will not be placed near the Veterans Memorial. Commissioner Rice asked about the loss of any parking spaces at the fire station due to the placement of the prefabricated bathroom. Mr. Smallwood stated one space will be lost. Mayor Cauthen stated he has concerns about a dumpster being placed in the Lakewood area due to the proximity of the Veterans Memorial. Mr. Smallwood stated a dumpster is needed in this area due to the amount of garbage they are collecting on the island. The dumpster at the Parks and Recreation gym has no additional space for additional trash collection. The staff is making multiple trips on the weekend to empty the Goat Island garbage canisters. The

Board discussed the addition of decorative fencing. Mr. Pettine recommended the architect who will be working with the Town regarding the Veterans Memorial be asked to design fencing to compliment the memorial. Attorney Brown stated the garbage container in Cornelius is surrounded by brick and has a metal door. The garbage is schedule to be picked up at off times.

Committee Reports:

- **Parks and Recreation Advisory Board:** Mayor Pro Tem Koutsoupas stated the next meeting will be held on Monday, April 3rd, at 7:00 p.m. at Town Hall.
- **Cramerton Merchants Association:** Mayor Cauthen stated the next meeting will be held April 21st at 8:00 a.m. at Mayworth's Public House. Discussions will include a membership drive and upcoming Town events will be discussed.
- **Community Committee:** Commissioner Rice stated a meeting was held on Tuesday. The committee will participate in the Easter Egg Scramble and hold a book donation to for the Free Little Library. The door hanger surveys and welcome packages continue to be worked on. Two Gaston Gazette newspaper boxes have been donated to be used for the Free Little Library project and once they are cleaned up and painted they will be placed at the Community Center and the Woodlawn Avenue roundabout.

Topics of Discussion for Each Commissioner:

Commissioner Helms stated he had nothing to report.

Mayor Pro Tem Koutsoupas stated he was looking forward to attending Town Hall Day in Raleigh next Thursday. The Town Manager, Commissioner Rice, Commissioner Neeley, and the Town Clerk will be attending.

Commissioner Abernathy stated she recently fell while riding on her bike and she wanted to comment on how helpful the two firemen were that helped her. She stated this was an indicator of how helpful everyone is.

Commissioner Rice stated there has been a concern recently at the Goat Island Bridge regarding people scaling the outside of the bridge and the river is shallow at that area.

Commissioner Neeley stated she recently spoke to Shannon Rudisill who lives on Eighth Avenue who said she would like to start up a golf cart business to pick up people who would like a ride home from the downtown area. The fare would be donation based. Commissioner Neeley commented on the upcoming March 24th Montcross Mayor's Forum meeting that will be held at the Gaston College Kimbrell Campus from 7:30 a.m. to 9:00 a.m.

Mayor Cauthen read an e-mail to the Board regarding possible legislation regarding collection of impact fees. Recent court cases are being reviewed for possible collection of past fees that were collected. Attorney Brown stated no resolution is needed as there is no bill available for a decision by the Board regarding whether to support or not to support.

Closed Session N.C.G.S. 143-318.11(A)(3) Consult with the attorney to protect the attorney-client privilege; 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 discuss matters relating to the location or expansion of business in the area served by this body. A motion was made by Commissioner Neeley to enter into closed session. The motion was seconded by Commissioner Helms. Attorney Brown asked that Dave Pettine be permitted to remain during the closed session. The Board agreed. The motion passed by unanimous vote.

On return to open session, the Board took action on two items:

A motion was made by Commissioner Helms to approve a second amendment to the Town Manager's contract to provide for payment of health insurance for children. The motion was seconded by Commissioner Neeley and approved by all.

A motion to approve the three party annexation agreement for the interlocal sphere of influence was made by Commissioner Rice. The motion was seconded by Mayor Pro Tem Koutsoupas and approved by all.

Adjournment: A motion was made by Commissioner Neeley to adjourn the meeting at 9:38 p.m. The motion was seconded by Commissioner Rice and approved by all.

Mayor Will Cauthen

ATTEST:

Wilene Cunningham, Town Clerk