

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

March 2, 2017

The Board of Commissioners for the Town of Cramerton met in workshop session on Thursday, March 2, 2017 at 6:00 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, and Susan Neeley. Commissioner Donald Rice was absent.

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

Call to Order: Mayor Cauthen called the 6:00 p.m. workshop meeting to order.

6:00 p.m. Workshop Meeting

Cramerton Board of Commissioners 2017 Goals and Objectives: Mayor Cauthen stated the final draft of the 2017 Goals and Objectives was distributed in tonight's agenda packet for review. Commissioner Neeley asked about the timeline for the Cramer Mountain sidewalk project. The Town Manager stated it is listed on the project map for 2017 but possibly may be pushed into 2018 due to lack of administrative leadership currently at NCDOT. Mayor Pro Tem Koutsoupas asked about the status of the amended golf cart and UTV ordinances and connection to other municipalities. The Town Manager stated this item was still a workable goal. Commissioner Helms recommended the 2017 goals and objectives be formatted to be placed on the town's website and other forms of social media. Mayor Cauthen stated a disclaimer may need be added to social medial along with stating this is a living document. Mayor Pro Tem Koutsoupas recommended the project map be placed on the website. The Board discussed the importance of visual aids such as maps. Commissioner Abernathy asked when these goals and objectives are reviewed and updated regarding progress. The Town Manager stated some of the topics are addressed at specific work session meetings. Mayor Cauthen asked that the term "active" be removed from the continued areas of focus regarding boards, communities, and bodies.

Golf Cart and UTV Ordinances: Chief Ratchford stated that due to the recent amendment to the ordinances the owners would be required to obtain a vehicle identification number in order for golf carts to be inspected through the state's inspection process. Chief Ratchford advised the Board of a conversation with the assistant director with NCDMV and they are no longer inspecting or registering golf carts beginning in 2018. The state will continue to register UTVs and low speed vehicles. Amendments to the golf cart ordinance includes adding verbiage that "in lieu of the red lamp, during dawn to dusk operation only, the cart alternately be equipped at the rear with two red reflectors of a diameter of not less than three inches, which are designed, located, and maintained so that each reflector is visible for at least 500 feet when approached by a motor vehicle displaying lawful undimmed headlights". "The Cramerton Police Department shall inspect all carts prior to the issuance of the initial registration and annually thereafter. The cart owner must be present for this inspection. The inspection is to determine the road worthiness of the cart and its compliance with this ordinance is not a guarantee of the safety of the cart. The town shall not be responsible for the cart's operation on the roadway, or its design and construction. The owner of the cart and/or persons operating the cart do so at their own risk. The inspection determination of the inspection officer is final." Commissioner Helms asked about inspection of UTVs. Chief Ratchford stated UTVs can be inspected by the state as low speed vehicles.

Chief Ratchford stated that the owner of the golf cart will need to be available at the time of the inspection as the officer needs to observe the vehicle in operation. Commissioner Neeley stated that her insurance agent advised her that the cost for adding liability insurance for a golf cart to a policy is minimal. Mayor Pro Tem Koutsoupas asked for clarification regarding the use of red reflectors. Chief Ratchford stated red reflectors would be allowed for day time usage. Golf carts with only red reflectors that are observed by the police department driving at night will be cited

and the permit will be revoked. Mayor Pro Tem Koutsoupas asked if the current permit fee of \$15.00 needs to be amended due to the amount of time that needs to be allocated for the inspection process and the administrative costs. Chief Ratchford stated the police department does not gain any revenue from this process. Mayor Cauthen stated action regarding this item will be discussed in the 7:00 meeting session.

Traffic Calming Ordinance: The Planning Director presented information to the Board regarding the process for consideration of traffic calming devices on public residential streets. Mr. Pettine stated a meeting was held with the Town Manager, Chief Ratchford, and Attorney Brown to discuss this issue and possible policy changes. Discussion was held regarding placement of a budget line item and possible cost sharing. Mayor Pro Tem Koutsoupas asked how the process for requesting traffic calming devices starts. Requests regarding traffic calming can be received from one person or a group and the evaluation regarding the traffic calming process will begin with staff. Mr. Pettine stated that speed bumps are usually the first option most people consider. He stated there are other options available that can be considered that would assist with public safety. Chief Ratchford stated that a four way stop in some areas might be the solution instead of a speed bump. The Planning Director stated on street parking along with some lane striping and/or signage could be used as alternatives. The budget line item can be set up as an accrual line and this money will be used as determined for public safety. Commissioner Abernathy stated she likes the policy that begins with the staff's evaluation with a recommendation to the Board and funding using a budgeted line item. Mayor Pro Tem Koutsoupas stated he was okay with this policy but also liked some of the options with the other proposed policy. The Board consensus was recommendation of the traffic calming policy which provides a budgeted line item (Option A) and to allow staff policy language using examples from other towns.

Area Liaison Map: The Town Manager stated area two on the map was represented by former Mayor Worley. Commissioner Abernathy stated she would represent this area and asked how the other Board members communicate with the residents in their areas. The Town Manager stated there are door hangers available and an introductory welcome letter.

Town Limits Map: Mr. Pettine stated the map shows the undeveloped ETJ areas and the town's limits. Discussion was held regarding the south to southwest ETJ area that will be possibly developed next off of New Hope Road near the South Fork River. There are also some areas in the town's limits that will allow development. Commissioner Helms asked about the exclusion of the Hills Road area. The Planning Director stated this area is already populated with single-family homes. Chief Ratchford stated this area was relinquished back to the county as this area did not comply with the Town's ordinances.

Mayor Cauthen called for a ten minute recess.

7:00 Workshop Meeting:

The Board of Commissioners for the Town of Cramerton met in regular session on Thursday, March 2, 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, and Susan Neeley. Commissioner Donald Rice was absent.

Staff Present: David Pugh, Town Manager; Bill Brown, Town Attorney; Chief Greg Ratchford; Dave Pettine, 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 a quorum was present.

Invocation and Pledge of Allegiance: Attorney Brown gave the invocation and the pledge of allegiance was given by all.

Adoption of Agenda for this meeting: Mayor Cauthen stated the proposed agenda needs to have the action item regarding the golf cart and UTV ordinance amendment added. The Town Manager stated that the agenda item regarding discussion of providing health insurance for the ABC store employees on the town's insurance policy can be removed. A motion was made by Mayor Pro Tem Koutsoupas to approve the amended agenda. The motion was seconded by Commissioner Neeley and approved by all.

Public Comment: No one signed up to speak.

Dedication of the Mayoral Portrait of former Mayor Ronnie Worley to be displayed on the Cramerton Wall of Mayors in the G.M. Michael Council Chambers at Cramerton Town Hall: Former Mayor Worley stated that he had known most of the former Mayors and was honored to have his portrait placed on this wall.

Agenda Items Not Requiring a Public Hearing:

Board of Commissioners Meeting Minutes:

Consider approval of the January 19, 2017 and February 16, 2017 Board of Commissioners meeting minutes: Mayor Cauthen asked that a correction be made on the January 19, 2017 minutes to read "half of the \$412,000.00 General Fund monies" to be changed to read "half of the \$412,000.00 Powell Bill Fund monies" to be used against the loan and allow Public Works to continue to have funds they can use for annual maintenance repairs. Mayor Cauthen asked that a correction be made on the January 19, 2017 minutes to read "three applicants were chosen to be interviewed" to be changed to read "eight qualified applications were received and five applicants were chosen to be interviewed". Commissioner Neeley asked that a correction be made on the February 16, 2017 minutes regarding the appointment of Jim Gaddy to read "a motion was made by Mayor Pro Tem Koutsoupas and seconded by Commissioner Neeley". A motion was made by Commissioner Helms to approve the amended January 19, 2017 and February 16, 2017 meeting minutes. The motion was seconded by Commissioner Neeley and approved by all.

Planning and Zoning:

Traffic Calming Policy: The Town Manager thanked the Board for their guidance on this matter that was discussed at the pre-meeting.

Cramerton Town Border and Extra Territorial Jurisdiction (ETJ) Map Presentation: The Town Manager stated this information discussed at the pre-meeting can be provided digitally to the Board by the Planning Director and will be placed on the town's website.

Cramerton Alcohol Beverage Control (ABC) Commission regarding waiver of quarterly payments for two (2) years: The Town Manager stated a request was presented from the ABC Commission requesting waiving of quarterly payments for two (2) years in order to assist them in paying off their loan early for the construction of the new store on New Hope Road. Attorney Brown stated the statutory distribution of funds per General Statute 18B-805(e) can be altered per a resolution by the town. Distributions to the public education and law enforcement are distributed prior to the determination of the quarterly payment to the town based on gross receipts. Attorney Brown stated no information was discovered stating that the town had passed a resolution waiving quarterly payments regarding the Market Street ABC store. The Finance Director stated ABC payments are placed in the General Fund revenue account. No action was taken by the Board on this request.

Cramerton Board of Commissioners:

Liaison Map Update - Review and Update Commissioner Liaison Zones Map and Consider Approval: Map was reviewed earlier in the pre-meeting and Commissioner Abernathy was assigned area two.

Community Committee – Review proposed forms and documents from Community Committee and consider approval. Scott Kincaid advised the Board that the Community Committee door hangers will be used to inform the community about the committee and to allow for input. Commissioner Helms asked about indication of any affiliation with the town. Mr. Kincaid stated no and the committee has an independent website account. Commissioner Helms asked about the “citizen of the year” award guidelines and who makes this decision. Mr. Kincaid stated the committee would present their decision to the Board for approval. Commissioner Helms asked about the delivery method for the “welcome” letter. Mr. Kincaid stated they will be hand delivered. Mayor Pro Tem Koutsoupas asked about the addition of the town’s address or an e-mail address. Commissioner Helms stated this data could be incorporated into each Board member’s area. A copy of the liaison map can be included in the packet. The Board consented to the materials presented for use by the Community Committee with some small changes to the door hanger.

Village at Cramerton Mills – Consider approval of purchase and sale contract for Town Firing Range Property: Attorney Brown stated the original zoning approval occurred in September 2014 and a formal offer was made to purchase the town’s firing range property. The proposed contract has the revised purchase price with a 30 day inspection period with 90 days until closing. Mayor Cauthen asked about the closing date being up to 90 days to get all items done. Attorney Brown stated the 90 day closing period was agreed upon. Chief Ratchford stated the police department would need at least 30 days to remove their property. Attorney Brown stated the reimbursement agreement with the Town and Gaston County will need to be amended and provided to the LGC regarding the sale and proper conveyance of the property. Commissioner Neeley asked if a real estate agency for the town was involved. Attorney Brown stated he was handling this matter currently. Mayor Cauthen asked about the earnest money and how payment would be made. Attorney Brown stated the earnest money would be placed in the town’s General Fund account. Mayor Cauthen thanked the staff for their hard work and encouraged that this matter be completed prior to June 30th. A motion was made by Commissioner Abernathy to approve the formal sale and purchase contract for the firing range property with authority to execute the contract given to the Town Manager and Attorney Brown. The motion was seconded by Commissioner Helms and approved by all.

2017 Goals and Objectives: Consider approval. A motion was made by Commissioner Neeley to approve the proposed 2017 goals and objectives as discussed at the pre-meeting. The motion was seconded by Commissioner Helms and approved by all.

Cramerton Golf Cart and UTV Ordinances: Mayor Pro Tem Koutsoupas made a motion to approve the amended golf cart and UTV ordinances under Title VII, Chapters 77 and 78 as presented at the pre-meeting. The motion was seconded by Commissioner Abernathy and approved by all. Commissioner Neeley and the Board thanked Chief Ratchford for all his hard work and staff’s due diligence regarding this matter. The Town Manager stated he received a phone call from one of the town’s citizens and how appreciative they were for the due diligence and quick turnaround regarding this matter.

Manager’s Report: The Town Manager stated that the Art of Sip, Savor and Stroll event has been cancelled by the Gaston Gazette. He stated that he spoke with Chad Shumate and Eric Smallwood regarding another festival that could replace this event. Mr. Pugh stated he would be out of the office tomorrow. He reminded the Board of the NCLM Town Hall Day scheduled for Wednesday, March 29th.

Two Rivers Utilities: Mike Bynum stated TRU responded to twenty-two water meter related service requests, repaired five water leaks, and responded to four sewer related calls. TRU installed one new water tap, one new irrigation tap, and one new sewer tap. TRU completed video inspection of two sewer line segments to locate sewer taps and completed four water/sewer asphalt patches. Nine locations were sampled and four twelve hydrants were flushed and sampled. All samples were in compliance with state drinking water quality standards. Fifty-seven preventive maintenance service requests at the pump stations were completed.

Town Attorney: Nothing to report.

Town Clerk: Nothing to report.

Police Department: Chief Ratchford had nothing to report.

Fire Department: Chief Foulk was absent.

Planning: Mr. Pettine stated work continues on information regarding the traffic calming policy. Commissioner Helms asked about the status of the proposed apartments on Wilkinson Boulevard. The Planning Director stated he has not received a construction schedule or any recent updates.

Finance Director: Mr. Lineberger stated the traditional Blue Cross Blue Shield health care plan will need to be modified based on the changes to the Affordable Healthcare Act. The current plan will remain in effect until December 1, 2019.

Parks and Recreation: Mr. Smallwood said bids for the Goat Island bathroom will be put out on Tuesday. Results of the bid will be presented at the April 6th meeting. Repair work on the Central Park shelters is scheduled to start on Tuesday. The first section of the Central Park is completed and the trail has been cut on the other side of the large gulley and hill. Irrigation pumps are to be installed in a few weeks. The Parks and Recreation Department is launching a new event for April called "Float the Fork" where individuals will bring their own boat and then visit all the new launches and piers from the river. The Parks and Recreation Department has updated their website with information regarding upcoming events, programs, registrations, and job openings. The goats will be brought to Central Park sometime in May once the kudzu is available. Fencing for the goats will be placed in April. Commissioner Neeley asked if a timeframe was available to provide to the Community Committee so they can assist. Mr. Smallwood said not at this time as the weather is a primary factor regarding scheduling.

Committee Reports:

- **Parks and Recreation Advisory Board:** Next meeting scheduled for Monday, March 6th.
- **Cramerton Historical Society:** Next meeting on Thursday, March 23rd.
- **Cramerton Merchants Association:** Mayor Cauthen stated the recent meeting held at Shannon Irish's Photography was a success. They continue to work with the Parks and Recreation Department concerning involvement with events.
- **Community Committee:** Scott Kincaid stated their committee is looking for a project in the fall for "neighbors helping neighbors". He asked if anyone knew of someone needing help to please let them know.

Topics of Discussion for Each Commissioner:

Commissioner Neeley stated Shannon Irish worked with Carillon Assisting Living and provided families with photos of them with their families. She stated she visited Carillon Assisted Living and noted the photos displayed in the resident's rooms. Commissioner Neeley stated she attended Superintendent Booker's presentation at Stuart W. Cramer High School and Dr. Abernathy's daughter, Jordan, was there receiving a regional award.

Commissioner Abernathy stated her daughter took water samples from behind their home as part of her science project. These samples were compared to wastewater treatment plant samples and her daughter found no PPCP's in the water samples she obtained. Commissioner Abernathy stated she was very proud of Stuart W. Cramer High School and the future leaders that are attending school there every day. Three students from Stuart W. Cramer High School will be representing the county in the state science fair competition.

Mayor Pro Tem Koutsoupas stated he received an inquiry via online asking about the status of the restrooms and was glad to receive the update from Mr. Smallwood.

Commissioner Helms had nothing to report.

Mayor Cauthen stated he was proud of Jordan Abernathy for her recent award. He thanked the staff for all of their hard work regarding preparation for tonight's meeting.

Mayor Cauthen asked for a five minute recess prior to entering into closed session.

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 prospective officer or employee. A motion was made by Commissioner Neeley to enter into closed session. The motion was seconded by Commissioner Abernathy and approved by all.

Adjournment: Upon return to open session, with no further action being taken and no further business to be discussed, a motion was made by Commissioner Neeley to adjourn at 9:38 p.m. The motion was seconded by Commissioner Abernathy and passed by unanimous vote.

Mayor Will Cauthen

ATTEST:

Wilene Cunningham, Town Clerk